

EAST  
STROUDSBURG  
AREA  
SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: TITLE I SCHOOL PARENT AND  
FAMILY ENGAGEMENT

ADOPTED: May 18, 2020

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">918.1 TITLE I SCHOOL PARENT AND FAMILY ENGAGEMENT</p> <p><i>Title I School Parent and Family Engagement Policy</i></p> <p>The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.</p> <p>The policy must be:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> developed jointly with and agreed upon by parents and family members of Title I children;</li> <li><input type="checkbox"/> written in an understandable format and provided in a language parents can understand;</li> <li><input type="checkbox"/> distributed to all parents and family members of Title I children;</li> <li><input type="checkbox"/> made available to the local community; and</li> <li><input type="checkbox"/> updated annually to meet the changing needs of parents, family members and the school.</li> </ul> <p>The policy describes how parents and family members will be involved in the planning, review and improvement of the school's Parent and Family Engagement Policy (<i>ESSA, Section 1116(b)(1)</i>).</p> <p>The policy states that the school will convene an annual meeting, at a convenient time;</p> <ul style="list-style-type: none"> <li>• which all parents and family members of participating children shall be invited, and encouraged to attend;</li> <li>• to inform parents of their schools' participation as a Title I school; and</li> <li>• to explain the requirements, and the rights for parents to be involved (<i>ESSA, Section 1116(c)(1)</i>).</li> </ul>
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	<p>The policy states that the school will offer a flexible number of meetings, in the morning and/or the evening (<i>ESSA, Section 1116(c)(2)</i>).</p> <p>The policy states that the school will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program (<i>ESSA, Section 1116(c)(3)</i>).</p> <p>The policy describes how the school will provide parents of participating children with timely information about the Title I program (<i>ESSA, Section 1116(c)(4)(A)</i>).</p> <p>The policy describes how the school will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards (<i>ESSA, Section 1116(c)(4)(B)</i>).</p> <p>The policy states that the school will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (<i>ESSA, Section 1116(c)(4)(C)</i>).</p> <p>The policy states how the school will involve parents and family members in the joint development of the Schoolwide Program Plan under Section 1114 per ESSA (<i>ESSA, Section 1116(5)</i>). Applies only to Title I schools operating a Schoolwide Program.</p> <p>The policy states that a school-parent compact will be jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State's high standards. The compact shall –</p> <ul style="list-style-type: none"><li>• describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time (<i>ESSA, Section (d)(1)</i>); and</li><li>• address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—<ul style="list-style-type: none"><li>○ parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;</li><li>○ frequent reports to parents on their children's progress;</li></ul></li></ul>
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- reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand (*ESSA, Section 1116(d)(2)(A-D)*).

The policy states how the school will provide assistance to parents and family members in understanding the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children (*ESSA, Section 1116(6)(e)(1)*).

The policy states how the school will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to foster parent involvement (*ESSA, Section 1116(6)(e)(1)*).

The policy states how the school will educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school (*ESSA, Section 1116(6)(e)(3)*).

The policy states how the school will, to the extent feasible and appropriate, coordinate, and integrate parent involvement programs and activities with other Federal, State, and local programs including public preschool programs and conduct other activities, that encourage and support parents and family members in more fully participating in the education of their children (*ESSA, Section 1116(6)(e)(4)*).

The policy states how the school will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand (*ESSA, Section 1116(6)(e)(5)*).

The policy states how the school, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) (*ESSA, Section 1116(7)(f)*).



# Parent and Family Engagement Policy

## Bushkill Elementary School 2019-2020

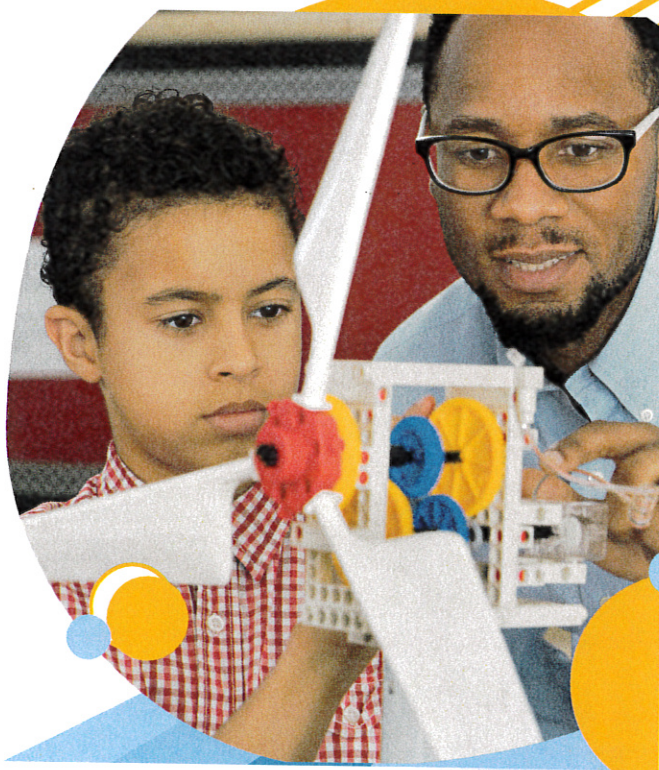
### Purpose

Bushkill Elementary School recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy was developed by Bushkill Elementary School in collaboration with, and agreed to by, parents and family members. It describes how parents and family members will be engaged at the school level and the means of carrying out the requirements of The Every Student Succeeds Act (ESSA) Section 1116.

### What is Family Engagement

Bushkill Elementary School understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents and families play an integral role in assisting their child's learning
- Parents and families are encouraged to be actively involved in their child's education at school
- Parents and families are full partners in the child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child



Bushkill Elementary School  
131 North School Drive  
Dingmans Ferry, PA 18328  
(570) 588-4400





## Components of Bushkill Elementary School's Parent and Family Engagement policy

This policy complies with federal law related to the engagement of parents and family members, establishes the school's expectations for parent and family engagement, and describes how the school will implement a number of specific parental and family engagement activities.

### ANNUAL TITLE I MEETING

Bushkill Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

**An annual Title I Parent Meeting** will be held each fall to inform parents of the requirements of Title I and the school's participation, as well as parents' rights to be involved. Notice of the meeting will be given via:

- School Website
- Email and/or phone call
- Sapphire
- Class Dojo
- Flyers

### FLEXIBLE NUMBER OF MEETINGS

Bushkill Elementary School will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, child care or home visits, as such services relate to parental involvement).

- Annual Title I meeting on October 3, 2019 at 9:00am.
- Conferences fall and spring, day and evening hours available
- Family events, day and evening
- Meetings by appointment at parent request

### JOINTLY DEVELOPED

Bushkill Elementary School will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

- On October 28, 2019, we will meet with parents and other stakeholders to review and update the current Title I Comprehensive School Plan.
- During our Annual Title I Parent Meeting in the fall, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school's website.



## COMMUNICATION

Bushkill Elementary School will provide parents of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use,
- b) forms of academic assessment used to measure student progress,
- c) achievement levels of the challenging state academic standards, and
- d) if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.

Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- Information will also be provided through various means, including:
  - Fall Open House
  - Annual Title I Parent Meeting
  - Parent-Teacher Conferences (Fall/Spring)
  - District Website
  - School Website
  - Sapphire
  - Email and/or phone call
  - Title I Parent Resource Cart
  - Class Dojo
  - Newsletter
  - Family Books and Bingo
  - Spring Title I Event
  - PTO Meetings

## SCHOOL-PARENT COMPACT

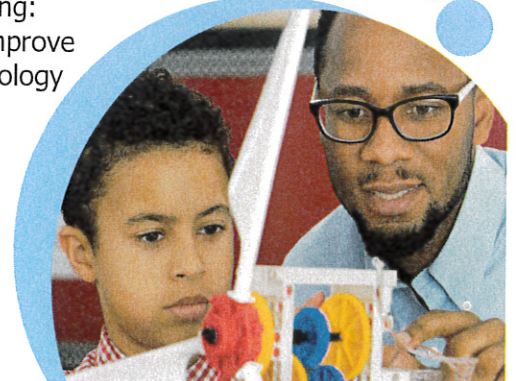
Bushkill Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

Bushkill Elementary School will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The updated compact will be sent home with each student at the beginning of the school year and be posted on the school's website.

## BUILD CAPACITY OF PARENTS

Bushkill Elementary School will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - the state's academic content standards,



- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Title I, Part A,
- how to monitor their child's progress, and
- how to work with educators to improve the achievement of their children.
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Coordinate and integrate parental involvement programs and activities with other Federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.
- Bushkill Elementary School will offer parent workshops during the school year on a variety of topics related to literacy.
- Information will also be provided through various means, including:
  - Fall Open House
  - Annual Title I Parent Meeting
  - Parent-Teacher Conferences (Fall/Spring)
  - District Website
  - School Website
  - Sapphire
  - Email and/or phone call
  - Title I Parent Resource Cart
  - Class Dojo
  - Newsletter
  - Family Books and Bingo
  - Spring Title I Event
  - PTO Meetings
- School personnel receive professional development at the start of each school year to reinforce the importance of parents as partners in their child's education.
- Bushkill faculty coordinates with Head Start of Lackawanna County, as well as the Monroe and Pike County Libraries.





## ACCESSIBILITY

Bushkill Elementary School, in carrying out these parent and family engagement requirements, shall provide full opportunities, to the extent practicable, for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

The school will make any reasonable accommodations necessary to ensure the inclusion of all parents and family members. For example, the school and district websites can be translated on the webpage, all documents can be translated through a translation program, and a translator, to the extent practicable, will be provided upon request.



The mission of Bushkill Elementary School, a culturally diverse, rapidly growing, united community, is dedicated to creating a sound foundation in shaping each student to become a positive, respectful, well-rounded citizen on a lifelong journey of success.







# Parent and Family Engagement Policy



## EAST STROUDSBURG ELEMENTARY

### Purpose

East Stroudsburg Elementary recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy was developed by East Stroudsburg Elementary in collaboration with, and agreed to by, parents and family members. It describes how parents and family members will be engaged at the school level and the means of carrying out the requirements of The Every Student Succeeds Act (ESSA) Section 1116.

### What is Family Engagement

East Stroudsburg Elementary understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving shared academic learning and other school activities, including ensuring:

Parents and families play an integral role in assisting their child's learning

Parents and families are encouraged to be actively involved in their child's education at school

Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child



East Stroudsburg Elementary School  
93 Independence Road East Stroudsburg, PA 18328  
570-421-1905





## Components of East Stroudsburg Elementary's Parent and Family Engagement policy

This policy complies with federal law related to the engagement of parents and family members, establishes the school's expectations for parent and family engagement, and describes how the school will implement a number of specific parental and family engagement activities.

### ANNUAL TITLE I MEETING

East Stroudsburg Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

An annual Title I Parent Meeting will be held each fall to inform parents of the requirements of Title I and the school's participation, as well as parents' rights to be involved. Notice of the meeting will be given via:

- *School Website*
- *Email and/or phone call*

### FLEXIBLE NUMBER OF MEETINGS

East Stroudsburg Elementary will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, child care or home visits, as such services relate to parental involvement).

- *Annual Title I meeting in the fall*
- *Conferences fall and spring, day and evening hours available*
- *Family events, day and evening*
- *Meetings by appointment at parent request*

### JOINTLY DEVELOPED

East Stroudsburg Elementary will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

- *At the beginning of the school year, we will meet with parents and other stakeholders to review and update the current Title I Comprehensive School Plan.*
- *During our Annual Title I Parent Meeting in the fall, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school's website.*
- *Parents attend PTO meetings.*



## COMMUNICATION

East Stroudsburg Elementary will provide parents of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use,
- b) forms of academic assessment used to measure student progress,
- c) achievement levels of the challenging state academic standards, and
- d) if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible.

Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- *Information will also be provided through various means, including:*
  - *Fall Open House*
  - *Annual Title I Parent Meeting*
  - *Parent-Teacher Conferences (Fall/Spring)*
  - *District Website*
  - *School Website*
  - *Email and/or phone call*

## SCHOOL-PARENT COMPACT

East Stroudsburg Elementary will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

*East Stroudsburg Elementary will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The updated compact will be sent home with each student at the beginning of the school year and be posted on the school's website.*

## BUILD CAPACITY OF PARENTS

East Stroudsburg Elementary will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - the state's academic content standards,
  - the state's student academic achievement standards,
  - the state and local academic assessments including alternate assessments,
  - the requirements of Title I, Part A,
  - how to monitor their child's progress, and

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- o how to work with educators to improve the achievement of their children.
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Coordinate and integrate parental involvement programs and activities with other Federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.
- *East Stroudsburg Elementary will offer parent workshops during the school year*
- *Information will also be provided through various means, including:*
  - o *Fall Open House*
  - o *Annual Title I Parent Meeting*
  - o *Parent-Teacher Conferences (Fall/Spring)*
  - o *District Website*
  - o *School Website*
  - o *Email and/or phone call*
- *School personnel receive professional development at the start of each school year to reinforce the importance of parents as partners in their child's education.*

## ACCESSIBILITY

East Stroudsburg Elementary, in carrying out these parent and family engagement requirements, shall provide full opportunities, to the extent practicable, for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

*The school will make any reasonable accommodations necessary to ensure the inclusion of all parents and family members. For example, the school and district websites can be translated on the webpage, all documents can be translated through a translation program, and a translator, to the extent practicable, will be provided upon request.*

*East Stroudsburg Elementary School is a diverse school community which is dedicated to creating a learning environment where all students optimize their potential. We will achieve this goal through the development and implementation of high quality standards driven instruction. Civic, social and technological skills will be cultivated in a nurturing environment to meet the challenges of our changing world*







# Parent and Family Engagement Policy



## JM Hill Elementary

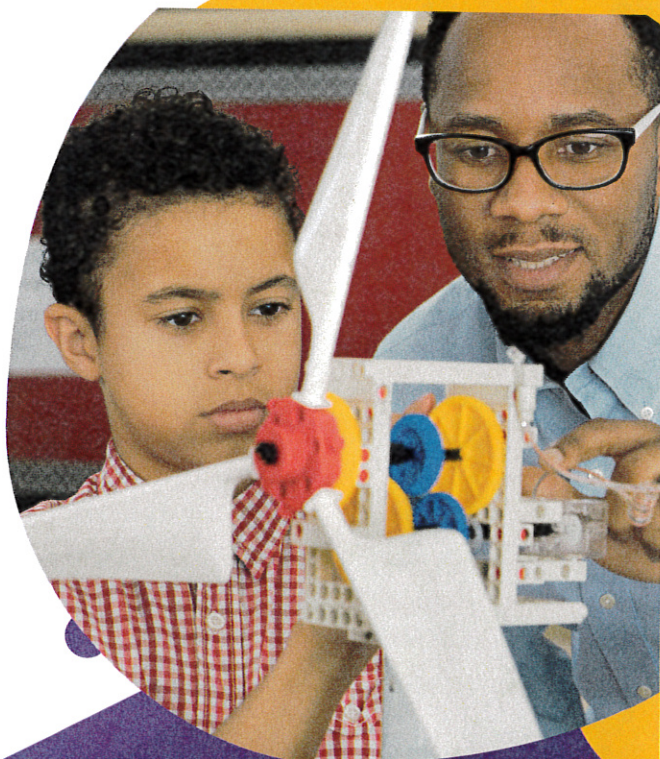
### Purpose

JM Hill Elementary recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy was developed by JM Hill Elementary in collaboration with, and agreed to by, parents and family members. It describes how parents and family members will be engaged at the school level and the means of carrying out the requirements of The Every Student Succeeds Act (ESSA) Section 1116.

### What is Family Engagement

JM Hill Elementary understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents and families play an integral role in assisting their child's learning
- Parents and families are encouraged to be actively involved in their child's education at school
- Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child



JM Hill Elementary  
151 E. Broad St.  
East Stroudsburg, Pa. 18301  
(570) 424-8073

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## Components of JM Hill's Parent and Family Engagement policy

This policy complies with federal law related to the engagement of parents and family members, establishes the school's expectations for parent and family engagement, and describes how the school will implement a number of specific parental and family engagement activities.

### **ANNUAL TITLE I MEETING**

JM Hill will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

An annual Title I Parent Meeting will be held each fall to inform parents of the requirements of Title I and the school's participation, as well as parents' rights to be involved. Notice of the meeting will be given via:

- School Website
- Flyer

### **FLEXIBLE NUMBER OF MEETINGS**

JM Hill will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, child care or home visits, as such services relate to parental involvement).

- Annual Title I meeting in the fall
- Conferences fall and spring, day and evening hours available
- Family events, day and evening
- Meetings by appointment at parent request

### **JOINTLY DEVELOPED**

JM Hill will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

- At the beginning of the school year, we will meet with parents and other stakeholders to review and update the current Title I Comprehensive School Plan.
- During our Annual Title I Parent Meeting in the fall, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school's website.
- Parents attend PTA meetings.



## COMMUNICATION

JM Hill Elementary will provide parents of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use,
- b) forms of academic assessment used to measure student progress,
- c) achievement levels of the challenging state academic standards, and
- d) if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.

Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- Information will also be provided through various means, including:
  - Fall Open House
  - Annual Title I Parent Meeting
  - Parent-Teacher Conferences (Fall/Spring)
  - District Website
  - School Website
  - Email and/or phone call
  - Title I Parent Resources
  - Reading Nights
  - PTA Meetings

## SCHOOL-PARENT COMPACT

JM Hill will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

JM Hill will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The updated compact will be sent home with each student at the beginning of the school year and be posted on the school's website.

## BUILD CAPACITY OF PARENTS

JM Hill will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - the state's academic content standards,
  - the state's student academic achievement standards,
  - the state and local academic assessments including alternate assessments,
  - the requirements of Title I, Part A,
  - how to monitor their child's progress, and



- o how to work with educators to improve the achievement of their children.
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Coordinate and integrate parental involvement programs and activities with other Federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.
- JM Hill will offer parent workshops during the school year.
- Information will also be provided through various means, including:
  - o Fall Open House
  - o Annual Title I Parent Meeting
  - o Parent-Teacher Conferences (Fall/Spring)
  - o District Website
  - o School Website
  - o Email and/or phone call
  - o Title I Parent Resources
  - o Reading Nights
  - o PTA Meetings
- School personnel receive professional development at the start of each school year to reinforce the importance of parents as partners in their child's education.

### **ACCESSIBILITY**

JM Hill, in carrying out these parent and family engagement requirements, shall provide full opportunities, to the extent practicable, for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

JM Hill will make any reasonable accommodations necessary to ensure the inclusion of all parents and family members. For example, the school and district websites can be translated on the webpage, all documents can be translated through a translation program, and a translator, to the extent practicable, will be provided upon request.

Whatever it takes, our kids are worth it!

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# Parent and Family Engagement Policy

2019-2020

## Purpose

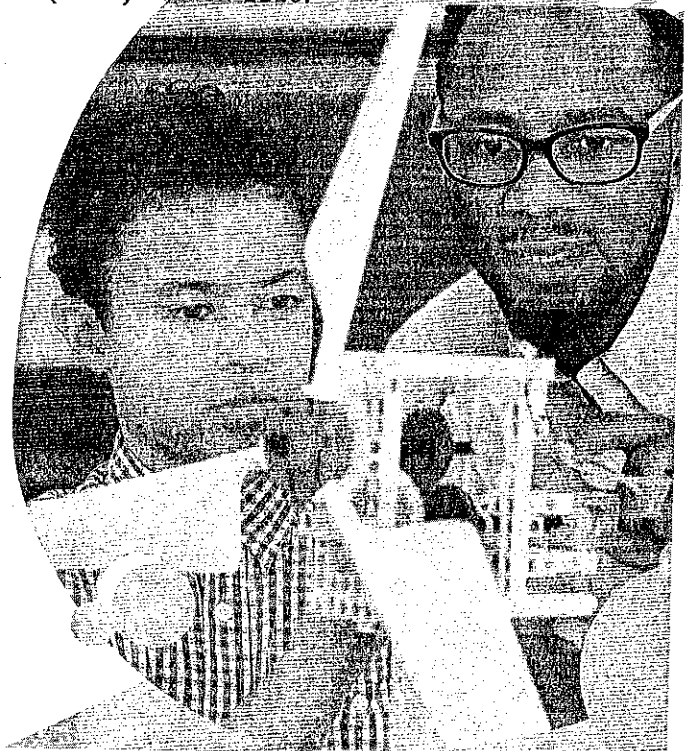
Middle Smithfield recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy was developed by Middle Smithfield in collaboration with, and agreed to by, parents and family members. It describes how parents and family members will be engaged at the school level and the means of carrying out the requirements of The Every Student Succeeds Act (ESSA) Section 1116.

Middle Smithfield understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

Parents and families play an integral role in supporting their child's learning.

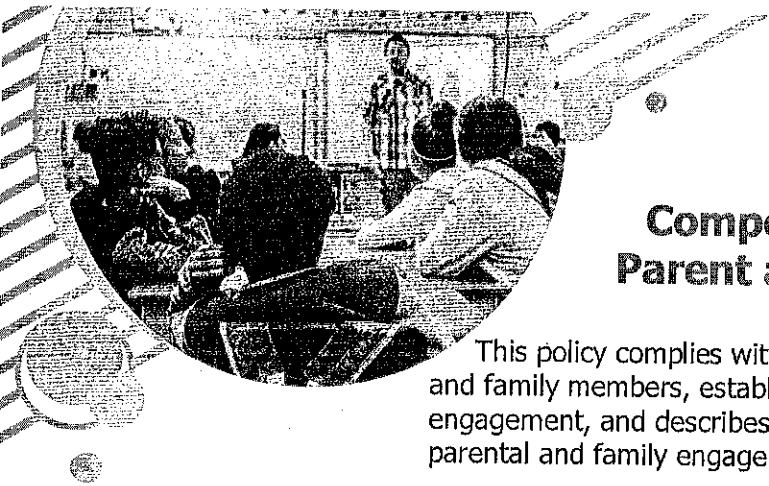
Parents and families are encouraged to be actively involved in their child's education at all levels.

Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.



**Middle Smithfield Elementary School**  
**5180 Milford Road**  
**East Stroudsburg, PA 18301**  
**570-223-8082**

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## Components of Middle Smithfield's Parent and Family Engagement policy

This policy complies with federal law related to the engagement of parents and family members, establishes the school's expectations for parent and family engagement, and describes how the school will implement a number of specific parental and family engagement activities.

### ANNUAL TITLE I MEETING

Middle Smithfield will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the school wide plan, and the school-parent compact.

An annual Title I Parent Meeting will be held each fall to inform parents of the requirements of Title I and the school's participation, as well as parents' rights to be involved. Notice of the meeting will be given via:

- School Website
- Email and/or phone call
- Class Dojo
- Flyer

### FLEXIBLE NUMBER OF MEETINGS

Middle Smithfield will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, child care or home visits, as such services relate to parental involvement).

- *Annual Title I meeting in the fall*
- *Conferences fall and spring, day and evening hours available*
- *Family events, day and evening*
- *Meetings by appointment at parent request*

### JOINTLY DEVELOPED

Middle Smithfield will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

- *At the beginning of the school year, we will meet with parents and other stakeholders to review and update the current Title I Comprehensive School Plan.*
- *During our Annual Title I Parent Meeting in the fall, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school's website.*

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## COMMUNICATION

Middle Smithfield will provide parents of participating children timely information about programs under Title I, including:

- a. a description and explanation of the curriculum in use,
- b. forms of academic assessment used to measure student progress,
- c. achievement levels of the challenging state academic standards, and
- d. if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.

Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- *Information will also be provided through various means, including:*
  - *Fall Open House*
  - *Annual Title I Parent Meeting*
  - *Parent-Teacher Conferences (Fall/Spring)*
  - *District Website & School Website*
  - *Email and/or phone call*
  - *Class Dojo & Flyers*

## SCHOOL-PARENT COMPACT

Middle Smithfield will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

Middle Smithfield will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The updated compact will be sent home with each student at the beginning of the school year and be posted on the school's website.

## BUILD CAPACITY OF PARENTS

Middle Smithfield will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - the state's academic content standards
  - the state's student academic achievement standards
  - the state and local academic assessments including alternate assessments,
  - the requirements of Title I, Part A
  - how to monitor their child's progress, and
  - how to work with educators to improve the achievement of their children.



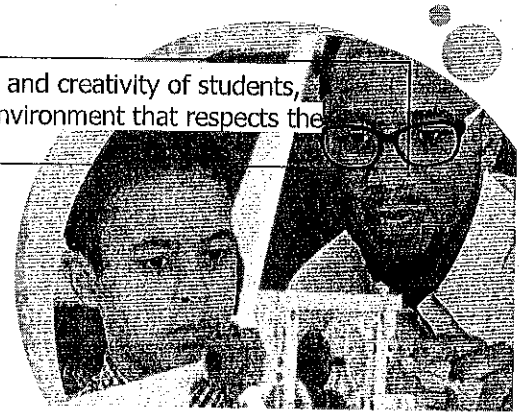
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Coordinate and integrate parental involvement programs and activities with other Federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.
  - Middle Smithfield will offer parent workshops during the school year
  - Information will also be provided through various means, including:
    - *Fall Open House*
    - *Annual Title I Parent Meeting*
    - *Parent-Teacher Conferences (Fall/Spring)*
    - *District Website*
    - *School Website*
    - *Email and/or phone call*
    - *Class Dojo*
    - *Flyers*
    - *Reading Nights (Books and Bingo/Dr. Seuss Night)*
    - *STEM Book Club*
    - *Snack and Book Swap*
    - *Family Math Night*
    - *Other suggested topics (Academic Standards, Sapphire, Online Resources, MTSS)*
- School personnel receive professional development at the start of each school year to reinforce the importance of parents as partners in their child's education.
- Coordination with Head Start Staff

**ACCESSIBILITY**

Middle Smithfield, in carrying out these parent and family engagement requirements, shall provide full opportunities, to the extent practicable, for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

The school will make any reasonable accommodations necessary to ensure the inclusion of all parents and family members. For example, the school and district websites can be translated on the webpage, all documents can be translated through a translation program, and a translator, to the extent practicable, will be provided upon request.

**Mission Statement:** Middle Smithfield Elementary, using the talents, strengths and creativity of students, parents, and community will work to provide a positive character-based learning environment that respects the varied academic, cultural, social and emotional needs of its students.





# Parent and Family Engagement Policy

## Resica Elementary

### Purpose

Resica Elementary School recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy was developed by Resica Elementary School in collaboration with, and agreed to by, parents and family members. It describes how parents and family members will be engaged at the school level and the means of carrying out the requirements of The Every Student Succeeds Act (ESSA) Section 1116.

### What is Family Engagement

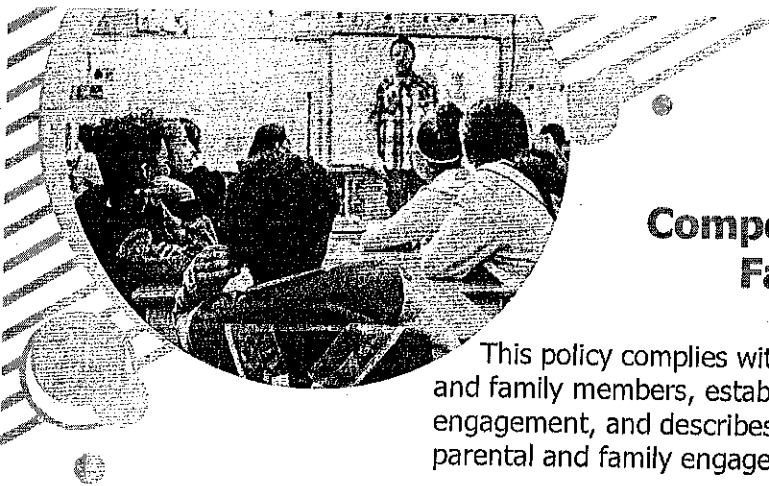
Resica Elementary School understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- Parents and families play an integral role in assisting their child's learning
- Parents and families are encouraged to be actively involved in their child's education at school
- Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child



Resica Elementary School  
1 Gravel Ridge Road  
East Stroudsburg, Pa 18302  
(570)223-6911

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## Components of Resica's Parent and Family Engagement policy

This policy complies with federal law related to the engagement of parents and family members, establishes the school's expectations for parent and family engagement, and describes how the school will implement a number of specific parental and family engagement activities.

### ANNUAL TITLE I MEETING

Resica Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

*An annual Title I Parent Meeting will be held each fall to inform parents of the requirements of Title I and the school's participation, as well as parents' rights to be involved. Notice of the meeting will be given via:*

- *School Website*
- *Email and/or phone call*
- *Class Dojo*
- *Remind*
- *Newsletter*

### FLEXIBLE NUMBER OF MEETINGS

Resica Elementary School will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, child care or home visits, as such services relate to parental involvement).

- *Annual Title I meeting in the fall*
- *Conferences fall and spring, day and evening hours available*
- *Family events, day and evening*
- *Meetings by appointment at parent request*

### JOINTLY DEVELOPED

Resica Elementary School will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

- *At the beginning of the school year, we will meet with parents and other stakeholders to review and update the current Title I Comprehensive School Plan.*
- *During our Annual Title I Parent Meeting in the fall, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school's website.*

## COMMUNICATION

Resica Elementary School will provide parents of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use,
- b) forms of academic assessment used to measure student progress,
- c) achievement levels of the challenging state academic standards, and
- d) if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.

Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

• *Information will also be provided through various means, including:*

- *Fall Open House*
- *Annual Title I Parent Meeting*
- *Parent-Teacher Conferences (Fall/Spring)*
- *District Website*
- *School Website*
- *Email and/or phone call*
- *Title I Parent Resources*
- *Class Dojo*
- *Remind*
- *Newsletter*
- *Reading Nights*

## SCHOOL-PARENT COMPACT

Resica Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

*Resica Elementary School will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The updated compact will be sent home with each student at the beginning of the school year and be posted on the school's website.*

## BUILD CAPACITY OF PARENTS

Resica Elementary School will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - the state's academic content standards,
  - the state's student academic achievement standards,



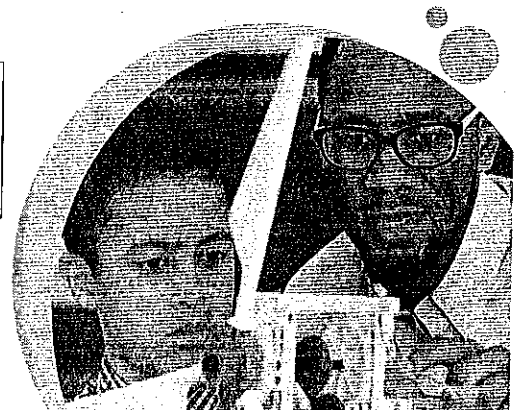
- o the state and local academic assessments including alternate assessments,
- o the requirements of Title I, Part A,
- o how to monitor their child's progress, and
- o how to work with educators to improve the achievement of their children.
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Coordinate and integrate parental involvement programs and activities with other Federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.
- *Resica Elementary School will offer parent workshops during the school year*
- *Information will also be provided through various means, including:*
  - o *Fall Open House*
  - o *Annual Title I Parent Meeting*
  - o *Parent-Teacher Conferences (Fall/Spring)*
  - o *District Website*
  - o *School Website*
  - o *Email and/or phone call*
  - o *Title I Parent Resources*
  - o *Class Dojo*
  - o *Remind*
  - o *Newsletter*
  - o *Reading Events*
- *School personnel receive professional development at the start of each school year to reinforce the importance of parents as partners in their child's education.*

### **ACCESSIBILITY**

Resica Elementary School, in carrying out these parent and family engagement requirements, shall provide full opportunities, to the extent practicable, for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

*The school will make any reasonable accommodations necessary to ensure the inclusion of all parents and family members. For example, the school and district websites can be translated on the webpage, all documents can be translated through a translation program, and a translator, to the extent practicable, will be provided upon request.*

*Resica Elementary School creates and promotes a community of respectful, responsible, and success-orientated learners by developing the diverse intelligences of all students through the sciences, technology and the arts.*





# Smithfield Elementary School

## Parent and Family Engagement Policy

Smithfield Elementary recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy was developed by Smithfield Elementary in collaboration with, and agreed to by, parents and family members. It describes how parents and family members will be engaged at the school level and the means of carrying out the requirements of The Every Student Succeeds Act (ESSA) Section 1116.

### What is Family Engagement

Smithfield Elementary understands that parent and family engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

Parents and families play an integral role in assisting their child's learning

Parents and families are encouraged to be actively involved in their child's education at school

Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child



**Smithfield Elementary**  
245 River Road, East Stroudsburg, PA 18301  
(570)-421-2841

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## ● Components of Smithfield Elementary's Parent and Family Engagement policy

This policy complies with federal law related to the engagement of parents and family members, establishes the school's expectations for parent and family engagement, and describes how the school will implement a number of specific parental and family engagement activities.

### ● ANNUAL TITLE I MEETING

Smithfield Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

*An annual Title I Parent Meeting will be held each fall to inform parents of the requirements of Title I and the school's participation, as well as parents' rights to be involved. Notice of the meeting will be given via:*

- *School Website*
- *Email and/or phone call*
- *Class Dojo*
- *Seesaw*
- *Monthly Newsletters*
- *Brunch with the Principal*

### FLEXIBLE NUMBER OF MEETINGS

Smithfield Elementary will offer a flexible number of engagement meetings at convenient times for families, such as meetings in the morning or evening (for which the school may use Title I funds to provide transportation, child care or home visits, as such services relate to parental involvement).

- *Annual Title I meeting in the fall*
- *Conferences fall and spring, day and evening hours available*
- *Family events, day and evening*
- *Meetings by appointment at parent request*

### JOINTLY DEVELOPED

Smithfield Elementary will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.

- *At the beginning of the school year, we will meet with parents and other stakeholders to review and update the current Title I Comprehensive School Plan.*
- *During our Annual Title I Parent Meeting in the fall, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys and questionnaires. If the program plan is not satisfactory to parents, they may submit comments on the plan to the school administrator. The plan will be sent home with students at the beginning of each school year and posted to the school's website.*



## COMMUNICATION

Smithfield Elementary will provide parents of participating children timely information about programs under Title I, including:

- a) a description and explanation of the curriculum in use,
- b) forms of academic assessment used to measure student progress,
- c) achievement levels of the challenging state academic standards, and
- d) if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicable possible.

Information related to the school and parent programs, meetings, and other activities, will be sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

• *Information will also be provided through various means, including:*

- *Fall Back to School Night*
- *Annual Title I Parent Meeting*
- *Parent-Teacher Conferences (Fall/Spring)*
- *District Website*
- *School Website*
- *Email and/or phone call*
- *Title I Parent Resource Cart*
- *Class Dojo*
- *Seesaw*
- *Newsletter*
- *Multicultural Literacy Night*
- *Brunch with the Principal*

## SCHOOL-PARENT COMPACT

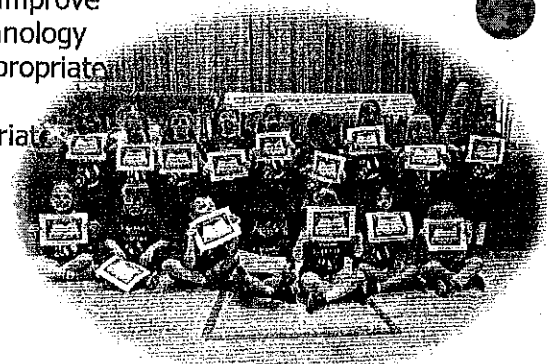
Smithfield Elementary will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the state's high standard and how the plan is used, reviewed, and updated.

*Smithfield Elementary will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school's responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The updated compact will be sent home with each student at the beginning of the school year and be posted on the school's website.*

## BUILD CAPACITY OF PARENTS

Smithfield Elementary will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and families and to support a partnership among the school and the community to improve student academic achievement through the following:

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate to foster parental involvement
- Provide assistance to parents of participating children, as appropriate in understanding topics such as the following:
  - the state's academic content standards,
  - the state's student academic achievement standards,



- o the state and local academic assessments including alternate assessments,
- o the requirements of Title I, Part A,
- o how to monitor their child's progress, and
- o how to work with educators to improve the achievement of their children.
- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- Coordinate and integrate parental involvement programs and activities with other Federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.
- *Smithfield Elementary will offer parent workshops during the school year on the following topics: Title I Overview, Technology, Mathematics, and Literacy.*
- *Information will also be provided through various means, including:*
  - o *Fall Back to School Night*
  - o *Annual Title I Parent Meeting*
  - o *Parent-Teacher Conferences (Fall/Spring)*
  - o *District Website*
  - o *School Website*
  - o *Email and/or phone call*
  - o *Title I Parent Resource Cart*
  - o *Class Dojo*
  - o *Seesaw*
  - o *Newsletter*
  - o *Multicultural Literacy Night*
  - o *PTO Meetings*
- *School personnel receive professional development at the start of each school year to reinforce the importance of parents as partners in their child's education.*
- *Headstart*
- *Early Intervention*

### **ACCESSIBILITY**

Smithfield Elementary, in carrying out these parent and family engagement requirements, shall provide full opportunities, to the extent practicable, for the participation of parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format, and to the extent practicable, in a language such parents understand.

*The school will make any reasonable accommodations necessary to ensure the inclusion of all parents and family members. For example, the school and district websites can be translated on the webpage, all documents can be translated through a translation program, and a translator, to the extent practicable, will be provided upon request.*

*The Smithfield Elementary learning community builds responsible citizens and instills respect for self and others in a safe learning environment that encourages problem-solving through cooperation and individual excellence.*

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**AGREEMENT BETWEEN  
THE EAST STROUDSBURG AREA SCHOOL DISTRICT  
AND  
CHRISTOPHER S. BROWN  
SOLICITOR**

**THIS AGREEMENT IS MADE THIS** 20th day of May, 2019, between CHRISTOPHER S. BROWN, an attorney licensed to practice law in the Commonwealth of Pennsylvania, with offices at 11 North Eighth Street, Stroudsburg, Pennsylvania (hereinafter called "Solicitor"); and the EAST STROUDSBURG AREA SCHOOL DISTRICT, with offices at 50 Vine Street, East Stroudsburg, Pennsylvania (hereinafter called "School District").

**WHEREAS**, the School District wishes to retain the services of Christopher S. Brown as Solicitor for a period of one year, commencing on July 1, 2020 and ending on June 30, 2021.

**NOW, THEREFORE**, it is agreed that:

1. The above-named Solicitor will perform routine legal services for the sum of FORTY-TWO THOUSAND (\$42,000.00) DOLLARS, as retainer for the one-year term of this Agreement.

2. Said retainer services shall include attending school board meetings, routine legal advice and opinions, attending routine conferences and meetings as required, preparation or review of routine contracts and resolutions and other routine services.

3. Said retainer services shall not include required time for the following work: preparation for arbitrations, hearings and litigation and/or conducting said arbitrations, hearings and litigation, as well as trials and appeals; title searches; bond issues and other financing; construction matters and Authority work; conveyancing; teacher and service personnel negotiations and related labor matters and substantial work for preparation for same; preparation of tax resolutions; other legal services requiring a substantial amount

of time over and above routine items. Separate billings will be made for these items as non-retainer items.

4. The Solicitor shall make monthly billings for retainer and non-retainer services and for reimbursement of out-of-pocket expenses. Out-of-pocket expenses shall be billed at the actual cost to the Solicitor, without markup. Typical out-of-pocket expenses, by way of example, include photocopying (\$0.25 per page), court and administrative filing fees, stenographic fees, witness fees, and title search fees. Non-retainer items shall be billed at the hourly rate of \$150.00 per hour or as otherwise agreed upon. In this regard:

A. It is acknowledged that the District has engaged, and shall continue to engage, additional attorneys or law firms specializing in specific or particular areas of legal practice upon terms to be agreed upon. Examples of such areas of specialization include, but are not limited to, collective bargaining, construction issues and litigation, special education and workers compensation. In such instances, the District will be expected to retain independent counsel, provided that the Solicitor declines to represent the District, and that the District agrees to pay the fees for such counsel.

B. With regard to bond issues, the parties agree that the fee to be paid to the Solicitor shall be a minimum of \$5,000.00 and shall not exceed a maximum of one-half (1/2) or fifty (50%) percent of the fee charged by bond counsel for the issue. The District and Solicitor shall consider the nature and amount of the particular bond issue and the final determination of the Board as to the amount of the fee shall be controlling.

5. It is agreed that Christopher S. Brown shall be primarily responsible for the performance of the legal services required, but that he may utilize the assistance of other attorneys with whom he may become associated in properly serving the School District.

**IN WITNESS WHEREOF**, Christopher S. Brown has executed this Agreement and the School District has caused this Agreement to be signed by its President and attested by its Secretary the day and year first above written.

\_\_\_\_\_  
Christopher S. Brown, Solicitor

ATTEST:

EAST STROUDSBURG AREA SCHOOL  
DISTRICT

\_\_\_\_\_  
Patricia Rosado, Secretary

By: \_\_\_\_\_  
Richard Schlameuss, President

# EAST STROUDSBURG AREA SCHOOL DISTRICT



## Athletic Handbook 2020-2021



TIMBERWOLVES



CAVALIERS



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## Introduction

The East Stroudsburg Area School District (ESASD) is a member of District XI of the Pennsylvania Interscholastic Athletic Association (PIAA). There are twelve total districts that comprise the PIAA. District XI has schools competing from the following counties: Bucks, Carbon, Lehigh, Luzerne, Monroe, Northampton, Pike, and Schuylkill. Both East Stroudsburg North and East Stroudsburg South are members of the Eastern Pennsylvania Conference (EPC). The other 16 members of the EPC are: Allentown Central Catholic, Bethlehem Catholic, Dieruff, Easton, Emmaus, Freedom, Liberty, Nazareth, Northampton, Parkland, Pleasant Valley, Pocono Mountain East, Pocono Mountain West, Stroudsburg, William Allen, and Whitehall. For all non-EPC competitions, the athletic department makes every effort possible to schedule contests close in proximity with schools of a similar size as a means to be fiscally responsible and to provide adequate competition for all teams. Both East Stroudsburg North and East Stroudsburg South are also members of the NEPARL for the sport of rifle, **as well as partnering with Special Olympics to offer Unified Track & Field.**

Students at East Stroudsburg North and East Stroudsburg South High Schools have the opportunity to participate in the following PIAA approved sports and EPC approved activities:

Fall	Winter	Spring
Cheerleading	Cheerleading/Competitive Spirit	Baseball
Cross Country	Basketball, Boys'	Softball
Field Hockey	Basketball, Girls'	Tennis, Boys'
Football	Rifle	Track & Field, Boys'
Golf	Swimming	Track & Field, Girls'
Soccer, Boys'	Wrestling	Mock Trial
Soccer, Girls'	Chess	Science Olympiad
Tennis, Girls'	Scholastic Scrimmage	<b>Unified Track &amp; Field</b>
Volleyball, Girls'		
Speech and Debate		

Students at JT Lambert and Lehman Intermediate Schools have the opportunity to participate in the following PIAA approved sports:

Fall	Winter	Spring
Cross Country	Basketball, Boys'	Baseball
Field Hockey	Basketball, Girls'	Softball
Football	Wrestling	Soccer, Girls'
Soccer, Boys'		Track & Field, Boys'
Volleyball, Girls'		Track & Field, Girls'

## **East Stroudsburg Area School District Mission Statement**

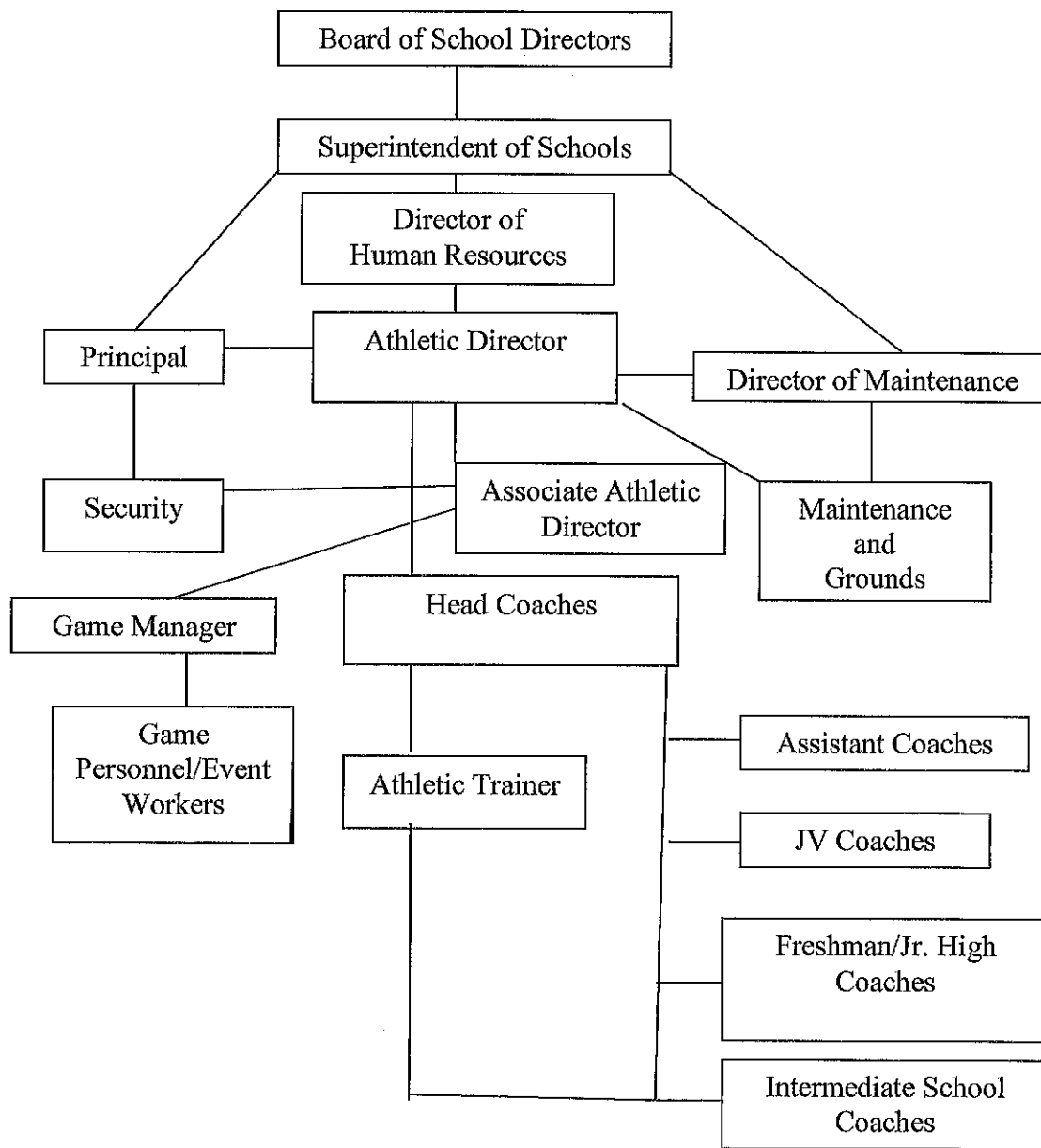
East Stroudsburg Area School District fosters within all students a commitment to excellence, service and life-long learning which prepares them to be creative, productive and responsible citizens with a global perspective.

## **East Stroudsburg Area School District Athletic Program Philosophy**

The East Stroudsburg Area School District Athletic Program serves as an integral part of the educational process for students grades 7-12. As a compliment to the academic component, our athletic program is structured to foster physical, social, emotional/intellectual, and moral development in all participants. In addition to promoting the skills identified in the district mission statement, the ESASD athletic program also emphasizes teamwork, good sportsmanship, leadership, and a competitive spirit. Participation in athletics is a privilege, not a right.

This athletic handbook is a written guide providing insight into the basic structures, procedures, and policies for all student-athletes, parents, community members, coaches, and administrators. As is the case with all components of an academic institution, success within our athletic program is based on all stakeholders working together for the betterment of our student-athletes.

# Athletic Program Organizational Framework



This chart illustrates the basic organizational framework and levels of the athletic program. The chart should be used to identify the proper communication path needed to answer questions.



## **Role of Athletics in Schools**

1. The athletic program compliments life skills learned in the classroom. Organization, time management, integrity, a strong work ethic, perseverance, and a commitment to excellence are a part of daily athletic interactions.
2. The athletic program teaches student-athletes the importance of respect and professionalism. Through appearance, communication, and good sportsmanship, student-athletes learn the impact of their actions and behaviors on others.
3. The athletic program provides student-athletes with strict practice schedules during seasons, and voluntary workouts before and after school during the off-season allowing students to strengthen their bond with peers, coaches and the school.
4. Athletic events allow the school and community to come together in support of all teams.
5. The athletic program aids in the development of school pride through organized competitions, logos, defined colors, mascots, uniforms, and adequate facilities.

## **Pennsylvania Interscholastic Athletic Association (PIAA) Guidelines for Athletic Eligibility**

The East Stroudsburg Area School District has adopted and supports the eligibility standards as set by the Constitution and By-Laws of the Pennsylvania Interscholastic Athletic Association (PIAA). In order to be eligible for participation, all student-athletes must:

- Meet age requirements and period of participation guidelines.
- Be an amateur in that sport.
- Be enrolled in and in full-time attendance at a PIAA member school, a Charter or Cyber Charter School, or be home-schooled.
- Have consent of parent or guardian to include a completed Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) Form.
- Meet transfer guidelines, when applicable.
- Adhere to outside participation, out of season participation, and all-star contest guidelines, when applicable.
- Meet academic and curricular requirements.

The PIAA website can be accessed from the Resources tab on the ESASD Athletic Webpage.

# Athletic Department Structure and Responsibilities (Not All-Inclusive)

The following section describes major roles and responsibilities for: A) Building Principals, B) Director of Athletics and Activities, C) Associate Athletic Directors, D) Head Coaches or Designees, and E) Assistant Coaches. Additional roles and responsibilities can be assigned by the Superintendent of Schools or designee as deemed necessary.

## A. The Building Principal:

- Is the leader of interscholastic athletics for the school. The principal oversees the athletic program in a manner that allows all eligible students the opportunity to enjoy a positive educational experience through athletics.

Is responsible to the PIAA, in all matters pertaining to his/her school's interscholastic athletic program. The principal may delegate some of these powers, but such delegation shall not relieve the principal of responsibility for any infraction by the school involving the constitution and bylaws of the PIAA: Reference Article X: Local Management and Control, Section 1: Responsibility of Principal and Section 2: Powers and Duties of Principal. Will conduct any additional duties relating to Interscholastic Athletics as deemed necessary by the Superintendent of Schools.

## B. The Director of Athletics and Activities:

- Will be responsible to the Superintendent of Schools and the Building Principals for all matters involving PIAA contests.
- Will represent the ESASD at all state, district, and league level meetings as applicable. If he/she cannot attend, a designee will be assigned.
- Will be fiscally responsible when preparing the athletic budget each year allowing all board approved athletic teams, grades 7-12, to practice and compete in a safe manner.
- Will submit all requisitions regarding uniforms, supplies, and equipment. He/she will consult coaches and Associate Athletic Directors regarding necessary purchases.
- Will maintain an accurate record of revenues and expenditures, including but not limited to gate receipts, officials pay, dues and fees, entry fees, and miscellaneous expenses.
- Will meet with Building Principals and Associate Athletic Directors to discuss and interpret any PIAA rule changes.
- Will schedule competitions for all board approved athletic teams and activities according to PIAA guidelines.
- Will work with building level Associate Athletic Directors and secretaries to arrange transportation, officials, and/or game workers for all scheduled competitions.
- Will be responsible for publicity and press releases concerning athletics.
- Will attend scheduled competitions or assure a designee is appointed to attend.
- Will arrange for athletic physicals prior to the start of each season.
- Will act as a leader in the development of all athletic programs grades 7-12.
- Will spearhead cooperation and communication among coaches, parents, teachers, and administrators for the betterment of student-athletes.
- Will have a thorough knowledge of PIAA rules and regulations.
- Will work with maintenance to assure proper preparation and safety of playing surfaces and facilities.
- Will recommend necessary improvements for practice and playing facilities to the director of maintenance and Superintendent of Schools.

- Will recommend all paid and volunteer coaching positions to the Superintendent of Schools and school board for approval each year.
- Will evaluate all paid coaching positions each year, in collaboration with the Building Principals and Associate Athletic Directors.
- Will work diligently with Building Principals and Associate Athletic Directors to assure student-athletes are held to standards of academic eligibility as set for by the PIAA and Board Policy #123 – *Interscholastic Athletics*.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools.

C. The Associate Athletic Director:

- Will assume responsibility as the liaison between the coaching staff, the Building Principal and the Director of Athletics and Activities.
- Will communicate and tend to the daily needs of coaches and teams.
- Will oversee daily practice and playing facilities and report any issues/concerns to the Director of Athletics and Activities and/or maintenance.
- Will assume responsibility for the implementation and review of sports physicals for all student-athletes at the beginning of a new season.
- Will review building level athletic schedules to assure appropriate contests are confirmed.
- Will secure game workers, officials, and security for all home contests, in collaboration with the Director of Athletics and Activities.
- Will secure transportation for all away contests, in collaboration with the Director of Athletics and Activities.
- Will secure and confirm rescheduled contests due to inclement weather conditions and/or other conflicts.
- Will assist in accurate record keeping and deposit of all revenues and expenditures for all athletic contests when applicable.
- Will review building-level inventory with head coaches for all sports following each season and communicate concerns with the Director of Athletics and Activities.
- Will collaborate with head coaches in the ordering of new equipment for each budgetary year in a fiscally responsible manner and communicate concerns with the Director of Athletics and Activities.
- Will work diligently with the Building Principals and the Director of Athletics and Activities to assure student-athletes are held to standards of academic eligibility as set for by the PIAA and Board Policy #123 – *Interscholastic Athletics*.
- Will evaluate all paid coaching positions each year, in collaboration with the Building Principals and Director of Athletics and Activities.
- Will assist in the search for and approval of all paid and volunteer coaching positions each year, in collaboration with the Building Principal and Director of Athletics and Activities.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, and/or the Director of Athletics and Activities.

D. The Head Coach or Designee:

- Will instruct student-athletes of the fundamental skills, strategies, and physical training necessary for the realization of individual and team success.
- Will ensure student-athletes receive instruction that will lead to the formation of positive values, sportsmanship, pride in self and school, and self-confidence.
- Will serve as a role model within the school and community.



- Will positively represent the district through communication, behaviors, and actions at all times.
- Will communicate all questions, issues, and concerns to the Associate Athletic Director.
- Will assume responsibility and foster communication for the program, grades 7 through 12, in a manner that is consistent with the educational philosophy of ESASD.
- Will provide yearly goals at the beginning of each new season.
- Will plan, organize, and supervise all practices and scheduled competitions as to promote safety, skill development, and sportsmanship in accordance with PIAA and ESASD rules and policies.
- Will serve as the spokesperson for the team, dealing with inquiries relating to the team.
- Will cooperatively work with the athletic trainer regarding safety, injuries, and rehabilitation of all student-athletes.
- Will maintain an accurate inventory of supplies, uniforms, and equipment each year.
- Will be responsible for distribution and collection of equipment and uniforms.
- Will demonstrate proper use of equipment and supervise equipment maintenance.
- Will communicate appropriately and effectively with parents, faculty and administration.
- Will be responsible for security of applicable facilities and equipment.
- Will maintain accurate and up-to-date records, including PIAA medical forms, team rules, parent permission/consent forms, transportation forms, and any other pertinent forms or documentation for said team and its members.
- Will prepare rosters including the assignment of team managers.
- Will recommend the employment or termination of assistant coaches.
- Will assign assistant coaching duties and conduct training sessions with staff to ensure consistency within the program.
- Will prepare yearly team budgets in collaboration with the Associate Athletic Director.
- Will schedule pre-season scrimmages with approval of the Associate Athletic Director and Director of Athletics and Activities.
- Will notify administration, parents, coaches, and student-athletes of changes to rules and regulations when applicable.
- Will speak to press when necessary and call games into league-approved newspapers and TV stations, ensuring that all competition results are made available to the newspapers and/or media outlets deemed appropriate by the Director of Athletics and Activities.
- Will provide in writing to the Associate Athletic Director a sequence of events regarding problems that may have occurred during, or in conjunction with a game or event. If necessary, a telephone call will be made to the Associate Athletic Director and/or Director of Athletics and Activities.
- Will be responsible for all players and managers until they leave district property at the conclusion of a scheduled event or practice; this is to include supervision of the activity busses.
- Will assist with evaluations of assistant coaches.
- Will notify student-athletes that hazing, as per Board Policy #247 - *Hazing*, is prohibited.
- Will annually complete a 1) Concussion Training Course, 2) Sudden Cardiac Arrest Training Course, as required by the PA Department of Education and PIAA. Fall and Spring Coaches will also annually complete a 3) Heat Illness Training Course.
- Will complete and/or meet the PIAA Coaching Education Requirements: 1) Coaching Education Course and 2) First Aid Course, effective July 1, 2019. The coach will have 2 years

from date of hire to complete these courses and upload to his/her coach profile on the PIAA Website for Coaches.

- Will maintain substantial knowledge of the technical aspects of the sport involved and continues to examine and explore new theories and procedures pertinent to coaching and the sport being coached.
- Will act in accordance with Board Policy #123 and #123-AR – *Interscholastic Athletics*, in all matters.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, the Director of Athletics and Activities, and/or the Associate Athletic Director.

E. The Assistant Coach:

- Will cooperate with and assist the head coach in the administration of the program in a manner that benefits the student-athletes.
- Will communicate all problems to the head coach.
- Will cooperatively work with the athletic trainer and head coach regarding safety, injuries, and rehabilitation of all student-athletes.
- Will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, the Director of Athletics and Activities, the Associate Athletic Director, and/or the head coach.
- Will annually complete a 1) Concussion Training Course, 2) Sudden Cardiac Arrest Training Course, as required by the PA Department of Education and PIAA Fall and Spring Coaches will also annually complete a 3) Heat Illness Training Course.

Will complete and/or meet the PIAA Coaching Education Requirements: 1) Coaching Education Course and 2) First Aid Course, effective July 1, 2019. The coach will have 2 years from date of hire to complete these courses and upload to his/her coach profile on the PIAA Website for Coaches.

## **East Stroudsburg Area School District Cyber Academy Students**

Students enrolled in the East Stroudsburg Area School District Cyber Academy are eligible to compete in interscholastic sports, subject to applicable board policy and the academic eligibility requirements as described in the *Student-Athlete Expectations/Code of Conduct*, which is included in this handbook.

## **Home Education Students**

Home education students are allowed to compete for positions in extracurricular activities and interscholastic athletic programs pursuant to the provisions of Board Policy #137 – *Home Education Programs*.

## Cyber/Charter School Students

Cyber/Charter School students are allowed to compete for positions in extracurricular activities and interscholastic athletic programs pursuant to the provisions of Board Policy #140.1 – *Extracurricular Participation by Charter/Cyber Charter Students*.

### Parental Consent & Mandatory Paperwork Necessary to Compete in Interscholastic Athletics

Each student-athlete who desires to participate in ESASD Athletics is required to submit the **PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE)** paperwork prior to the start of the season. This paperwork includes personal and emergency information, a certification of parent/guardian, an understanding of risk of concussion and traumatic brain injury, an understanding of sudden cardiac arrest symptoms and warning signs, a health history, and a comprehensive initial pre-participation physical evaluation and certification of authorized medical examiner form. Additionally, the ESASD Athletic Department requires completion of the athletics/activities consent/emergency card and provides parents/guardians with additional information on concussions and MRSA. All forms must be completed and signed by the appropriate parties before a student-athlete will be eligible for the start of a season.

The athletic department will establish dates, times, and locations for school-sponsored physical exams prior to the beginning of each athletic team season. Student-athletes will not be permitted to receive a school-sponsored physical unless the designated CIPPE form has been completed and signed by the student-athlete and his/her parent(s)/guardian(s). While the physical examinations will be given FREE OF CHARGE, a \$10.00 deposit is required to schedule the appointment. Upon arrival for the scheduled appointment, the \$10.00 deposit is returned. Any student who does not show up for a scheduled physical examination will forfeit the deposit fee.

If a student-athlete misses the school-sponsored exams, he/she may get an exam from a doctor of his/her choice at his/her own expense; the doctor must complete the PIAA CIPPE form – NO EXCEPTIONS. It is the responsibility of the student-athlete to arrange for his/her own physical should he/she miss the school-sponsored exams.

CIPPE forms can be picked up in any secondary building athletic office and accessed from the Athletic webpage under the *Resource* tab by clicking on *Sport Physical Packets*.

## Insurance

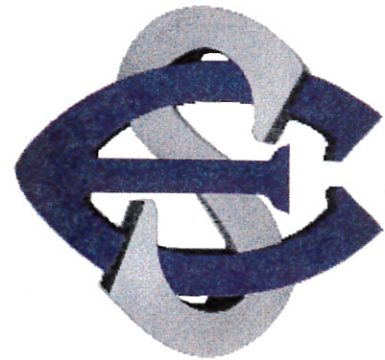
As per Board Policy #211 – *Student Accident Insurance*, the East Stroudsburg Area School District provides interscholastic sports insurance to cover all school district athletes competing in interscholastic sports from grades 7 thru 12 including District supervised out of season training. The coverage will also include the band and cheerleaders while practicing for or participating in an interscholastic event. Optional Coverage is available as described in Board Policy #211.



**East Stroudsburg Area School District  
Student-Athlete and Parent Expectations  
& Guidelines 2020-2021**



**TIMBERWOLVES**



**CAVALIERS**

## A Message from the Athletic Department

To the Parents/Guardians:

Your son/daughter has expressed an interest in participating in interscholastic athletics with your approval. It is very important to read, review, and sign off on the information included in this document with your child. Additionally, it is recommended that you familiarize yourself with the *East Stroudsburg Area School District 2020-2021 Athletic Handbook* and the *Code of Student Conduct*. It is equally important to understand that **participation in athletics is a privilege, not a right**. Interscholastic athletics offered at the East Stroudsburg Area School District (ESASD) serve as an integral part of the educational process for students grades 7-12. Our athletic philosophy is based on developing the person, the student, the teammate, and the athlete. As a compliment to the academic component, our athletic program is structured to foster physical, social, emotional/intellectual, and moral development in all participants. Additionally, the ESASD athletic program emphasizes teamwork, good sportsmanship, leadership, and competitive spirit. We are hopeful that the experiences and opportunities gained by participation in interscholastic athletics will help your son or daughter develop lifelong skills, making them more productive citizens within the community upon graduation. Lastly, we ask for your cooperation in being a positive role model by demonstrating respectful behaviors at all times with coaches, other parents, officials, administrators, spectators and all student-athletes. **Expected behaviors are detailed on page 19.**

To the Student-Athletes:

**Being a member of an East Stroudsburg Athletic Team is a privilege, not a right.** It is our expectation:

- That you embrace this opportunity to make yourself a better person, a better student, a better teammate, and a better athlete.
- That you will follow school rules at all times.
- That when you have questions or concerns, you will ask for help.
- That you will give 100% effort at all times regarding academics and athletics.
- That you take pride in yourself, your team, your school, and your community.
- That you are respectful at all times to teammates, classmates, administrators, teachers, coaches, opponents, spectators, officials, and parents/guardians.
- That you develop a sense of professionalism whereas you always do the best you can, use appropriate language, dress appropriately, and play with sportsmanship.
- That you will become leaders within athletics, within the school, and within the community.

Meeting these expectations will help in laying the foundation for success upon graduation from the East Stroudsburg Area School District. We are proud to have you representing our school and will support you throughout your journey. Failure to meet these expectations can result in suspension from games, practices, and possible removal from a team. With that said, we wish you the best of luck and look forward to watching you compete.

## Academic Eligibility

**As per Board Policy #123 – Interscholastic Athletics:** The Board directs that no student may participate in the program of interscholastic athletics if he/she has not maintained a record of academic proficiency that satisfies guidelines set forth by the PIAA and the East Stroudsburg Area School District and is sufficient to ensure that participation in interscholastic athletic activities will not interfere with his/her instructional program.

For the purpose of determining *Academic Eligibility*, an average of 65% or greater is considered PASSING; an average below 65% is considered FAILING. Academic Eligibility will be determined by the following two criteria:

1. In accordance with Article X *Curriculum*, Sections 3 and 5 of the PIAA Constitution and By-Laws, a **high school student-athlete** must PASS at least 2 full blocks worth of classes or its equivalent that meet daily or he/she will be considered *Academically Ineligible* for participation. For eligibility purposes, a full block is defined as a class that meets for two periods daily; an equivalent would be a class that meets for one period daily. An **intermediate student-athlete** must PASS at least 4 periods worth of classes that meet daily or he/she will be considered *Academically Ineligible* for participation.
2. The East Stroudsburg Area School District further requires that no high school or intermediate student-athlete can be failing any two or more classes at the same time or he/she will be considered *Academically Ineligible* for participation. For the purposes of academic eligibility: 1) A class is defined as any course that meets daily and 2) Programs at the Monroe County Technical Institute are equivalent to TWO classes.
  - **Academically Ineligible** means that a student-athlete may not participate in any team-oriented work, in skill work, in performances, in scrimmages, or in competitions during the period of ineligibility that will go into effect the immediate following Sunday through the next Saturday. He/she can be at practice for the sole purpose of maintaining proper conditioning or the like. Additionally, an academically ineligible student-athlete cannot be dismissed early from school for athletic purposes. For purposes related to trying out for a team, an academically ineligible student-athlete will fully participate in scheduled tryouts as determined by the coaching staff and approved by the Athletic Office. Throughout the ineligible week, the student-athlete will be required to cooperate in academic remediation as determined by building administration and the athletic department. If the student-athlete meets eligibility requirements the following Friday, he/she will become eligible the immediate following Sunday.
  - If a student-athlete is failing one class that meets daily, he/she will be on “**academic warning.**” **Academic Warning** requires a student-athlete to participate in academic remediation as determined by building administration and the athletic department. If the student-athlete is passing the course as of the following Friday, he/she will no longer be on academic warning.

Academic Eligibility will go into effect once the competitive season begins. It will be monitored on a weekly basis and checked every Friday by combined efforts of the athletic department and the building administrative team. Grades of student-athletes will be reviewed as reported by classroom teachers through Sapphire. Student-athletes and coaches will be notified of any cases of Academic Ineligibility or Academic Warning through the building Associate Athletic Director. Parents of students who are Academically Ineligible will be contacted.



At the conclusion of a marking period, if a student-athlete has failed to meet academic eligibility requirements, he/she will be ineligible for a period lasting for 15 school days beginning on the first day reports cards are issued. The 15 school day ineligibility period, when applied to the end of the school year, uses final averages and not 4<sup>th</sup> marking period averages to determine eligibility for the next grading period and begins on the first day of school the next year; the only exception being any deficiencies that have been corrected over the summer which make a student-athlete eligible for participation.

### **Attendance in School for Eligibility to Participate**

In order for a student-athlete to be eligible to participate in any contest, he/she must be enrolled in school and attend school regularly in accordance with applicable law. Additionally, student-athlete participation in scheduled activities or athletic contests is contingent upon the following:

- A student-athlete who is absent from school for the entire day may not participate in or attend a scheduled activity or athletic contest unless pre-approved by administration.
- A student-athlete who arrives AFTER 10:30 a.m. may not participate in a scheduled activity or athletic contest for that day unless pre-approved by administration.
- A student-athlete who leaves early from school without pre-approval by administration or because of illness may not participate in a scheduled activity or athletic event for that day.
- A student-athlete who is suspended from school may not participate in a scheduled activity or athletic contest for the duration of the suspension. If a suspension ends on Friday, the student-athlete cannot participate in any weekend practices, contests, or events.

### **Infractions of the Code of Student Conduct**

Student-athletes are held accountable to all school rules, policies, and disciplinary measures: 1) in school, 2) at school activities, 3) during time spent in travel to and from school and school activities, and 4) at such other times as allowed by applicable law; this could include but is not limited to at home, on the internet, or other places where conduct affects school operations. Misconduct on behalf of a student-athlete at any time should be immediately reported to the Building Principal and Director of Athletics and Activities. He/she may be subject to discipline according to the *Code of Student Conduct* and possible suspension and/or removal from the team. Refer to Board Policy #218 – *Student Discipline* and Board Policy #227 – *Controlled Substances* for additional information. There is an expectation that student-athletes within the ESASD are to be role models to others within the district.

An accumulation of three athletic demerits during the course of a season will result in an automatic suspension from the team and all team related activities to include practices, games, and ceremonies. The student-athlete shall be suspended from participation in athletics and activities for 20 school days or the remainder of the season, whichever occurs first. A season is recognized as the first official day of practice as defined by the PIAA until the last team or individual competition. If an ESASD student-athlete is suspended for an infraction of the *Code of Student Conduct*, he/she will be subject to demerits as follows:

- Any single disciplinary infraction resulting in **In-School Suspension (ISS)** will result in ONE ATHLETIC DEMERIT. In addition to the one athletic demerit, the student-athlete shall be suspended from participation in athletics on the day(s) the ISS is served.

- Any single disciplinary infraction resulting in **Out of School Suspension (OSS)** less than five days will result in **TWO ATHLETIC DEMERITS**. In addition to the two athletic demerits, the student-athlete shall be suspended from participation in athletics on the day(s) of the OSS. Sports with 15 or more competitions will carry a minimum two game suspension for in-season student-athletes; a one or two-day tournament will be equivalent to 2 competitions. Sports with less than 15 competitions will carry a minimum one game suspension for athletes.
- Any single disciplinary infraction resulting in **Out of School Suspension (OSS)** five days or greater will result in **THREE ATHLETIC DEMERITS**. In addition to the three athletic demerits, the student-athlete shall be suspended from participation in athletics and activities for 20 school days or the remainder of the season, whichever occurs first.
- Upon returning from a 20 school day suspension, a student-athlete may return to the team if the season has not culminated. If he/she accumulates any additional athletic demerit(s) for any reason, he/she will be suspended for the remainder of that season.

Athletic Demerits will be assigned as per any single disciplinary infraction resulting in suspension. Days of suspension do not equal number of demerits assigned. Example: A student-athlete receives three days of ISS for a single disciplinary infraction; this will be considered one athletic demerit.

If a student-athlete is not demonstrating appropriate behavior as defined by the *Code of Student Conduct* at any time in season or out of season, a meeting may be held by building administration and the athletic department which may result in a suspension from participation of in season and/or out of season practices or events. **Please remember that participation in athletics is a privilege, not a right.** Student-athletes are expected to model appropriate behaviors at all times.

For the purpose of athletic demerits, suspensions assigned to student-athletes attending MCTI will count towards demerit totals.

Lastly, students who are placed in an alternative education setting or who are currently placed in an alternative education setting are not permitted to participate in interscholastic athletic programs.

### **Hazing and Bullying/CyberBullying**

In accordance with Board Policies #247 *Hazing* and #249 *Bullying/Cyberbullying*, the ESASD Athletic Department strives to maintain a safe, positive, and welcoming environment for student-athletes, coaches, parents, spectators, and game personnel. Any action or situation that recklessly or intentionally endangers the mental or physical health or safety will not be tolerated.

Student-athletes, coaches, and parents are strongly encouraged to promptly report incidents related to hazing and/or bullying/cyberbullying to athletic and school administration. A thorough investigation will follow; a founded charge will be subject to disciplinary action according to the *Code of Student Conduct*.

There is no place for Hazing and Bullying/Cyberbullying in the ESASD Athletic Department.

### **Disqualification from a PIAA Athletic Competition**

If a student-athlete is ejected from a PIAA athletic competition, he or she will serve a suspension as rendered by the PIAA. Additionally, the student-athlete shall be subject to administrative review.

## NCAA Eligibility Center

We are very hopeful that many of our student-athletes will continue their athletic careers beyond high school by competing at the collegiate level. The NCAA Eligibility Center regulates athletic participation at the division I and II levels based upon **specific academic requirements beginning in 9<sup>th</sup> grade**. It is strongly recommended for both parents and student-athletes to express their desires to compete in college athletics to the athletic department, coaches, and especially to the guidance counselors. The counselors will help educate parents and student-athletes on NCAA eligibility requirements and assist with proper course selections and academic requirements. It is never too early to start asking these questions! Attached at the end of this document is a copy of the NCAA Eligibility Center Quick Reference Guide.

### Transportation

The athletic department recognizes the right of the parent(s)/guardian(s) to decide how and by whom their child is transported. However, the privilege to compete in interscholastic athletics for ESASD is based on student-athletes following the policies, guidelines, and procedures as established by the ESASD.

Teams, which include coaches and student-athletes, are expected to travel together using whatever transportation is provided to them by the *ESASD*; this includes both to and from athletic competitions and scrimmages. This expectation is presented to build team camaraderie and to protect all student-athletes.

A coach should always be present on a bus when one of his/her teams is being transported by bus. It is preferred that the head coach accompany the bus at all times. If the head coach cannot, for some valid reason, accompany the bus, the Associate Athletic Director will be made aware of the situation in advance to assure appropriate supervision of student-athletes is secured.

It is recognized that there will be times when extenuating circumstances may make it necessary for a student-athlete to travel to or from an event separately from the team. In the event that a student-athlete needs to travel separately from the team, a parent/guardian must communicate with the head coach and complete the ESASD Parental Transportation Request Form in advance (*see attached*). The head coach will keep the original. Student-Athletes will only be permitted to ride with their own parent/guardian. In case of emergency, the head coach may use his/her discretion and will contact the Associate Athletic Director, Director of Athletics and Activities, or Building Principal. The Parental Transportation Request Form is still required.

### Equipment/Uniforms

Once a student-athlete is identified as a member of the team, he/she may be distributed equipment and/or uniforms. Uniforms issued by the athletic department are intended to be worn for competition. Wearing uniforms for purposes outside of competition including during school must be pre-approved by the coach, building administration, and Athletic Director. At the completion of the season, the student-athlete must return all equipment and/or uniforms issued by the District as determined by the head coach before being eligible to participate in any interscholastic activity in the future. The student-athlete is responsible to return such equipment or make monetary restitution. Failure to do so may result in non-participation of High School graduation activities and/or in charges being filed with the appropriate District Magistrate.



## Expected Behaviors During Competition

During athletic competitions, it is expected that our student-athletes will compete in the true essence of good sportsmanship. It is also expected that parents and spectators will cheer for their child and team in the spirit of good sportsmanship. This includes no disrespectful/inappropriate gestures, actions, or comments to officials, teammates, coaches, opponents, and/or spectators. Additionally, teams and spectators will be required to remain in designated areas at both home and away competitions. We will be gracious in both victory and in defeat.

Parents and spectators who fail to meet these expectations may be removed from that evening's contest without refund (if applicable), have to meet with administration/athletic personnel, face permanent removal for remainder of season, and/or face a citation for disorderly conduct.

At NO time should a parent or spectator encroach or enter the playing surface or competition area either before, during or after an event. Failure to comply will result in immediate removal from the event without a refund and the offender will have to meet with administration/athletic personnel, face permanent removal for remainder of season, and/or face a citation for disorderly conduct.

For additional information regarding spectator etiquette go to [www.nfhslearn.com](http://www.nfhslearn.com) and click on The Parents Seat link.

## Social Media

Student-athletes are reminded that they must comply with the School District's Social Media Policy (#816) and Social Media Student Administrative Regulation (#816-AR-S), the Acceptable Use Policy (#815), and other relevant School District policies, regulations, rules, and procedures. Student-athletes should use good judgment in their use of social media both in and out of school. Examples of what students should not do include: bully/cyberbully others; use defamatory or discriminatory statements/images; engage in terroristic threats; and promote illegal items and activities (such as, illegal drugs, violence, and unlawful drinking). The applicable legal due process procedures will be used when violations are reported or discovered. If applicable, discipline may result in athletic department sanctions up to and including removal from the team, any suitable disciplinary consequences listed in the Code of Student Conduct, and disciplinary consequences provided in the School District's policies. Social Media can include, but is not limited to, blogs, microblogs (such as Twitter); social networking websites (such as Facebook); media sharing (such as Instagram, Snapchat, and YouTube); wikis (such as Wikipedia); virtual worlds (such as World of Warcraft and Second Life); and when using text messages, e-mail messages, Internet websites, and other communications.

## East Stroudsburg Area School District Concussion Management Protocol

In accordance with Board Policy 123.1, *Concussion Management*, the ESASD has developed and will follow the Concussion Management Protocol for all student-athletes, coaches, and parents/guardians:

1. All East Stroudsburg Area School District (ESASD) **student-athletes and their parents/guardians** must read and sign off on the following documents each school year related to the Risk of Concussion and Traumatic Brain Injury:
  - a. Section 3 of the PIAA CIPPE form
  - b. ESASD Concussion Management Protocol.
2. All ESASD **coaches (head, assistant, and volunteer)** must do the following each year prior to the start of their sports season:
  - a. Complete a concussion management certification training course offered by 1) the Center for Disease Control (CDC) *Heads Up, Concussion in Youth Sports* online course ([www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)), 2) the National Federation of State High School Associations (NFHS) *Concussion in Sports – What You Need to Know* online course ([www.NFHSLearn.com](http://www.NFHSLearn.com)), or 3) another provider approved by the Department of Health. A certificate of completion must be printed out and submitted to the athletic office prior to the start of the athletic season.
  - b. Review the ESASD Concussion Management Protocol.
3. ESASD student-athletes grades 9-12 who participate in contact or collision sports offered by ESASD will be baseline tested by athletic medical personnel prior to participation in sport. Collision sports according the PIAA include: Football and Wrestling. Contact Sports according to the PIAA include: Baseball, Basketball, Competitive Cheerleading, Cross Country, Field Hockey, Soccer, Softball, Swimming, Track and Field, Unified **Track and Field** and Volleyball.
4. A student-athlete suspected of a concussion will be evaluated by a certified athletic trainer and/or physician/designee. Evaluation tools may include using a sideline assessment tool such as the Standardized Concussion Assessment Tool (ie. SCAT 5) and BESS test. If an ESASD team physician is present, the student-athlete may be evaluated by the team physician. Parent(s)/Guardian(s) and coaches are not expected to diagnose a concussion; however, they must be aware of the signs/symptoms, and behaviors of a possible concussion.
5. Parents and/or guardians of the student-athlete must be notified as soon as possible and provided with the necessary information related to the concussion. Student-athletes presenting signs and symptoms of concussion are to be referred to a physician/designee for further evaluation. In addition, the student-athlete will not be able to drive him/herself home.
6. If a student is diagnosed with a concussion by a physician/designee:
  - a. Academic accommodations may be necessary until the concussion has healed. Proper communication with the guidance and school nursing departments is necessary so they can inform the student's teachers as to what accommodations are needed.
  - b. Athletic medical personnel will follow a stepwise return to play protocol as defined below.
7. The student-athlete (grades 7-12) will take a post injury neurological test, preferably within 24-72 hours of the initial concussive injury. Once a medical clearance is received from a physician/designee and a passing post injury ImPact test, as interpreted by the physician/designee, and/or SCAT 5 is achieved, the student-athlete may begin his/her stepwise progressive physical activity program *as per Pennsylvania Interscholastic Athletic Association Sports Medicine Guidelines Return to Play Protocol*. The steps are outlined below:



- a. Step 1: light aerobic exercise – 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercise.
  - b. Step 2: moderate aerobic and/or sport specific exercise – 15 to 20 minutes of exercise at moderate intensity without a helmet or other equipment.
  - c. Step 3: non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.
  - d. Step 4: full contact practice or training
  - e. Step 5: full game play.
8. Steps in this program may not be combined. The athlete may progress to the next step if no signs and/or symptoms of a concussion are resorted. This protocol is individualized frequently depending on the needs of the student-athlete and demands of the sport.
  9. The ESASD team physicians and certified athletic trainers reserve the right to hold an athlete out of play if the student-athlete is still showing or reporting clinical signs and/or symptoms of a concussion.

### **Head Coach's Responsibility**

In addition to the Student-Athlete Code of Conduct as described above, each head coach will be responsible for defining the following sport specific criteria. This information will be included in the Student-Athlete Code of Conduct given out to all parents and student-athletes at the beginning of each sports season:

- A Message from the Head Coach to include team rules and expectations
- Coaching Staff Contact Information
- Practice/Game Attendance Policy
- Practice/Game Schedule
- Game Day/Travel Dress Code
- Varsity Letter Criteria (for High School Head Coaches only)



## East Stroudsburg Area School District Parental Transportation Request

The East Stroudsburg Area School District provides transportation to athletic contests for those student-athletes participating in scheduled athletic events. All participating student-athletes shall use the transportation so provided.

Provisions are available, however, to have student-athletes excused from school-provided transportation for a scheduled event. Under these provisions, student-athletes may be excused from the provided transportation only with the permission of the coach responsible for the scheduled activity and only with the written permission of the parent(s)/guardian(s). Such students shall only be released to their own PARENT(s) or GUARDIAN(s).

I assume the responsibility for transporting my daughter/son home and release the East Stroudsburg Area School District of all liability and legal responsibility associated with the transportation which I, as a parent/guardian, provide.

---

(Location of Venue)

---

(Print Student-Athlete's Name)

---

(Date)

---

(Print Name of Student-Athlete's Parent/Guardian)

---

(Signature of Student-Athlete's Parent/Guardian)

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# East Stroudsburg Area School District Athletic Department Expectations, Guidelines, and Team Rules Verification Form

We acknowledge that we have received and understand the *Student-Athlete and Parent Expectations & Guidelines* for East Stroudsburg Area School District student-athletes participating in the School District's athletic program and the coach's team rules and regulations for the sport of \_\_\_\_\_ for the \_\_\_\_\_ athletic season.  
(Name of Sport) (Year)

Additionally, we understand that we are responsible for all rules and policies as explained in the *Student-Athlete Handbook* and *Code of Student Conduct* and board policies relating to athletics. We also understand that the *Student-Athlete and Parent Handbook*, the *Code of Student Conduct*, and board policies can be accessed from the school district website: [www.esasd.net](http://www.esasd.net) or upon request from the school district athletic offices.

\_\_\_\_\_  
[Print Name of Parent(s)/Guardian(s)]

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

\_\_\_\_\_  
[Signature of Parent(s)/Guardian(s)]

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

\_\_\_\_\_  
[Print Name of Student -Athlete]

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

\_\_\_\_\_  
[Signature of Student-Athlete]

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

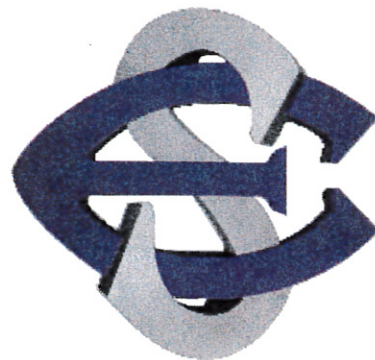
\_\_\_\_\_  
(Coach's Initials)

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**East Stroudsburg Area School District  
Coaching Expectations & Guidelines  
2020-2021**



**TIMBERWOLVES**



**CAVALIERS**



## A Message to Coaches

On behalf of the athletic department, we would like to thank you for your interest and desire to coach the young student-athletes within our school district community. It is often the case that experiences with interscholastic athletics help form foundations for a successful life beyond high school for many of our children; additionally, it provides them with many great memories as they get older. Whether it is your love of sports, love of working with student-athletes, love for our great school district, or a combination of all three, we are excited to have you as part of our athletic department team. We are confident that you will be a great role model in helping prepare our student-athletes to become good people, good students, good teammates, and good athletes.

Our athletic program serves as an integral part of the educational process for students, grades 7-12. As a compliment to the academic component, our athletic program is structured to foster physical, social, emotional/intellectual, and moral development in all participants. In addition to promoting the skills identified in the district mission statement, the ESASD athletic program also emphasizes teamwork, good sportsmanship, leadership, and competitive spirit. **Participation in athletics is a privilege, not a right.** It is important that you understand this philosophy and incorporate it into your daily planning, interactions, and communications with other coaches, parents, administrators, and most importantly our student-athletes.

The expectations and guidelines described below provide head coaches with a framework by which they are to lead their teams. Assistant coaches, to include all intermediate coaches, are expected to act in a manner that supports the leadership as set forth by the varsity head coach.

Simply stated, coaching for the East Stroudsburg Area School District requires you to C.A.R.E.

- **C**ommunicate appropriately at all times.
- **A**ct professionally at all times.
- **R**espect others and be fair to all.
- **E**ncourage all by creating a safe and positive environment.

When we C.A.R.E., we create GOOD people, GOOD students, GOOD teammates, and GOOD athletes.

### Expectations at All Times

- All coaches shall constantly emphasize the importance of making good decisions and maintaining good grades in school.
- All coaches shall refrain from inappropriate language which includes cursing and making degrading comments to game personnel, spectators, staff members, parents, and/or student-athletes. You are a role model and are expected to act as such at all times.
- All coaches shall dress professionally, especially during competitions. Because each sport is different, it is recommended that head coaches identify appropriate attire for coaching staffs during practice and competitions. Jeans, short shorts/skirts, sandals, facial piercings/tongue rings, and low cut tops/short tops are not considered professional attire. How you present yourself and allow your staff to present themselves sends a strong message to your student-athletes, parents, administration and community.

- All coaches shall be cognizant of images and comments posted on social media sources. Refrain from inappropriate language, images, and gestures whether team, school, or personal. Remember that student-athletes, parents, school employees, and community members may have access to view what you post. What message are you sending?
- Additionally, coaches are reminded that they must comply with the School District's Social Media Policy (#816) and Social Media Student Administrative Regulation (#816-AR-S), the Acceptable Use Policy (#815), and other relevant School District policies, regulations, rules, and procedures.

### **Beginning of the Season**

- All coaches shall attend a pre-season coaches' meeting held by the Director of Athletics and Activities and/or the Associate Athletic Directors. Coaches who cannot attend the required meeting must set up a meeting time with their building associate athletic director before starting to coach.
- All coaches shall be board approved each year.
- All coaches shall update all state mandates and clearances as required by the PIAA and the athletic department when applicable.
- All head coaches shall notify the athletic department of any volunteers for approval and verification of clearances and board approval before starting to coach. Refer to Board Policy #916 – *School Volunteers*, for additional information.
- All head coaches shall submit their goals by the start of the season.
- All head coaches or designee shall attend a rules interpretation meeting as required by the PIAA if applicable to the sport. Assistants are encouraged but not required to attend.
- All head coaches shall discuss the district-wide *Student-Athlete and Parent Expectations & Guidelines* with team members and parents at the beginning of each season. Student-athlete and parent sign-off is required.
- All head coaches shall share team rules and expectations with student-athletes.
- All head coaches shall provide parents with contact information regarding questions/concerns.
- All head coaches shall address parent concerns. In the case where a concern is not resolved, coaches need to notify and seek assistance from Associate Athletic Directors, the Director of Athletics and Activities, and/or Building Administration.
- All head coaches shall provide parents with practice and game day schedules. Be sure to include that practices and contests are "SUBJECT TO CHANGE."
- All head coaches shall make every effort possible to accommodate, and not to penalize, student-athletes who choose to participate in more than one school-sponsored activity simultaneously.
- Student Information System – Once rosters are submitted to the athletic office, a class can be created allowing coaches to track academic progress. Coaches are encouraged to communicate with parents and teachers regarding support and assistance of academic performance for student-athletes. Be proactive regarding academic eligibility!
- Squad Selection/Cuts:
  - It is the coaching staff's responsibility to select members of the team.
  - In cases when cuts are to be made, the coaching staff must inform all student-athletes of this possibility before tryouts begin. Tryout dates and criteria must be defined in advance and shared with all student-athletes trying out. The number of

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practices necessary before cuts can be made must be approved by the associate athletic director.

- Head coaches are required to create an evaluation tool focusing on the following criteria:
  - The student-athlete's ability, potential, skill level, and attitude and disposition as displayed under all applicable conditions.
  - The number of roster spots available on the team.
  - Sport specific criteria as determined by the coaching staff.
  - The student-athletes overall grades, attendance, and discipline in school.
- Head coaches are responsible for assuring their assistants understand the criteria for the evaluation tool.
- Prior to final selection of any squad, the entire coaching staff is responsible for discussing each student-athlete's evaluation.
- For student-athletes who do not make the squad, coaches must do the following:
  - Discuss and provide a list of student-athletes not making the squad to the Associate Athletic Director prior to meeting with them.
  - Meet with each student-athlete in private and on an individual basis.
  - Name lists and group postings or announcements are prohibited.
  - Provide the student-athlete with a rationale/copy of the evaluation explaining why he/she did not make the squad.
  - Answer parent questions/concerns regarding coaches' evaluation of the student-athlete.

### **During the Season**

- Maintain a high level of safety and security:
  - Coaches are to be aware of building security, as well as the security of playing fields. Coaches must check all areas they have utilized at the termination of their use to be sure the area is secure and the lights have been turned off.
  - Daily locker room supervision is necessary. Coaches are required to:
    - Directly supervise all student-athletes in the locker room areas.
    - Keep coaches' office doors and windows open while student-athletes are in the locker room. Locker room walk-throughs are required.
    - **Ensure that each student-athlete uses a padlock for their locker to keep their belongings locked inside of the locker and safe. If a student-athlete is unable to obtain a padlock, they may sign one out from the Athletic Department to borrow for the duration of that season.**
    - Make sure the door is locked when the last player leaves the locker room.
    - Constantly review locker room protocol with student-athletes to include but not limited to: no cell phone cameras or videos, no horseplay, bullying, or hazing of any sort will be tolerated, lock all items in lockers, encourage showering/proper hygiene upon completion of practices and/or games, and report all inappropriate behaviors to coaches immediately.
    - In cases where there is not a same sex coach on staff, coaches are required to devise a locker room supervision plan with their Associate Athletic Director, Director of Athletics and Activities, and/or Building Administration.



- A member of the coaching staff must be the last person to leave the facility, unless another appropriate District employee is assigned to that area. It is his/her responsibility to ensure all students have properly vacated the premises prior to departing. **THIS INCLUDES SUPERVISION OF ACTIVITY BUSES EACH DAY!**
- Coaches are required to instruct their student-athletes not to enter facilities before a coach has arrived.
- The Associate Athletic Director or the Director of Athletics and Activities will distribute keys accordingly. Coaches are responsible for taking all necessary precautions possible to ensure their keys are not lost or stolen. Coaches are **NOT** to copy keys. Coaches are **NOT** to lend their keys to unauthorized individuals.
- It is the responsibility of coaches to make arrangements to have an identification card issued to them, with the appropriate programming for use by the District's ID card "swipe" entry system, and coaches are **NOT** to lend their entry system ID card to unauthorized individuals.
- Entry doors should **NEVER** be propped open while unattended.
- Should a key or an ID card be lost or stolen, it is to be reported to the athletic office **IMMEDIATELY**.
- Upon resignation or departure from a position, **ALL** athletic area keys must be turned in to the athletic office.
- The Associate Athletic Director or the Director of Athletics and Activities may collect all keys at the termination of a season, or anytime it is deemed necessary.
- Daily communications:
  - All coaches shall provide both positive and corrective feedback in a manner that encourages student-athletes to want to get better. Keep in mind your interactions help shape their behaviors. When expectations are clear, they will respond.
  - All coaches shall communicate potential injuries to the athletic trainers and parents.
  - All head coaches shall provide practice and game schedules to student-athletes, parents, and the building athletic department. Keep them posted on changes, especially involving weekend/holiday practices.
- Non-school day practices and contests, inclement weather, and emergencies:
  - Practices and contests shall not be held when school has been canceled or dismissed early due to inclement weather or recognized emergency unless permission is granted by the Superintendent or designee.
  - Practices and contests shall be held on days when the start of the school day has been delayed due to inclement weather or a recognized emergency *unless* a decision has been made otherwise by the Superintendent or designee.
  - In cases whereby a team or individual(s) qualifies for PIAA district, regional, and/or state level competitions to be held on (a) day(s) when school is not in session or has been dismissed early due to inclement weather or recognized emergency, the Superintendent or designee shall determine whether that team or individual(s) will be transported to said competition by the school district. In cases whereby the Superintendent has deemed it unsafe to transport, a student's parent/guardian may transport his/her child to the competition. Such a decision is entirely that of the parent/guardian and the Board assumes no responsibility for such an arrangement. Transportation to such competitions provided by faculty, students, and/or volunteer parents/guardians in private vehicles will not be considered.

- Practice is permitted on in-service days. Practice may not begin until 2:15pm unless prior approval is granted by the Director of Athletics and Activities and/or Principal.
- Practice is permitted during Parent/Teacher Conference days at times that do not interfere with conferences unless prior approval is granted by the Director of Athletics and Activities and/or Principal.
- *Saturdays and school holiday practices* are permitted but must be appropriately communicated to student-athletes, parents, and the athletic department. Coaches are responsible for supervising students at all times and should be the first to enter and the last to exit. Team members must enter and exit only through designated doors. Coaches and team members are not to go beyond the athletic facilities. Coaches are responsible for security, lights, and their student-athletes.
- *Sunday competitions and practices* may be permitted only when unforeseen and compelling circumstances occur and will not be permitted merely to replace cancelled regular practices with approval from the building principal, Director of Athletics and Activities, and the Superintendent. PIAA rules regarding Sunday athletic competitions and practices will apply (i.e. athletes required to be given another day “off” during the week). Attendance at competitions and practices held on Sundays is to be ***completely voluntary*** (i.e. students are not required to attend, and negative consequences are not to be given). Coaches are responsible for supervising students at all times and should be the first to enter and the last to exit. Team members must enter and exit only through designated doors. Coaches and team members are not to go beyond the athletic facilities. Coaches are responsible for security, lights, and their student-athletes.
- Student-athletes should not be penalized for missing rescheduled games and/or practices due to verifiable extenuating circumstances.
- Head Coach Documents for Away Competitions:
  - Building Principal, Director of Athletics & Activities, Building Associate Athletic Director and Building Athletic Trainer phone numbers.
  - Copies of student-athlete Emergency Cards. Coaches are required to review and familiarize themselves with student-athlete medical concerns and follow doctor prescribed medical procedures as applicable.
  - Directions to away playing site.
  - Copies of the Parent Transportation Request Form.
- Supervision of Student-Athletes at Tournaments:
  - Every effort shall be made to provide direct adult supervision for student-athletes while competing at tournaments.
  - At times when teams compete in tournaments, there are instances whereby our student-athletes must compete in different venues simultaneously. This precludes our coaches from being able to directly supervise student-athletes who may be “idle” while teammates are engaged.
  - Therefore, in such instances, coaches shall be advised to designate an area in the bleachers or at another appropriate area in the arena to which the student-athletes are expected to report and at which they are to remain while teammates are competing.
  - Those student-athletes who become spectators under such circumstances are to be advised by the coach(es) that they are to remain in the designated area and conduct themselves in an appropriate, orderly manner.

- Overnight Event Guidelines, in accordance with Board Policy #121 – Field Trips:
  - In the event that an overnight contest/competition is scheduled for a particular team, the head coach is responsible for making a formal request to the Director of Athletics and Activities for approval and in order to make arrangements for overnight accommodations, should it be deemed necessary. With the approval of the building administrator and the Director of Athletics and Activities, the request will be placed before the Board for approval.
  - In the event that individual student competitors, student-athletes and/or full teams representing the District qualify for PIAA district, regional, and/or state level competition that may require overnight accommodations, if deemed necessary, the Director of Athletics and Activities shall seek Board approval on, at a minimum, a yearly basis for the authority to review and approve arrangements for such overnight accommodations.
  - For all contests requiring overnight accommodations, the head coach will be responsible to see that Board Policy #121 – *Attachment B (Field Trip Permission Form)* is completed and submitted by students and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the building principal or the Director of Athletics and Activities.
  - Coaches shall review Board Policy #121 – *Field Trips*, to accurately determine guidelines and procedures that may pertain to their particular event.

### **End of the Season**

- All head coaches shall nominate a member of his/her team for any league, district, and state awards that the student-athlete may be eligible to receive. This includes both athletic and academic awards.
- All head coaches shall inventory uniforms and equipment and sit down with their Associate Athletic Director for review.
- All head coaches shall collect uniforms and equipment from all student-athletes who participated. Please note that only after you planned an end of the season collection of materials meeting and contacted parents should you turn names of student-athletes who did not turn in uniforms or equipment to the athletic office. Student-athletes will not be able to participate in an upcoming season until the missing items have been rectified.
- All head coaches shall assist with assistant coaching evaluations.
- All assistant/intermediate coaches shall assist with inventory collections and storage as directed by the head coach and Associate Athletic Director.
- All head coaches shall complete the end of season summary and submit to the appropriate athletic office.
- All head coaches or a designee shall attend post season awards assemblies as scheduled by the building athletic department.

### **Off Season**

In accordance with Article XVI of the PIAA Constitution and By-Laws, the ESASD requires all coaches to adhere to the following off season expectations:

- All sports have a defined season, and no sport shall operate to the detriment of any other sport.



- The student-athlete shall have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible, and anything that serves to prevent this opportunity is contrary to the philosophy of the PIAA and the ESASD. **As a coach, you are expected to encourage your student-athletes to participate in other sports, clubs, or activities.**
- Outside of the defined season for sports, PIAA member schools may not sponsor teams in that sport.
- Coaches are encouraged to offer student-athletes organized opportunities such as training programs, recreational activities, open gyms, clinics and camps provided that any participation by coaches and/or student-athletes is completely **VOLUNTARY**.
- Coaches offering voluntary opportunities shall complete a Use of Facility Form and submit to the building level athletic office for approval. Include the parent permission/sign-off form which explains: 1) what you are offering, 2) when you are offering it, 3) where it is located, and 4) who is supervising.
- Student-athletes cannot participate in off season opportunities without a signed parent permission form. Additionally, coaches must maintain a daily attendance log.
- The school's name, nickname, uniform, equipment, and first aid supplies **may not be used by community organizations and groups.** The school's name, nickname, and uniforms may not be used by student-athletes; however, the principal may permit students to use the school's interscholastic equipment and the school's interscholastic first aid supplies.
- Tryouts may not be held outside the PIAA defined season.
- Attendance in out-of-season programs or camps does not guarantee that a student-athlete will make a team during the defined season.
- Failure to attend out of season programs or camps may not be held against student-athletes who try out for teams.
- Head coaches will prepare yearly team budgets in collaboration with the Athletic Department.
- In the case of injury during off-season opportunities, coaches should:
  - Analyze the severity of the injury and do not leave the student-athlete unattended.
  - Contact the athletic trainer, if possible.
  - Contact the athletic department or building principal, if necessary.
  - Contact the student-athlete's parent/guardian or emergency contact.
  - Document the incident and provide a copy to the trainer and the athletic department.
  - If necessary, call 911.

### **Safeguarding the Student-Athlete**

As stated previously, participation in athletics is a privilege. The student-athlete has a responsibility to play fairly, always do his/her best, maintain fitness, and to conduct himself/herself in a manner that is representative of the District. In turn, all things possible should be done to protect against injury through conditioning, instruction, modeled behavior and adequate supervision. Coaches should constantly evaluate to ensure a safe experience for all. Below are some guidelines and suggestions that will help coaches evaluate his/her student-athletes in this regard:

- Proper conditioning aids in the prevention of injury:
  - Players should practice a minimum of two weeks before participation in a contest.
  - Student-athletes should be given direction regarding preseason conditioning.
  - Players should be required to warm up thoroughly before participation.
  - Substitutions should be made without hesitation when players appear too fatigued to perform and/or exhibit injury.

- Proper officiating promotes enjoyment of the game as well as providing players with protection:
  - Rules and regulations must be strictly enforced in practice and contests.
  - Players and coaches should know and understand the rules of the game.
- Coaching leads to skill-building and lowers the incidence of injury:
  - Injuries should be analyzed to determine cause; preventative programs should be established accordingly.
  - The athletic trainer must see the injured student-athlete as is applicable, and his/her terms strictly followed, without question, by the coach and player.
  - Practices must be planned and of reasonable duration.
  - The coach must emphasize safety and teaching the proper skills.
- Equipment and facilities must be properly maintained:
  - Careful attention must be given to proper fit of equipment.
  - Appropriate equipment must be provided for contact sports.
  - Equipment must be properly maintained.
  - Play areas are to be properly maintained.
  - Questions regarding the condition of equipment and/or playing/practice facilities should be reported immediately before allowing student-athletes to use.

### **Team and Individual Awards**

- Varsity Letters /Participation Certificates:
  - The head coach of each sport will devise a basic list of criteria, which each student-athlete must meet to qualify for a varsity letter during that season.
  - The student-athletes should know what these standards are before the first contest is played.
  - Seniors who complete the entire season will receive a varsity letter.
  - Student-athletes who are injured and, in the opinion of the coach, would have qualified, will receive a varsity letter.
  - A student-athlete who does not meet these basic requirements will receive a participation certificate.
- State Level Representation:
  - The student-athlete or team who finishes "state level" competition as an official place winner will have a picture plaque displayed in the school, which will list the student-athlete's or team's career accomplishments. The official place winners in categories as awarded by the PIAA will be recognized in each different sport:
    - Cross Country – 10 per team; top 25 finishers
    - Golf – top 10 finishers
    - Rifle – top 8 finishers
    - Swimming – top 8 finishers per event
    - Tennis – 12 per team; top 4 finishers
    - Track & Field – top 8 finishers per event
    - Wrestling – 25 per team; top 8 finishers per weight class
  - A student-athlete who represents the District at the state level of competition and places outside the official placement recognition, will have his/her name placed on the State Level Competition Board.
  - A team that qualifies for the state playoffs and does not place will have its name and year placed on the State Level Competition Board.

# East Stroudsburg Area School District Athletic Department Coaching Guidelines and Expectations

I acknowledge that I have received, read, and understand the *Coaching Expectations and Guidelines* for the East Stroudsburg Area School District. I also understand that I will be held responsible for adhering to the above mentioned expectations and guidelines as well as all PIAA regulations, board policies relating to athletics, and student-athlete expectations as describe in the *Student-Athlete Handbook* and *Student-Athlete Expectations and Guidelines*. Lastly, I understand that I will conduct any additional duties as deemed necessary by the Superintendent of Schools, the Building Principal, the Director of Athletics and Activities, and/or the Associate Athletic Director.

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[Print Name of Sport]

[Print Name of School]

---

[Print Name of Coach]

[Print Position of Coach]

[Date]

---

[Signature of Coach]

[Date]

---

(AD's Initials)





**EAST STROUDSBURG AREA SCHOOL DISTRICT  
SENIOR HIGH SCHOOL – NORTH**

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

**J. Bronneman**

**Joshua Fuller**

**Renee Stevens**

**Jennifer Fuller**

Principal

Assistant Principal

Assistant Principal

Dean of Students

Date: April 20, 2020

To: Pocono Hills Golf Course at The Villas

From: East Stroudsburg Area School District North Athletic Office

Re: Facility Agreement for 2020 East Stroudsburg North Golf Team

This is a memorandum of the understanding between the East Stroudsburg Area School District and Pocono Hills Golf Course at the Villas for the 2020-2021 School Year.

- Pocono Hills will donate the use of its entire facility, meaning its clubhouse, parking area, and 18-hole golf course to the East Stroudsburg North Golf Team during the 2020-21 school year at no cost to the district, at those dates and times as Pocono Hills and the School District may agree per the terms below. This donation includes a golf cart for the coach at all practices and home competitions, and accessibility for the school district and visiting team(s) during the season. The School District will incur no charges for regular maintenance of any portion of the Pocono Hills facility.
- Any day that a coach is present at Pocono Hills with any student-athletes will be considered a practice or intramural day and no facility fees will be assessed to School District coaches or student athletes.
- Players on the Golf Team are allowed to use the facility before and after the season with the understanding that they will have to pay the usual student rate of \$19.00 for use of play. Any guests that accompany the golf team members will be required to pay normal greens and cart fees per Pocono Hill's established pricing. It is also understood that the golf team members will not hold a practice on Fridays, Saturdays or Sundays and golf team members will pay normal greens and cart fees if they choose to book tee times over these three days.
- The East Stroudsburg North Golf Team agrees to follow all rules and regulations set forth by Pocono Hills.
- The East Stroudsburg North Golf Team agrees to purchase its golf balls, gloves and tees from the Pocono Hills Proshop as needed for the duration of the season.
- The East Stroudsburg Area School District North Athletic Director agrees to work with Pocono Hills Golf Course at the Villas regarding the team schedule and play dates as to not interfere with outings scheduled at the Pocono Hills Course. All final scheduling determinations are solely at the discretion of Pocono Hills Golf Course at the Villas, which discretion will not be unreasonable exercised.

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

ESASD Representative Name (Print)

ESASD Representative Signature

Date

*Greg Hoffman*

*Greg Fuller*

4/20/20

Pocono Hills Representative Name (Print)

Pocono Hills Representative Signature

Date

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

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# EAST STROUDSBURG AREA SCHOOL DISTRICT

East Stroudsburg Area Senior High School-South  
Denise Rogien, Athletic Director  
279 North Courtland Street  
East Stroudsburg, PA 18301  
570.424.8471 Fax: 570.402.8387

Date: January 15, 2020  
To: Pocono Hills Golf Course at The Villas  
From: East Stroudsburg Area School District South Athletic Office  
Re: Facility Agreement for 2020 East Stroudsburg South Golf Team

This is a memorandum of the understanding between the East Stroudsburg Area School District and Pocono Hills Golf Course at the Villas for the 2020-2021 School Year.

- Pocono Hills will donate the use of its entire facility, meaning its clubhouse, parking area, and 18-hole golf course to the East Stroudsburg South Golf Team during the 2020-2021 school year at no cost to the district, at those dates and times as Pocono Hills and the School District may agree per the terms below. This donation includes a golf cart for the coach at all practices and home competitions, and accessibility for the school district and visiting team(s) during the season. The School District will incur no charges for regular maintenance of any portion of the Pocono Hills facility.
- Any day that a coach is present at Pocono Hills with any student-athletes will be considered a practice or intramural day and no facility fees will be assessed to School District coaches or student athletes.
- Players on the Golf Team are allowed to use the facility before and after the season with the understanding that they will have to pay the usual student rate of \$19.00 for use of play. Any guests that accompany the golf team members will be required to pay normal greens and cart fees per Pocono Hill's established pricing. It is also understood that the golf team members will not hold a practice on Fridays, Saturdays or Sundays and golf team members will pay normal greens and cart fees if they choose to book tee times over these three days.
- The East Stroudsburg South Golf Team agrees to follow all rules and regulations set forth by Pocono Hills.
- The East Stroudsburg South Golf Team agrees to purchase its golf balls, gloves and tees from the Pocono Hills Proshop as needed for the duration of the season.
- The East Stroudsburg Area School District South Athletic Director agrees to work with Pocono Hills Golf Course at the Villas regarding the team schedule and play dates as to not interfere with outings scheduled at the Pocono Hills Course. All final scheduling determinations are solely at the discretion of Pocono Hills Golf Course at the Villas, which discretion will not be unreasonable exercised.

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

ESASD Representative Name (Print)

Grea Huffman (Amenities Mgr)

Pocono Hills Representative Name (Print)

ESASD Representative Signature

*[Signature]*

Pocono Hills Representative Signature

Date

4/16/20

Date

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

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# EAST STROUDSBURG AREA SCHOOL DISTRICT



## East Stroudsburg Area Senior High School-South

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

Denise S. Rogers, Athletic Director

Date: April 21, 2020  
To: Stroud Township – Yetter Park  
From: East Stroudsburg Area School District Athletic Office  
Subject: Facility Agreement for 2020 East Stroudsburg South Cross Country Team

This is a memorandum of understanding between the East Stroudsburg Area School District and Stroud Township for use of the Yetter Park for the 2020-2021 School Year.

- Stroud Township will donate the use of Yetter Park to the East Stroudsburg South Cross Country Team for its scheduled home meet on Tuesday, September 15, 2020 from approximately 2pm – 7pm at no cost to the district. This donation includes use of the walking paths and course maintenance for the school district and visiting teams.
- Stroud Township also agrees to allow the visiting teams to practice at the Yetter Park on Friday, September 11, 2020 and Saturday, September 12, 2020, if needed.
- In the case of inclement weather the East Stroudsburg Area School Athletics Director agrees to work with Stroud Township on a rescheduled date, preferably Wednesday September 16, 2020 weather permitting.
- The East Stroudsburg Area School District will be responsible exclusively for security and ambulance serviced on the date of the meet and practices.
- The East Stroudsburg Area School District will also provide a proof of insurance to Stroud Township for use of the Yetter Park.

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

\_\_\_\_\_  
ESASD Representative Name (Print)

\_\_\_\_\_  
ESASD Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stroud Township Representative  
Name (Print)

\_\_\_\_\_  
Stroud Township Representative  
Signature

\_\_\_\_\_  
Date

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<u>H.S. North</u>		
Tawfeeq	Ibn Mohamed	Abdul Aziz
Richard	S	Ackerman
Alain		Acosta
Ashley	Sela	Aggrey-Fynn
Andrew	D	Alessi
Bryanna		Alicea
Paul		Ampah
Matt	Berko	Amponsah
Andre	J	Anders
Dariel	J	Andrade
Lauren	Amore	Andrews
Zachary	Thomas	Armanini
Malik	Davon	Armstrong
Brittney	J	Aseng
Simon	Samuel	Atayan
Joseph	Carlos	Aversa
Kyle	Martin	Avery
Briana	V	Avila
Bekim		Azemi
Ashley	Paige	Baker
Kristina	Michelle	Banas
Rebekah	Leslie	Bazelais
Juliam	W.	Bedoya
Justin	B.	Benjamin
Kimron	Josiah	Benjamin
Daniella	R	Berrios
Brandon	Tyler	Berry-Scholz
Jaivon	Tyre	Bethea
Avia	B	Bibeau
Justin	Luis	Boscana
James	F	Brandes
Mikhail	Hermann	Brenke
Brandon		Brown
Michon	Adli	Caesar
Salvatore	Lorenzo	Callace
Alayne	Ann	Canezal
Nelson	Joseph	Castanheira



Jon Matthew	Seth	Catarroja
Sierra	Cheyenne Amor	Chabert
Kristian	Deauwand	Chatman
Edas	N	Chiume
Connor	John	Cilia
Julianna	Marie	Clark
Angel	Luis	Clarke
Dejare		Coleman
Linda	Hope	Coles
Richard	Eulice	Coleson Cruz
Kaylah	Monai	Colvin
Jennifer	Nicole	Conrad
Shanajah	Imoni Yah-	Cooper
Tristian	Iziah	Cordero
Eric	Wayne	Cotten
Gregory	Joel	Cox
Robert	Joseph-Eli	Cruz
Jordan		Culbreath
Amanda	Valeria	De Jesus Santiago
Elisabeth	T.	De la Cruz
Isabel	Vieira	DeJesus
Andrew	Justice	Delia
Dylan	Orlando	Diaz
Isaiah	Abram	Diaz
Briana	Sanaa	Dobie
Connor	Ross	Dolan
Christian	Antwan	Douglas
Nicholas	Alexander	Douma
Lionel	Alexander	Duncanson
Alyssa		Durant
Rachel	Mackenzie	Erichsen
Madelyn	Antoinette	Ernst
Ryan	Alexander	Ernst
Nicholas	Henry	Feliciano
Wesli		Fernandez
James	Villasis	Flaga
Rae Hannah	Dorothy	Forbes
Aaliyah	M	Ford
Jeda	Sonia	Francis

Hailey	Michelle	Frangipane
Lance		Franklin
Harold	Christophe	Freeman
Kasper	Nathaniel	Galicki
India	Mazorra	Garcia
Matthew		Gesich
Darrell	Denzel	Gibson
Jessica		Gilbert
Luis	A	Gomez
Dmitrii		Goncharenko
Courtney	A	Gordon
Maxwell	R.	Gradzki
James	Steven	Granados
Mariah	AnnMarie	Graner
Trina	L.	Green
Avelisse		Guzman
Emily	Elizabeth	Haines
Mohamad	Ahmad	Halawany
Makayla	Amani	Hall
Sam	Moet	Hampton-Lovell
Ivanna	Sheryse	Haniff
Brett	LaRue	Hanson
Kyle	James	Harris
Justin	Joseph	Haubrich
Ashanti		Henry
Johnny	Ray	Hernandez
Shane	M	Hidalgo
Graelan	Stone	Hoverkamp
Maria	L	Humbert
Jared	Glen	Hutchinson
Rhasaan	Tymir	Jacobs
Chloe	A	Jeanlouis
Noah	James	Jodon
Kayla	Aleen	John
Tiffany	Tatiana	Johnson
Christina	Faith	Jones
Mlasia	Divine	Joye
Liam	Zachary	Kieselbach
Christina		Korekov

Daniel	M	Krause
Brian		Kubicz
Christopher	Justin	Kurz
Kenny	Eugene	Ladouceur
Kesley	Eugene	Ladouceur
Victoria	Paola	Lechowicz
Kelvin	Cameron	Lewis
Ronnie	James	Levi-Martinez
Kristen	Marie	Lounsbury
Alexis	Elizabeth	Lowe
Trey		Lyttle
Andreona	Haylee	Mabee
Marilene		Maganinho
Stefania		Magdziak
Emily	Marleny	Maldonado
Shane	Lawrence	Marino
Toni	Alexandria	Martino
Melina	Destiny	Mason
Amaya	Suheir	Matthew
Olivia	Effie-Mari	Mayes
Jamil	Nazim	McKay
Alyssa	Therese	McManus
Numair	R	Merchant
William	John	Millan
Leveene	Dezelie	Modestile
Jade	Sommer	Mojica
Sophie	B.	Monahos
Emily	Marie	Morales
Keith		Morales
Samantha	Marina	Morales
Jadon		Mosley-Saunders
Deianeira	Tamoriana	Moye
Joshua	Joseph Luk	Neary
Stephanie	Anna Maria	Negliaccio
Dasha		Nesterova
Ricardo		Nichols
Hope	Caridad	Nunez
Ivan	IV	Oliver
Analisse		Olivera

Cody	Matthew	Oneill
Temibolaji	Faith	Oni
Kristina	Carina	Orellana
Miranda	N	Ortega
Angie	Alexa	Ovalle
Gregorio	Justin	Oyola
Jullian	Alexander	Palacios-Morales
Rielly	Alexander	Pape
Brandon	P	Park
Aliyah	Alexis	Parker
Kariym	Ashan	Patterson
Matthew	Robert	Pavlovsky
Julian		Perdomo
Victoria	Inez	Perez
Michael	Louis	Perillo
Ramel	Jordan	Perry
Gavin	Austin	Pierpoint
Alexandra	Layla	Pinckney
Elyjah	James	Pinero
Jubilee	Ann	Pons
Cassandra		Porter
Leslie		Portes
Anthony	Jiovanni	Potente-Horton
Guy	Nelson	Prevost
Flor	Janeth	Quishpilema-Palaguachi
Victoria	Ashley	Reichert
Dasianee	Alexia	Rice
Lester	Andrew	Richards
Ashley	K.	Richardson
Nicholas	Xavier Ant	Ricketts
Caitlyn	Ann	Rider
Johnny		Rivera
Sierra	Angelique	Rivera
Lance	Michael	Robson
Mark	Anthony	Rodriguez
Michael	Angelo	Rodriguez
Isabella	Miguelina	Rosa
Jovanny	Wilfredo	Rosado
Tyler	Cameron	Ross



Edwin	Kodel	Rountree
Brailyn		Ryan
Jubrial	Amjed	Saigh
Amanda		Saintvil
Jason	J	Salerno
Eddie		Salgado
Yazmin	I.	Samuels
Martin	Alejandro	Sanchez
Branden	Arthur	Sanders
Tabitha	Luz	Santiago
Jaylynn	Michelle	Schofield
Ciara	Lashaun	Scott
Malia	Denise	Scott
Kendall	Shanley	Scro
Haley	Lynn	Shann
Jasmine	A.	Sheridan
Joshua	D	Shevlin
Nicholas	M	Shevlin
Brianna	Ton-Ann	Sibbles
Luke	R.	Simon
Tristen	Cole	Sinatra
Kelli	Sarah Ann	Smith
Kristofer	Lemichael	Smith
Abigail	Gabriella	Solis
Paulina	Victoria	Solon
Elizabeth		Soto
Bryan	Matthew	Stanel
Thomas		Suarez
Jarred	Paul	Summers
Johnathan	Angelo	Tanner
Ayanna	Renee	Thomas
Falisha	Laura	Thompson
Jaiden	Malik	Thompson
Sierra-Rae	M.	Thompson
Stephen	Robert	Tomino
Silvana	Starbreeze	Torres
Kayleigh	Danielle	Trinkley
Caleb	Alimu	Ukuni
Angus	Ron	Van der Sluis

Taylor	Lia	Vaughn
Kibely	Gina	Vazquez
Keilah	Angel	Venable
Na'Ima	Arabia	Walker
Michael	Drew	Walsh
Mathew	Nathan	Warner
Stephen	Alexander	Waterton
Aniya	Nicole	Watson
Kaleigh	S.	Williams
Raelynn		Williams
Jaidon	Jiouanni	Wine
Timothy	Michael	Wisen
Travis	Michael	Wolfe
Kayla	Lakie Moni	Womack
Kenden	Lajon Maur	Womack
Elijah	Xavier	Wood
Kourtney	Nikole	Woods
Robert	Cassius	Wright
Nathaniel	James	Zackery
Sam		Hampton Lovell
Cassandra		Porter
Supreme		Brunson
Kelsey		Acosta
Donte		DeLillo
Hope		Young
Vaneshah		Henderson

SENIORS

Skyler David Adams  
Trinity Anne Ader  
Tamera Naa Odoley Adjin-Tettey  
Raenaya Brianne Faith Agard-Ramdeen  
Matthew Paul Aguilera  
Louis Ahearn  
Tamer Yasser Aly \*  
Kristopher James Amella  
Courtney Grace Anderson §\*  
Amy A. Ansah \*  
Klaudia Wiktorja Antoniak \*  
Jada Lyn Aranceta  
Ricardo Elias Aranceta  
Kylie Sage Arneaud \*  
Dylyn A. Arney  
Mary Madeline Arrigali  
Brendan Arrington  
Joseph Brandon Ataide  
Cheyanne Marie Bacon  
Fischer Brodie Bank  
Jose Angel Barbosa Jr. \*  
Emma Sky Barrientos  
Olivia M. Barry \*  
Domenica Lisette Bedoya Mancilla  
Thomas David Benero  
Lian Manuel Beriguete  
Jordan M. Berkowitz §\*  
Adrianna Lynn Bird  
Tyler Bird  
Zachary David Bishop  
Marlena Elizabeth Bompane \*  
Mahdi Bouchekouk §\*  
Brandon Michael Boushell  
Aaliyah Nykee Bowman  
Elena Angelese Boyer \*  
Anika Rozelia Brathwaite  
Juan C. Bravo  
Emma Helen Brinkmann  
Demarco Bruce Francis Bruce  
Crew Anthony Bunn \*  
Nicholas Robert Burke

Joshua Anthony Bushta  
Jacob Gerald Cacko  
Donavyn Jakob Cain  
Joshua Patrick Caron  
Dylan James Carpenter  
Kimberly Rhea Castillo  
Jason Elliot Chapman  
Jodi Chen §\*  
Emma Rose Christmann §\*  
Kayla Marie Clare \*  
Frank Robert Cloke \*  
Catherine Cloward § \*  
Alexis Elizabeth Cole §\*  
Javier J. Colon  
Alexander Nicholas Costa  
Arianna Amora Cousins-Melton  
Jayson Cramer  
Christian Samuel Cruz  
Matthew Antonio Cruz  
Yadira Janel Cruz  
Rachel Elizabeth Dailey  
Allen Jahmeek Davis  
Kaylan Diamond Davy  
Nikolas Anthony DeFillipo  
Katerina Concetta Deene  
Dorothea Grace Dellaria \*  
Christopher Anthony Dennis  
Krystina Stacey-Ann Dixon  
Douglas R. Doll \*  
Jennifer Michelle Doll \*  
Mackenzie Jean Doll §\*  
Grace YangXiaoyu Doolittle  
Jenovise Dorce  
Daniel Doucek §\*  
Shawnice Quashanay Douglas  
Isabelle Elaine Duck  
Braven Bronte Dulaney §\*

Baunu Ebrahimi \*  
TreVaughn SaMaron Ellis§\*  
Bryanna Rose Ensley \*  
Rebekah Dian Hope Ferguson\*  
Jordan Fernandez  
Elijah Nasier Ferrer  
Seth Ryan Ferrer  
Dean Patrick Ferrito  
Corey Justin Fiallo  
LeAnn Autumn Fisher  
Colin Dermot Fitzsimons  
Dylan Ross Flora  
Nyree Jawaan Ford-Cherry  
Kenneth Andrew Forsell  
Tomi Georgine Gladys Frame  
Felicia Jeffers Frassinelli §\*  
Blake R. Fuller  
Joseph Paul Fulmer \*  
Jahney Brittan Gaillard Ry  
Ryan M. Garrett  
Toni Elaine Garrett  
Jason Thomas Garrity  
Ann Nadia Giraldo  
Nigel Jahmal Godoy  
Aryana Marie Gonzalez  
Jacob Jordon Gonzalez  
Vincent Anthony Grados §\*  
Christopher Joseph Graf  
Christopher Graydon  
Crystal Green  
Ashanti Quynia Greene  
Johnny Jermaine Greene II  
Anaiya Elizabeth Hannon  
Munroe  
Destini Faith Harper \*  
Beck James Hart  
Adam A. Helwa  
Anna Kathryn Holmwood §  
Makayla Jeanne Huffman  
Alexandra Idehen \*  
Austin Idehen Jr.  
Dylan Ike \*  
Thalia Chinyere Irofuala §\*

\* HONOR SOCIETY  
§ TOP 10%  
Enrollment as of 5/8/20

Ronnie Andre Jeanette  
 Emilio Joshua Jimenez Jr  
 D'Andre Johnson  
 Dominic Gary Johnson  
 Jessica Ann Jones  
 Maximillian Alekzander  
 Jorgenson  
 Lucas Gabriel Jorstad \*  
 Aaron Nazir Karca  
 Jacob Albert Keim  
 Kekeli Morgan Klu  
 Elias Edward Korelis  
 Kayla Marie Koroly §\*  
 Alexandra Kossakowska§\*  
 James Peter Kuczma  
 Dominique Kurtz \*  
 Hailey Autumn LaBar §\*  
 Amica Moselaine Lavado  
 Jamie Lee Lessing  
 Griffin Libby \*  
 Valerie Libberos  
 Darius Amont Lilly  
 Scott Bryan Lindemuth Jr.  
 Denzel Kevin Loadholt  
 Vladimir Alexander Lobel  
 Stonewall F. Locke  
 Lauren Lockwitch  
 Nicholas John Lojewski  
 Destiny Lomax  
 Angelina Nancy London  
 Damon A. Long  
 Haidyn James Long  
 Aaliyah Ivette Lopez \*  
 Mary Elizabeth MacIntire\*  
 Teigan Grace Mackes  
 Jesse James Mahn  
 Joel Joseph Maldonado  
 Daniel A. Malsch  
 Rianna Lynette Mangal  
 Damian Alan Mangroo  
 John Samuel Marable \*  
 Justin Lewis Marki  
 Nicholas Louis Markowski

Alena Marie Martinborough  
 Angelica Martinez  
 Janelin Jovanna Martinez  
 Ariana Catherina Matos  
 Justin Daniel Matrisciano  
 Christian Jalan Matthews  
 Damion Lamar Matthews  
 Catherine Rose McAtee  
 Waleska Loretta McCartney  
 Isiah McDonald  
 Deron Troy McFadden Jr.  
 Ajani Zion McGill  
 Alicesyn Louise McKeon  
 Enoch Peter McMahan  
 Connor Thomas McNally  
 Bahaa Naeim Meqdadi  
 Daniel Mercado  
 Uchey E. Mezie  
 Austin Riley Miller  
 Rachel Nicole Miller  
 Katarzyna Anna Misiejuk  
 Daisha Monae Mitchel  
 Elise Ember Molinaro §\*  
 Destiny Christina Morales  
 Destiny Lee Morales \*  
 Josiah Angelo Moret  
 Jawuan Omar Morrison  
 Emisariss Adrianna Mota  
 Erik Nicholas Moyer  
 Anthony Jose Muñoz  
 Kaitlyn Jean Murray \*  
 Paula Marie Nagora  
 Alexia Claire Nelson  
 Keith Dante Nelson Jr.  
 Kaytie Maritza Ng \*  
 Seth Anthony Nieves  
 Aaliya Nimmons  
 Josalyn Isabela Njango  
 Elyssa Altagracia Nufiez  
 Kevin Shain Oliver

Esther Pauline Orlando \*  
 Timothy Ryan Ortega  
 Kaleb Allen Orlando Ortiz  
 Ethan Oser  
 Tyler Joseph Ostroski  
 Hannah Owusu-Afriyie §\*  
 Samantha Paige Pabon \*  
 Lewis Pagan  
 Asha Afya Parkins  
 Tydarius Kwheli Pearson  
 Emily Grace Peck §\*  
 Cristian Perez  
 Jeremy Perez  
 Kaylynn Kiara Perez  
 Brenton Franklyn Peters Jr.  
 Malik Devon Peters  
 Dmytro Petrov  
 Kimani Amaya Pierre  
 Joao Pimentel  
 Hannah Emily Possinger \*  
 Palmer Bryce Posten §\*  
 Matthew D. Power  
 Makensi Stanley Prijdelcker  
 Nicolas Daniel Prince  
 Allison Nicole Pustay  
 Genevieve Gabrielle Quiñones  
 Juliana Quinones §  
 Hunter Ralph Quintana \*  
 Jada Marie Rabb  
 Tristen Jordan Michael Rachlin  
 Jamie Kay Raesly  
 Emily Lola Ramdass  
 Leighanna Toni Rampersad  
 Jiah Raso  
 Jordan Reid  
 Jackeline Lucia Retana  
 Savannah Nichelle Riffas  
 William Riffas  
 Genesis Roberts Kelly  
 Christopher Michael Robinson

\* HONOR SOCIETY  
 § TOP 10%  
 Enrollment as of 5/8/20



Jennifer Alejandra Robles \*  
Jessenia Alejandra Robles \*  
Nicholas Rocher  
Ayanna Rodriguez  
Francisco Antonio Roman  
Sierrah Nicole Roney §  
Isabella Root \*  
Alexis Rozsa  
Ansun Trent Ruffin Jr.  
Kiana Ruffin  
Matthew Henry Ruiz §\*  
Xander Gerald Ryder  
Bixenta Emer Sacks  
Gabrielle Linda Saffer  
Alexus Rose Sanchez  
Angel Adrian Sanchez  
Paul-Isaac John Sandy  
Cynthia Naomi Santiago §  
Dennis Mooreland Sarauw Jr.  
Autumn Brook Scappaticcio  
Audrey Marie Schaller  
Jaylynn Michelle Schofield  
Jeremy Scott Schwarz  
Andrew D. Scocozza  
Oshun Seerattan  
Martyna Seretna  
Ziad S. Sharaf  
Malachi Xavier Simpson  
Molly Elizabeth Singer \*  
Raven Slayton  
Gabriel C. Smith  
Kiersten Marie Smith  
Zechariah Smith  
Michael Coleman Spillane  
Aaron Alexander Sterling  
Jacob Samuel Stewart  
Daiya Dacora Stokes \*  
Keith Allen Strunk III  
Nia Ashanti Suber

Meaghan Tabitha Suydam  
Lauren Theresa Talmadge §  
Shannon Marie Tanczos §\*  
Gerrond Jobel Tang Hap  
Justin Matthew Tejada Duran  
Aita Sabrina Thioune  
Lajaun Michael Thompson  
Benjamin Josiah Torres  
Eli Julien Totive  
Anthony B. Tran  
Juan Jose Trilleras Tabares  
Julianna Turner \*  
Zachery John Uporsky §  
Giovanni Vacanti Jr.  
Thomas Joseph Valcukas §\*  
Jarod Elwyn Van Houten  
Brienne Nicole Venezuela  
Thomas Anthony Volino III  
Sebastian Vydra  
Brian Alexander Welch Jr.  
Taejean Mwazi White  
Nolan Brandon Milton Whitfield  
Hope Sierra Widmer  
Khadijah Wiggins  
Lanitra Joi Mary Williams  
Naomi Victoria Wilson  
Cynthia Vadnie Winn  
Alicia May Witecraft \*  
Alan Wojtanowicz  
Owen Ray Wolbert  
Alksander Ricardo Xamo  
Natalia Zapata  
Shirley Zhu §\*

\* HONOR SOCIETY  
§ TOP 10%  
Enrollment as of 5/8/20

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
and  
EAST STROUDSBURG AREA EDUCATION SUPPORT PROFESSIONAL ASSOCIATION**

**Memorandum of Understanding**

**Article X - Vacations**

The parties to this Agreement, the East Stroudsburg Area School District (hereinafter called the "District") and the East Stroudsburg Area Support Professional Association (hereinafter called the "Association") agree to the following:

- A) This Memorandum of Understanding is specific to the current national emergency with respect to the COVID 19 virus and under the advisement of Governor Wolf as outlined by the CDC with regards to our current mandatory closure and stay at home expectation.
- B) Under Article X Vacations, line item E, our current Support Employees will be able to carry up to eight (8) 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 December 31, 2020.
- C) This Agreement shall neither constitute a new practice nor nullify an existing past practice.

**EAST STROUDSBURG SCHOOL DISTRICT**

  
\_\_\_\_\_  
Stephen C. Zay, Director of Human Resources

Date: 5/1/20

**EAST STROUDSBURG AREA EDUCATION SUPPORT PROFESSIONAL ASSOCIATION**

  
\_\_\_\_\_  
AnnMarie LaPomina-Adams, ESAESPA-Secretary

Date: 5/1/2020

**CERTIFICATION OF USE OF PDE-2028  
FOR PUBLIC INSPECTION OF 2020-2021 PROPOSED BUDGET**

24 PS 6-687(a)(1)

(03/2006)

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

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

SIGNATURE OF SCHOOL BOARD PRESIDENT  96	DATE
--	------

DUE DATE: IMMEDIATELY FOLLOWING  
ADOPTION OF PROPOSED  
FINAL GENERAL FUND BUDGET

# FINAL GENERAL FUND BUDGET

Fiscal Year 2020-2021

## General Fund Budget Approval

Date of Adoption of the General Fund Budget:

\_\_\_\_\_  
President of the Board - Original Signature Required

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary of the Board - Original Signature Required

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief School Administrator - Original Signature Required

\_\_\_\_\_  
Date

Thomas J McIntyre

(570)424-8500

Extn : 10120

Contact Person

Telephone

Extension

thomas-mcintyre@esasd.net

Email Address

97



**CERTIFICATION OF ESTIMATED ENDING FUND BALANCE  
FROM 2020-2021 GENERAL FUND BUDGET**

24 PS 6-688

(10/2010)

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

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

Did you raise property taxes in SY 2020-2021 (compared to 2019-2020 )?

Yes   
No

If yes, see information below, taken from the 2020-2021 General Fund Budget.

Total Budgeted Expenditures	\$164537018
Ending Unassigned Fund Balance	\$2430172
Ending Unassigned Fund Balance as a percentage (%) of Total Budgeted Expenditures	1.5%

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

Yes   
No

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

SIGNATURE OF SUPERINTENDENT	DATE
-----------------------------	------

DUE DATE: AUGUST 15, 2020

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Page 2

**CERTIFICATION OF USE OF PDE-2028  
FOR PUBLIC INSPECTION OF 2020-2021 PROPOSED BUDGET**

24 PS 6-687(e)(1)

(03/2006)

School District Name : East Stroudsburg Area SD	County : Monroe	AUN Number : 120452003
--	--------------------	---------------------------

Section 687(a)(1) of the School Code requires the president of the board of school directors of each school district to certify to the Department of Education that the proposed budget was prepared, presented and will be made available for public inspection using the uniform form prepared and furnished by the Department of Education.

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

SIGNATURE OF SCHOOL BOARD PRESIDENT  99	DATE
--	------

DUE DATE: IMMEDIATELY FOLLOWING  
ADOPTION OF PROPOSED  
FINAL GENERAL FUND BUDGET

Val Number	Description	Justification
1010	Budget Approval Date is required before submission on Contact Screen and cannot be a future date.	
8060	Ending Fund Balance Entry and Budgetary Reserve: If 5900 Budgetary Reserve is not equal to 0, a justification must be entered below.	To meet unanticipated needs as they arise during the school year.
8080	Ending Fund Balance Entry and Budgetary Reserve: If 0850 Estimated Ending Unassigned Fund Balance is not equal to 0, a justification must be entered below.	
8150	Ending Fund Balance Entry and Budgetary Reserve: If 0830 Committed Fund Balance is not equal to 0, a justification must be entered below.	\$18,545,532 for PSERS, \$6,000,000 for Healthcare costs.
8160	Ending Fund Balance Entry and Budgetary Reserve: If 0840 Assigned Fund Balance is not equal to 0, a justification must be entered below.	\$8,488,285 for anticipated deficits (which we plan to use to balance this year's projected deficit), \$21,924 for Athletics, \$4,000,000 for new educational programs, \$5,700,000 for capital projects.

100

**ITEM** **AMOUNTS**

**Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year**

0810 Nonspendable Fund Balance	443,407
0820 Restricted Fund Balance	
0830 Committed Fund Balance	24,545,532
0840 Assigned Fund Balance	18,210,209
0850 Unassigned Fund Balance	3,162,340

**Total Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year**

\$45,918,081

**Estimated Revenues And Other Financing Sources**

6000 Revenue from Local Sources	104,040,582
7000 Revenue from State Sources	47,862,210
8000 Revenue from Federal Sources	5,241,423
9000 Other Financing Sources	1,450,426

**Total Estimated Revenues And Other Financing Sources**

\$158,594,641

**Total Estimated Fund Balance, Revenues, and Other Financing Sources Available for Appropriation**

\$204,512,722

101



**Amount**

**REVENUE FROM LOCAL SOURCES**

6111 Current Real Estate Taxes	89,175,592
6112 Interim Real Estate Taxes	65,000
6113 Public Utility Realty Taxes	125,000
6114 Payments in Lieu of Current Taxes - State / Local	90,000
6140 Current Act 511 Taxes - Flat Rate Assessments	85,000
6150 Current Act 511 Taxes - Proportional Assessments	4,170,000
6400 Delinquencies on Taxes Levied / Assessed by the LEA	8,500,000
6500 Earnings on Investments	500,000
6700 Revenues from LEA Activities	35,000
6800 Revenues from Intermediary Sources / Pass-Through Funds	1,059,490
6910 Rentals	75,000
6940 Tuition from Patrons	40,500
6990 Refunds and Other Miscellaneous Revenue	120,000

**REVENUE FROM LOCAL SOURCES \$104,040,582**

**REVENUE FROM STATE SOURCES**

7111 Basic Education Funding-Formula	16,802,327
7160 Tuition for Orphans Subsidy	800,000
7240 Driver Education - Student	20,000
7271 Special Education funds for School-Aged Pupils	4,547,657
7311 Pupil Transportation Subsidy	2,900,000
7320 Rental and Sinking Fund Payments / Building Reimbursement Subsidy	1,375,500
7330 Health Services (Medical, Dental, Nurse, Act 25)	155,000
7340 State Property Tax Reduction Allocation	4,347,524
7360 Safe Schools	45,000
7505 Ready to Learn Block Grant	1,248,758
7810 State Share of Social Security and Medicare Taxes	2,804,094
7820 State Share of Retirement Contributions	12,816,350

**REVENUE FROM STATE SOURCES \$47,862,210**

**REVENUE FROM FEDERAL SOURCES**

8110 Payments for Federally Impacted Areas	625,000
8514 NCLB, Title I - Improving the Academic Achievement of the Disadvantaged	2,117,619
8515 NCLB, Title II - Preparing, Training and Recruiting High Quality Teachers and Principals	250,288
8516 NCLB, Title III - Language Instruction for Limited English Proficient and Immigrant Students	25,574
8517 NCLB, Title IV - 21st Century Schools	161,275

**Amount**

**REVENUE FROM FEDERAL SOURCES**

8732 ARRA - Qualified School Construction Bonds (QSCB)	54,900
8733 ARRA - Qualified Zone Academy Bonds (QZAB)	25,100
8810 School-Based Access Medicaid Reimbursement Program (SBAP) Reimbursements (Access)	1,901,667
8820 Medical Assistance Reimbursement for Administrative Claiming (Quarterly) Program	80,000

**REVENUE FROM FEDERAL SOURCES** **\$5,241,423**

**OTHER FINANCING SOURCES**

9200 Proceeds from Extended-Term Financing	1,325,426
9400 Sale of or Compensation for Loss of Fixed Assets	125,000

**OTHER FINANCING SOURCES** **\$1,450,426**

**TOTAL ESTIMATED REVENUES AND OTHER SOURCES** **158,594,641**

103

Act 1 Index (current): 3.7% | Act 1 Index (prior): 3.2%

Calculation Method:

Number of Decimals For Tax Rate Calculation: 2

Approx. Tax Revenue from RE Taxes: \$89,180,925

Amount of Tax Relief for Homestead Exclusions: \$4,347,524

Total Approx. Tax Revenue: \$93,528,449

Approx. Tax Levy for Tax Rate Calculation: \$105,480,484

Section 672.1 Method Choice: (a)(1)

Revenue

2

\$89,180,925

\$4,347,524

\$93,528,449

\$105,480,484

Monroe

Pike

Total

2019-20 Data

a. Assessed Value \$445,736,350 \$194,899,100 \$640,635,450

b. Real Estate Mills 176.8100 123.6600

I. 2020-21 Data

c. 2018 STEB Market Value \$2,228,326,416 \$658,443,516 \$2,886,769,932

d. Assessed Value \$2,650,290,951 \$194,545,510 \$2,844,836,461

e. Assessed Value of New Constr/ Renov \$2,500,000 \$0 \$2,500,000

2019-20 Calculations

f. 2019-20 Tax Levy \$78,810,644 \$24,101,223 \$102,911,867

(a \* b)

2020-21 Calculations

g. Percent of Total Market Value 77.19099% 22.80901% 100.00000%

h. Rebalanced 2019-20 Tax Levy \$79,438,889 \$23,473,178 \$102,911,867

(f Total \* g)

i. Base Mills Subject to Index 30.0018 123.6600

(h / a \* 1000) if no reassessment

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

Yes

Calculation of Tax Rates and Levies Generated

j. Weighted Avg. Collection Percentage 88.93000% 85.65000% 88.18186%

k. Tax Levy Needed \$81,421,430 \$24,059,054 \$105,480,484

(Approx. Tax Levy \* g)

I. 2020-21 Real Estate Tax Rate

(k / d \* 1000)

30.7200 123.6600

m. Tax Levy Generated by Mills \$81,416,938 \$24,057,498 \$105,474,436

(l / 1000 \* d)

n. Tax Levy minus Tax Relief for Homestead Exclusions \$101,126,912

(m - Amount of Tax Relief for Homestead Exclusions)

o. Net Tax Revenue Generated By Mills \$89,175,592

(n \* Est. Pct. Collection)

104

Act 1 Index (current): 3.7% | Act 1 Index (prior): 3.2%

Calculation Method:

Number of Decimals For Tax Rate Calculation: 2

Approx. Tax Revenue from RE Taxes: \$89,180,925

Amount of Tax Relief for Homestead Exclusions: \$4,347,524

Total Approx. Tax Revenue: \$93,528,449

Approx. Tax Levy for Tax Rate Calculation: \$105,480,484

Revenue Section 672.1 Method Choice: (a)(1)

	Monroe	Pike	Total
Revenue	30,9618	128,2354	
Approx. Tax Revenue from RE Taxes	0.0000	0.0000	
Amount of Tax Relief for Homestead Exclusions	\$82,057,778	\$24,947,621	\$107,005,399

Index Maximums

p. Maximum Mills Based On Index

(i \* (1 + Index))

q. Mills In Excess of Index

(if (l > p), (l - p))

r. Maximum Tax Levy Based On Index

(p / 1000 \* d)

IV.

s. Millage Rate within Index?

(if l > p Then No)

t. Tax Levy In Excess of Index

(if (m > r), (m - r))

u. Tax Revenue In Excess of Index

(t \* Est. Pct. Collection)

105

Information Related to Property Tax Relief

Assessed Value Exclusion per Homestead \$14,273.00 \$3,546.00

Number of Homestead/Farmstead Properties 7120 2794

Median Assessed Value of Homestead Properties \$136,810



Act 1 Index (current): 3.7% | Act 1 Index (prior): 3.2%  
 Calculation Method:  
 Number of Decimals For Tax Rate Calculation: 2  
 Approx. Tax Revenue from RE Taxes: \$89,180,925  
 Amount of Tax Relief for Homestead Exclusions: \$4,347,524  
 Total Approx. Tax Revenue: \$93,528,449  
 Approx. Tax Levy for Tax Rate Calculation: \$105,480,484

Revenue  
 \$89,180,925  
\$4,347,524  
 \$93,528,449  
 \$105,480,484

Section 672.1 Method Choice: (a)(1)

Monroe

Pike

Total

	Monroe	Pike	Total
State Property Tax Reduction Allocation used for: Homestead Exclusions	\$4,347,524	\$0	\$4,347,524
Prior Year State Property Tax Reduction Allocation used for: Homestead Exclusions	\$0	\$0	\$0
<b>Amount of Tax Relief from State/Local Sources</b>	<b>\$4,347,524</b>	<b>\$0</b>	<b>\$4,347,524</b>

106

CODE	Current Real Estate Taxes	Amount of Tax Relief for Homestead Exclusions	Tax Levy Minus Homestead Exclusions	Percent Collected	Net Tax Revenue Generated By Mills
6111	Current Real Estate Taxes				
County Name	Monroe			88.930000%	
Count Name	Pike			85.650000%	
Count Name	Totals:	4,347,524 =	101,126,912 X	88.181866%	89,175,592
Count Name	Monroe				
Count Name	Pike				
Count Name	Totals:	105,474,436			

CODE	Current Per Capita Taxes Section 679	Rate	Estimated Revenue
6120	Current Per Capita Taxes Section 679	\$0.00	0
6140	Current Act 511 Taxes - Flat Rate Assessments		
6141	Current Act 511 Per Capita Taxes	\$0.00	0
6142	Current Act 511 Occupation Taxes - Flat Rate	\$0.00	0
6143	Current Act 511 Local Services Taxes	\$10.00	85,000
6144	Current Act 511 Trailer Taxes	\$0.00	0
6145	Current Act 511 Business Privilege Taxes - Flat Rate	\$0.00	0
6146	Current Act 511 Mechanical Device Taxes - Flat Rate	\$0.00	0
6149	Current Act 511 Taxes, Other Flat Rate Assessments	\$0.00	0

CODE	Total Current Act 511 Taxes - Flat Rate Assessments	Rate	Estimated Revenue
6150	Total Current Act 511 Taxes - Flat Rate Assessments		85,000
6151	Current Act 511 Earned Income Taxes	0.500%	3,420,000
6152	Current Act 511 Occupation Taxes	0.000%	0
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	750,000
6154	Current Act 511 Amusement Taxes	0.000%	0
6155	Current Act 511 Business Privilege Taxes	0.000%	0
6156	Current Act 511 Mechanical Device Taxes - Percentage	0.000%	0
6157	Current Act 511 Mercantile Taxes	0.000%	0
6159	Current Act 511 Taxes, Other Proportional Assessments	0	0

CODE	Total Current Act 511 Taxes - Proportional Assessments	Rate	Estimated Revenue
6150	Total Current Act 511 Taxes - Proportional Assessments		4,170,000
6151	Current Act 511 Earned Income Taxes	0.500%	3,420,000
6152	Current Act 511 Occupation Taxes	0.000%	0
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	750,000
6154	Current Act 511 Amusement Taxes	0.000%	0
6155	Current Act 511 Business Privilege Taxes	0.000%	0
6156	Current Act 511 Mechanical Device Taxes - Percentage	0.000%	0
6157	Current Act 511 Mercantile Taxes	0.000%	0
6159	Current Act 511 Taxes, Other Proportional Assessments	0	0

CODE	Total Act 511, Current Taxes	Rate	Estimated Revenue
6150	Total Act 511, Current Taxes		4,255,000
6151	Current Act 511 Earned Income Taxes	0.500%	3,420,000
6152	Current Act 511 Occupation Taxes	0.000%	0
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	750,000
6154	Current Act 511 Amusement Taxes	0.000%	0
6155	Current Act 511 Business Privilege Taxes	0.000%	0
6156	Current Act 511 Mechanical Device Taxes - Percentage	0.000%	0
6157	Current Act 511 Mercantile Taxes	0.000%	0
6159	Current Act 511 Taxes, Other Proportional Assessments	0	0

Tax Function	Description	Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index	Index	Additional Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index
		2019-20 (Rebalanced)	2020-21				2019-20 (Rebalanced)	2020-21		
6111	Current Real Estate Taxes									
	Monroe	30.0018	30.7200	2.40%	Yes	3.2%				
	Pike	123.6600	123.6600	0.00%	Yes	3.7%				
	<u>Current Act 511 Taxes - Flat Rate Assessments</u>									
6143	Current Act 511 Local Services Taxes	\$10.00	\$10.00	0.00%	Yes	3.7%				
	<u>Current Act 511 Taxes - Proportional Assessments</u>									
6151	Current Act 511 Earned Income Taxes	0.500%	0.500%	0.00%	Yes	3.7%				
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	0.500%	0.00%	Yes	3.7%				

108

<u>Description</u>	<u>Amount</u>
<b>1000 Instruction</b>	
1100 Regular Programs - Elementary / Secondary	58,754,546
1200 Special Programs - Elementary / Secondary	28,998,380
1300 Vocational Education	2,967,954
1400 Other Instructional Programs - Elementary / Secondary	1,016,186
1500 Nonpublic School Programs	36,123
1800 Pre-Kindergarten	25,571
<b>Total Instruction</b>	<b>\$91,798,760</b>
<b>2000 Support Services</b>	
2100 Support Services - Students	7,403,051
2200 Support Services - Instructional Staff	2,697,355
2300 Support Services - Administration	8,137,275
2400 Support Services - Pupil Health	1,946,602
2500 Support Services - Business	1,653,135
2600 Operation and Maintenance of Plant Services	15,544,374
2700 Student Transportation Services	9,563,707
2800 Support Services - Central	4,613,611
2900 Other Support Services	49,000
<b>Total Support Services</b>	<b>\$51,608,110</b>
<b>3000 Operation of Non-Instructional Services</b>	
3200 Student Activities	3,144,327
3300 Community Services	119,476
<b>Total Operation of Non-Instructional Services</b>	<b>\$3,263,803</b>
<b>5000 Other Expenditures and Financing Uses</b>	
5100 Debt Service / Other Expenditures and Financing Uses	17,516,345
5900 Budgetary Reserve	350,000
<b>Total Other Expenditures and Financing Uses</b>	<b>\$17,866,345</b>
<b>Total Estimated Expenditures and Other Financing Uses</b>	<b>\$164,537,018</b>

109

<u>Description</u>	<u>Amount</u>
<b>1000 Instruction</b>	
<b>1100 Regular Programs - Elementary / Secondary</b>	
100 Personnel Services - Salaries	33,470,125
200 Personnel Services - Employee Benefits	22,245,422
300 Purchased Professional and Technical Services	118,565
400 Purchased Property Services	160,504
500 Other Purchased Services	1,343,685
600 Supplies	1,373,814
700 Property	26,650
800 Other Objects	15,781
<b>Total Regular Programs - Elementary / Secondary</b>	<b>\$58,754,546</b>
<b>1200 Special Programs - Elementary / Secondary</b>	
100 Personnel Services - Salaries	11,073,696
200 Personnel Services - Employee Benefits	8,931,505
300 Purchased Professional and Technical Services	4,975,538
500 Other Purchased Services	3,321,485
600 Supplies	684,311
700 Property	10,000
800 Other Objects	1,845
<b>Total Special Programs - Elementary / Secondary</b>	<b>\$28,998,380</b>
<b>1300 Vocational Education</b>	
100 Personnel Services - Salaries	572,085
200 Personnel Services - Employee Benefits	382,152
300 Purchased Professional and Technical Services	500
500 Other Purchased Services	2,000,000
600 Supplies	12,817
800 Other Objects	400
<b>Total Vocational Education</b>	<b>\$2,967,954</b>
<b>1400 Other Instructional Programs - Elementary / Secondary</b>	
100 Personnel Services - Salaries	159,465
200 Personnel Services - Employee Benefits	96,943
300 Purchased Professional and Technical Services	254,378
400 Purchased Property Services	1,000
500 Other Purchased Services	500,000
600 Supplies	4,400
<b>Total Other Instructional Programs - Elementary / Secondary</b>	<b>\$1,016,186</b>
<b>1500 Nonpublic School Programs</b>	
300 Purchased Professional and Technical Services	36,123
<b>Total Nonpublic School Programs</b>	<b>\$36,123</b>
<b>1800 Pre-Kindergarten</b>	
100 Personnel Services - Salaries	15,610
200 Personnel Services - Employee Benefits	6,681
600 Supplies	3,280

110



Description	Amount
<b>Total Pre-Kindergarten</b>	<b>\$25,571</b>
<b>Total Instruction</b>	<b>\$91,798,760</b>
<b>2000 Support Services</b>	
<b>2100 Support Services - Students</b>	
100 Personnel Services - Salaries	3,543,926
200 Personnel Services - Employee Benefits	2,362,691
300 Purchased Professional and Technical Services	1,340,814
400 Purchased Property Services	1,028
500 Other Purchased Services	103,462
600 Supplies	45,433
800 Other Objects	5,697
<b>Total Support Services - Students</b>	<b>\$7,403,051</b>
<b>2200 Support Services - Instructional Staff</b>	
100 Personnel Services - Salaries	1,403,852
200 Personnel Services - Employee Benefits	1,029,646
300 Purchased Professional and Technical Services	31,615
400 Purchased Property Services	1,663
500 Other Purchased Services	32,701
600 Supplies	193,878
800 Other Objects	4,000
<b>Total Support Services - Instructional Staff</b>	<b>\$2,697,355</b>
<b>2300 Support Services - Administration</b>	
100 Personnel Services - Salaries	4,214,472
200 Personnel Services - Employee Benefits	2,787,330
300 Purchased Professional and Technical Services	811,400
400 Purchased Property Services	39,847
500 Other Purchased Services	167,156
600 Supplies	54,636
700 Property	2,500
800 Other Objects	59,934
<b>Total Support Services - Administration</b>	<b>\$8,137,275</b>
<b>2400 Support Services - Pupil Health</b>	
100 Personnel Services - Salaries	1,120,927
200 Personnel Services - Employee Benefits	775,198
300 Purchased Professional and Technical Services	30,050
400 Purchased Property Services	1,330
500 Other Purchased Services	1,345
600 Supplies	16,007
800 Other Objects	1,745
<b>Total Support Services - Pupil Health</b>	<b>\$1,946,602</b>
<b>2500 Support Services - Business</b>	
100 Personnel Services - Salaries	796,646
200 Personnel Services - Employee Benefits	532,954

Description	Amount
300 Purchased Professional and Technical Services	40,000
400 Purchased Property Services	7,785
500 Other Purchased Services	14,750
600 Supplies	193,000
700 Property	60,000
800 Other Objects	8,000
<b>Total Support Services - Business</b>	<b>\$1,653,135</b>

<b>2600 Operation and Maintenance of Plant Services</b>	
100 Personnel Services - Salaries	6,046,792
200 Personnel Services - Employee Benefits	5,128,293
300 Purchased Professional and Technical Services	172,900
400 Purchased Property Services	1,154,110
500 Other Purchased Services	389,744
600 Supplies	2,396,335
700 Property	253,700
800 Other Objects	2,500
<b>Total Operation and Maintenance of Plant Services</b>	<b>\$15,544,374</b>

<b>2700 Student Transportation Services</b>	
100 Personnel Services - Salaries	3,559,484
200 Personnel Services - Employee Benefits	3,453,349
300 Purchased Professional and Technical Services	110,500
400 Purchased Property Services	83,400
500 Other Purchased Services	1,862,024
600 Supplies	422,350
700 Property	64,600
800 Other Objects	8,000
<b>Total Student Transportation Services</b>	<b>\$9,563,707</b>

<b>2800 Support Services - Central</b>	
100 Personnel Services - Salaries	1,163,714
200 Personnel Services - Employee Benefits	884,497
300 Purchased Professional and Technical Services	116,567
400 Purchased Property Services	131,282
500 Other Purchased Services	206,612
600 Supplies	785,334
700 Property	1,322,000
800 Other Objects	3,605
<b>Total Support Services - Central</b>	<b>\$4,613,611</b>

<b>2900 Other Support Services</b>	
500 Other Purchased Services	49,000
<b>Total Other Support Services</b>	<b>\$49,000</b>
<b>Total Support Services</b>	<b>\$51,608,110</b>

<b>3000 Operation of Non-Instructional Services</b>	
<b>3200 Student Activities</b>	
100 Personnel Services - Salaries	1,529,656

Description	Amount
200 Personnel Services - Employee Benefits	770,220
300 Purchased Professional and Technical Services	167,105
400 Purchased Property Services	89,835
500 Other Purchased Services	271,675
600 Supplies	244,532
700 Property	24,445
800 Other Objects	46,859
<b>Total Student Activities</b>	<b>\$3,144,327</b>
<b>3300 Community Services</b>	
100 Personnel Services - Salaries	20,133
200 Personnel Services - Employee Benefits	8,592
300 Purchased Professional and Technical Services	48,930
500 Other Purchased Services	1,200
600 Supplies	40,621
<b>Total Community Services</b>	<b>\$119,476</b>
<b>Total Operation of Non-Instructional Services</b>	<b>\$3,263,803</b>
<b>5000 Other Expenditures and Financing Uses</b>	
5100 Debt Service / Other Expenditures and Financing Uses	
800 Other Objects	4,932,789
900 Other Uses of Funds	12,583,556
<b>Total Debt Service / Other Expenditures and Financing Uses</b>	<b>\$17,516,345</b>
<b>5900 Budgetary Reserve</b>	
800 Other Objects	350,000
<b>Total Budgetary Reserve</b>	<b>\$350,000</b>
<b>Total Other Expenditures and Financing Uses</b>	<b>\$17,866,345</b>
<b>TOTAL EXPENDITURES</b>	<b>\$164,537,018</b>

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Total Long-Term Investments	\$41,609,947	\$37,000,000
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TOTAL CASH AND INVESTMENTS	\$73,541,968	\$64,104,532
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06/30/2020 Estimate      06/30/2021 Projection

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**Long-Term Indebtedness**

**General Fund**

	06/30/2020 Estimate	06/30/2021 Projection
0510 Bonds Payable	141,996,096	141,996,096
0520 Extended-Term Financing Agreements Payable	2,604,122	2,604,122
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences	7,077,041	7,077,041
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)	40,420,038	40,420,038
0599 Other Noncurrent Liabilities		
<b>Total General Fund</b>	<b>\$192,097,297</b>	<b>\$192,097,297</b>

**Public Purpose (Expendable) Trust Fund**

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

**Total Public Purpose (Expendable) Trust Fund**

**Other Comptroller-Approved Special Revenue Funds**

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

**Total Other Comptroller-Approved Special Revenue Funds**

**Athletic / School-Sponsored Extra Curricular Activities Fund**

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

**Total Athletic / School-Sponsored Extra Curricular Activities Fund**

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

0510 Bonds Payable	
0520 Extended-Term Financing Agreements Payable	

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06/30/2020 Estimate 06/30/2021 Projection

**Long-Term Indebtedness**

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

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

**Capital Reserve Fund - \$ 1431**

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

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

**Other Capital Projects Fund**

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

**Total Other Capital Projects Fund**

**Debt Service Fund**

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

**Total Debt Service Fund**

**Food Service / Cafeteria Operations Fund**

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

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06/30/2020 Estimate 06/30/2021 Projection

**Long-Term Indebtedness**

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

**Total Food Service / Cafeteria Operations Fund**

**Child Care Operations Fund**

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

**Total Child Care Operations Fund**

**Other Enterprise Funds**

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

**Total Other Enterprise Funds**

**Internal Service Fund**

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

**Total Internal Service Fund**

**Private Purpose Trust Fund**

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

**Total Private Purpose Trust Fund**

06/30/2020 Estimate 06/30/2021 Projection

**Long-Term Indebtedness**

**Investment Trust Fund**

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

**Total Investment Trust Fund**

**Pension Trust Fund**

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

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**Total Pension Trust Fund**

**Activity Fund**

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

**Total Activity Fund**

**Other Agency Fund**

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

**Total Other Agency Fund**

**Permanent Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable

	06/30/2020 Estimate	06/30/2021 Projection
<b>Long-Term Indebtedness</b>		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
<b>Total Permanent Fund</b>	\$192,097,297	\$192,097,297
<b>Total Long-Term Indebtedness</b>	\$192,097,297	\$192,097,297

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06/30/2020 Estimate

06/30/2021 Projection

Short-Term Payables

	06/30/2020 Estimate	06/30/2021 Projection
General Fund		
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - \$ 690, \$1850		
Capital Reserve Fund - \$ 1431		
Other Capital Projects Fund		
Debt Service Fund		
Food Service / Cafeteria Operations Fund		
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		
Permanent Fund		
<b>Total Short-Term Payables</b>	<b>\$192,097,297</b>	<b>\$192,097,297</b>

	06/30/2020 Estimate	06/30/2021 Projection
<b>TOTAL INDEBTEDNESS</b>	<b>\$192,097,297</b>	<b>\$192,097,297</b>

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Account Description	Amounts
0810 Nonspendable Fund Balance	443,407
0820 Restricted Fund Balance	
0830 Committed Fund Balance	24,545,532
0840 Assigned Fund Balance	13,000,000
0850 Unassigned Fund Balance	2,430,172
<b>Total Ending Fund Balance - Committed, Assigned, and Unassigned</b>	<b>\$39,975,704</b>

5900 Budgetary Reserve 350,000

**Total Estimated Ending Committed, Assigned, and Unassigned Fund Balance and Budgetary Reserve \$40,769,111**

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PROPANE FUELING STATION BID RESULTS

5/11/2020

ESASD-PFS1617 PROPANE FUELING STATION BID RESULTS

	VENDOR	VENDOR	VENDOR
	Sharp	Suburban Propane	Ferrell
BID BOND	X	X	X
NON COLLUSION	X	X	X
LPG Cost/Gal			
2020-21	0.6756	0.89	0.8325
2021-22	0.7092	0.91	0.85
2022-23	0.7392	Variable Rate	0.94
Maitenance Fees Per Tank			
2020-21	\$1,575.00	\$ 500.00	\$125.00
2021-22	\$1,675.00	\$ 500.00	\$125.00
2022-23	\$1,775.00	\$ 500.00	\$125.00

Estimate usage is 320,000 gallons per year.

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MUNICIPAL SOLID WASTE BID TABULATION  
5/11/2020

MUNICIPAL SOLID WASTE & RECYCLING BID TABULATIONS

VENDORS

CONTRACT PRICE	Waste Management	J. P. Mascaro & Sons	County Waste
7/1/20 to 6/30/21	\$ 125,505.84	\$ 139,800.00	No Bid
7/1/21 to 6/30/22	\$ 130,526.04	\$ 143,295.00	
7/1/22 to 6/30/23	\$ 135,747.12	\$ 146,877.00	
<b>3 YR TOTAL</b>	<b>\$ 391,779.00</b>	<b>\$ 429,972.00</b>	<b>\$ -</b>
7/1/20 to 6/30/21	\$ 125,505.84	\$ 139,800.00	
7/1/21 to 6/30/22	\$ 129,270.96	\$ 143,295.00	
7/1/22 to 6/30/23	\$ 133,149.12	\$ 146,877.00	
7/1/23 to 6/30/24	\$ 137,143.56	\$ 150,548.00	
7/1/24 to 6/30/25	\$ 141,257.88	\$ 154,312.00	
<b>5 YR TOTAL</b>	<b>\$ 666,327.36</b>	<b>\$ 734,832.00</b>	<b>\$ -</b>
<b>ADDITIONAL PICK UPS</b>			
4CY TRASH	\$ 70.00	\$ 60.00	
6CY TRASH	\$ 80.00	\$ 80.00	
8CY TRASH	\$ 90.00	\$ 100.00	
<b>OPEN TOP DUMPSTERS</b>			
20CY/ LOAD	\$ 758.74	\$ 750.00	\$ 750.00
30CY/LOAD	\$ 856.07	\$ 825.00	\$ 800.00
<b>BID BOND</b>	X	X	
<b>NON-COLLUSION</b>	X	X	



Daryle Miller <daryle-miller@esasd.net>

### Updated Quote

1 message

Bob Seltzer <bseltzer@fisherandson.com>  
To: Daryle Miller - East Stroudsburg SD <daryle-miller@esasd.net>

Wed, May 6, 2020 at 7:16 PM

Daryle,

Here is the updated quote for your products needed for the season. We can invoice and ship to each location in the district. Just let me know what works best for district. Our Costars# is 118461 and is in the comments on the quote details. If any questions please let me know.

Thank You,

#### Quote Details

Order Number: QO-0000206384

Fisher & Son Company, Inc.  
110 Summit Drive  
Exton, PA 19341  
USA  
8002622127

Order Date: 05-06-2020

Purchase Order Number: Quote

#### Sold To

East Stroudsburg Area School District  
50 Vine Street  
  
East Stroudsburg, PA 18301  
USA

#### Ship To

East Stroudsburg Area School District  
150 WALNUT ST  
\*\*\*\*\*straight truck only\*\*\*\*\* deliveries must be before 12pm  
East Stroudsburg, PA 18301  
USA

#### Comments:

PA Costars member# 118461

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5/11/2020

East Stroudsburg Area School District Mail - Updated Quote

**Requested Delivery Date Ship Via**

**Terms**

05-19-2020

FSCTruck

Net 30

Item	Description	Ordered	Shipped	UOM	Price	Amount
1 5028	SIGNATURE PERENNIAL RYE BLEND BT 50LB	50.00	0.00	bag	67.00	3,350.00
2 6057	17-0-0 25% SCU .15 DIM SGN 220 50 LB	206.00	0.00	bag	17.90	3,687.40
3 6157	21-22-4 .08 MESOTRIONE SGN 125 40 LB	20.00	0.00	bag	46.00	920.00
4 7110	16-0-3 PROTEGO 60% DUR 45 KCL 50 LB	206.00	0.00	bag	23.95	4,933.70
5 6512	19-3-7 50% MX 40 SOP 35% EW CLAY 50LB	233.00	0.00	bag	23.25	5,417.25
6 9110	SOLU-CAL HI-CAL LIME SGN 210 50 LB	235.00	0.00	bag	13.25	3,113.75
<b>Sub-Total:</b>						21,422.10
<b>Freight Amount:</b>						0.00
<b>Sales Tax:</b>						0.00
<b>Total:</b>						21,422.10

Close

Bob Seltzer

Direct 610-704-4756

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137 COMMERCE DRIVE  
 GLEN ROCK, PA 17327  
 717-759-8151  
 WWW.GENESISGREENSUPPLY.COM

# Invoice

Date	Invoice #
3/27/2020	96232

<b>Bill To</b>
E. Stroudsburg School 279 N. Courtland St. E. Stroudsburg, PA 18301

<b>Ship To</b>
E. Stroudsburg School 279 N. Courtland St. E. Stroudsburg, PA 18301

P.O. No.	Terms	Due Date		Ship Via	RUP License #	License Expires
	Net 30	4/26/2020	PW	Our Truck		
Description	Ordered	Backord...	Invoiced	Price	Class	Amount
Burlingham Rx Perennial Ryegrass Blend BT (per lb)	2,500	0	2,500	1.18		2,950.00T
17-0-4 25% XCU, 15% Dimension (50#)	206	0	206	19.00		3,914.00T
21-22-4 + 0.08% Mesotrione, 35% MU SGN 215 (40#) ASP21WMSFE4	20	0	20	46.00		920.00T
16-0-4 2% Imidacloprid, .04% Lambda, 25% XCU (50#)	206		206	22.75		4,686.50T
8-3-5 Healthy Grow Mid Size (50#)	233	0	233	23.88		5,564.04T
Cal-Turf Pro (50#) (OC)	235	0	235	15.40		3,619.00T

Invoices not paid by due date will be assessed a finance charge of 18% annual (1.5% per month).

Pay your invoice 3 ways-  
 Check-please mail to address above  
 Credit card-(we accept MC, VISA, Discover, Am express)  
 pay via our website at <https://www.genesisurfgrass.com/invoice/>  
 ACH-(direct deposit from your bank)  
 email payment notifications to [gtibilling@genesisurfgrassinc.com](mailto:gtibilling@genesisurfgrassinc.com)

*Please note our new remittance address above.*

<b>Subtotal</b>	\$21,653.54
<b>Sales Tax (6.0%)</b>	\$1,299.21
<b>Total</b>	\$22,952.75
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$22,952.75

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**Bid**



*Stranger Together*

Bethlehem PA #529  
 4217 Fritch Dr  
 Bethlehem, PA 18020-9413  
 W: (610)866-8665

**Bill To:**

East Stroudsburg Area School Dist (#1095146)  
 50 Vine St  
 East Stroudsburg, PA 18301-2150  
 W: (570)656-4284

**Ship To:**

East Stroudsburg Area School Dist (#1095146)  
 50 Vine St  
 East Stroudsburg, PA 18301-2150  
 W: (570)656-4284

Created	Quote#	Due Date	Expected Award Date	Expiration Date
03/20/2020	4533066	03/20/2020	03/20/2020	04/30/2020

Printed	Job Name	Job Description	Job Start Date
03/20/2020 16:03:22	Spring 2020		03/20/2020

Line #	Item#	Item Desc	Qty	Unit Price	Extended Price
1	30-63-960	LESCO Noble Eagle Seed Blend - Certified 50 lb.	50	78.967	3,948.35
2	702468	LESCO Dimension 0.15% 17-0-3 30%CRN 3%Fe Pre-Emergent Plus Fertilizer 50#	206	21.385	4,405.31
3	2153867	ProScape Fertilizer/Herbicide Post Emergent Mesotrione 0.08% 21-22-4 35% MU 40 lb.	20	51.064	1,021.28
4					
5	018164	Pelletized Limestone HI-Cal Fairway Grade 50 lb.	235	6.866	1,613.51
6	902560	AMP XC Granular 50 lb.	235	15.576	3,660.36
7					
8	902293	Crowstar Imi-lambda .24% 17-0-4 50% SRN 2% FE	206	27.194	5,601.96
9	No bid on Ammonium Sulfat	MethEx products			

**Total Price: \$ 20,250.77**

Quoted price is for material only. Applicable sales tax will be charged when invoiced. All product and pricing information is based on the latest information available and is subject to change without notice or obligation.

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P | I  
| glcjeing

05/12/2020 11:31  
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	DEBIT	CREDIT	
2020	10	74 BUA	04/14/2020	DK	diane-kelly	1	N	Hist	2020			OB	
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	
1	10008990	330			Tax	CovDeficit			Cover Tax Postage		13,000.00		
2	10008990	550			Tax	CovDeficit			TaxCollOtherProfSvc				
3	10010430	448			Tax	CovDeficit			Move \$ from Prof.to Postag	13,000.00			
4	10010430	438			Tax	CovDeficit			Move \$ to Lease/Rental 438		1,610.00		
5	10010430	550			Tax	CovDeficit			Move \$ from Lease/Rental 4	1,610.00			
6	10010430	581			Tax	CovDeficit			BusinessOfficeLease/Rental				
7	10010430	761			Tax	CovDeficit			Move \$ to Travel 581		2,226.92		
8	10010430	762			Tax	CovDeficit			BusinessOfficePrin&Bind				
9	10010430	761			Tax	CovDeficit			move \$ from 550 printing	2,226.92			
10	10010430	810			Tax	CovDeficit			Business Office IndisTrvl				
11	10010430	761			Tax	CovDeficit			Move \$ to 762 Repl Equip		1,120.00		
12	10011840	360			Tax	CovDeficit			BusinessOfficeRepEq<\$2,500				
10-2834-360-000-000-005-000-0000-									Move \$ from 761 Repl Equip	1,120.00			
									BusinessOfficeRepEq>\$2,500				
									Move \$ to 810 Dues/Fees		6,041.08		
									BusinessOfficeRepEq<\$2,500				
									Move \$ from 761 Deleted A/	6,041.08			
									BusinessOfficeDues&Fees				
									Move \$ to 360 training		230.00		
									BusinessOfficeRepEq<\$2,500				
									Move \$ from 761 Del to tra	230.00			
									BO Training&Development				
** JOURNAL TOTAL												0.00	0.00

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YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	
2020	10	78 BUA	04/14/2020	dk	diane-kelly	1	N	Hist	2020			OB	
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	
1	10210190	121			Contr. Psycholog				Cover Contract Psychologis		10,000.00		
2	10210200	330			Contr. Psycholog				Cover Contract ProfRegSal				
10-2140-121-000-000-000-603-206-0000-									Cover Contract Psychologis	10,000.00			
10-2140-330-000-000-000-603-000-0000-									Psychologist Contract ProfSvc				
** 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
2020 10	118 BUA	04/17/2020	04/17/2020	Transfer	patricia-rosado	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10009060	550				Superintendent Print&Bind		1,500.00	1,500.00	
2	10009060	610				Superintendent Gen Sup				
	10-2360-610-000-00-000-002-000-0000-						** 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
2020 10	119 BUA	04/18/2020	04/18/2020	cov.books	diane-kelly	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10009680	581				Cover Book Deficit		474.00	474.00	
2	10009680	640				Cover Book Deficit				
	10-2380-640-000-30-819-000-000-0000-						** 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
2020 10	124 BUA	04/20/2020	04/20/2020	ACCESS EX.	matthew-krauss	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10128330	650				Achieve/Aimsweb		10,000.00		
2	10128300	650				ACCESS - Supplies Tech		10,000.00		
3	10128370	610				ACCESS - Supplies Tech		9,500.00		
4	10004660	610				ACCESS - Gen Sup		8,000.00		
5	10004660	330				ACCESS Gen Sup		5,250.00		
6	10128340	610				ACCESS OtherProfSvc		5,500.00		
7	10128320	610				ACCESS - Gen Sup		5,500.00		
	10-1231-610-891-20-518-310-000-9891-					Gen Sup				





East Stroudsburg Area SD, PA  
JOURNAL INQUIRY

05/12/2020 11:31  
diane-kelly

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2020 10 124 BUA 04/20/2020 04/20/2020 ACCESS EX.matthew-krauss 1 N Hist 2020

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
8	10128310 610		MK			ACCESS - Gen Sup	Lis Sensory	5,250.00		
9	10128350 610		MK			ACCESS - Gen Sup	North Sensory	5,250.00		
10	10128330 610		MK			ACCESS - Gen Sup	Lis Sensory	5,750.00		
11	10128290 650		MK			ACCESS - Gen Sup	Em. Spt Class Projector	4,000.00		
12	10128360 610		MK			ACCESS - Gen Sup	Supplies Tech	3,250.00		
13	10005050 610		MK			ACCESS - Gen Sup	North Adapted PE/Sensory	1,500.00		
14	10128310 752		MK			Speech/LangGen Sup	Speech Assessments	1,000.00		
15	10128340 752		MK			ACCESS - NewEq>\$2,500	LIS Sensory Room	1,000.00		
16	10128320 752		MK			ACCESS - NewEq>\$2,500	North Sensory Room	1,000.00		
17	10128350 752		MK			ACCESS - NewEq>\$2,500	Lehman Sensory Room	1,000.00		
18	10128330 752		MK			ACCESS - NewEq>\$2,500	North Sensory Room	1,000.00		
19	10128360 752		MK			ACCESS - NewEq>\$2,500	Lehman Sensory Room	1,000.00		
20	10128320 650		MK			ACCESS - NewEq>\$2,500	North Sensory Room	750.00		
21	10128310 650		MK			ACCESS - Supplies Tech	Lehman Sensory Room	650.00		
22	10128090 330		MK			ACCESS - Supplies Tech	Lehman Sensory Room	600.00		
23	10288010 580		MK			ACCESSLifeSkillOtherProfSvc	Zonar Renewal	500.00		
24	10228010 360		MK			ACCESS Travel/Conf	MK Conf	400.00		
25	10288010 360		MK			ACCESSTraining&Development	HSS Sp.Ed. Transition Conf	400.00		
26	10128260 640		MK			Emplyee Training&Development	MK Conf Travel	350.00		
27	10128290 610		MK			ACCESS - Books/Period	Online Reading Prog	150.00		
28	10128380 610		MK			ACCESS - Gen Sup	JTL Sensory	125.00		
	10-1231-610-891-30-820-310-000-9891-					ACCESS - Gen Sup	HSS Sensory			

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05/12/2020 11:31 | 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
2020 10	124 BUA	04/20/2020	04/20/2020	ACCESS EX	matthew-krauss	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
29	10004660 752		MK			ACCESS NewEq>\$2,500	To Cover Exp.	88,675.00	
	10-1200-752-891-00-000-310-000-9891-								
** 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
2020 10	135 BUA	04/20/2020	04/20/2020	Staff Devecoleen-joseph		1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10110120 640		CJ	Discovery			cover Discovery Edu./Staff	25,000.00	
2	10008390 330		CJ	Discovery			cover Discovery Edu./Staff	25,000.00	
	10-2271-330-000-30-000-004-000-0000-						StaffDev OtherProfSvc		
** JOURNAL TOTAL								0.00	0.00

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020 10	137 BUA	04/20/2020	04/20/2020	Remote Supcoleen-joseph		1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10012350 531		CJ	Integraone			Integraone/Remote support	163.51	
2	10012350 348		CJ	Integraone			Integraone/Remote support	163.51	
	10-2844-348-000-00-000-006-000-0000-						ITEC SvcsSuppLea'sTech		
** 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
2020 10	185 BUA	04/23/2020	04/23/2020	lease	coleen-joseph	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10014890 911		CJ	Hpe SAN			Hpe SAN lease	127,525.00	
	10-5110-911-000-00-000-100-909-9092-						LEASE PRINCIPAL CISCO/A		

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East Stroudsburg Area SD, PA  
JOURNAL INQUIRY

05/12/2020 11:31  
diane-kelly

YEAR PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	10	185 BUA	04/23/2020	04/23/2020	lease	coleen-joseph	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
2	10014880 911		CJ	HPE SAN		HPE SAN lease		127,525.00	
	10-5110-911-000-00-000-100-909-9091-					LEASE PRINCIPAL HP			
** 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
2020	10	211 BUA	04/27/2020	04/27/2020	Grove Citykiomarice-haraldsen	1	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10005150 561		KR			R2020204235	move \$ to court placed 10-		17,000.00
	10-1231-561-000-30-000-025-000-0000-					3rdPartyPymtTuittoOtherLea			
2	10006060 568		KR			R2020204235	move \$ to court placed 10-	17,000.00	
	10-1441-568-000-30-000-025-000-0000-					Court Placed - PRRI / Detentio			
** 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
2020	10	213 BUA	04/27/2020	04/27/2020	Grove Citykiomarice-haraldsen	1	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10005150 561		KR				Decrease Funds		7,000.00
	10-1231-561-000-30-000-025-000-0000-					3rdPartyPymtTuittoOtherLea			
2	10006060 561		KR				More Funds	7,000.00	
	10-1441-561-000-30-000-025-000-0000-					3rdPartyPymtTuittoOtherLea			
** 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
2020	10	217 BUA	04/27/2020	04/27/2020	CSusquehankiomarice-haraldsen	1	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT OB
1	10006060 561		KR				Decrease Funds		5,000.00
	10-1441-561-000-30-000-025-000-0000-					3rdPartyPymtTuittoOtherLea			

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YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020 10	217 BUA	04/27/2020	04/27/2020	CSusquehankiomarice-haraldsen	1	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
2	10005150 563		KR			3rdPartyPymtTuitToNon-Pub	Increase	5,000.00		
	10-1231-563-000-30-000-025-000-0000-									
** 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
2020 10	220 BUA	04/23/2020	04/27/2020	Lease	coleen-joseph	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10014890 911		CJ	HpeSan						
	10-5110-911-000-00-100-909-9092-						Vendor finalized RFP's		127,525.00	
2	10014880 911		CJ	HpeSan						
	10-5110-911-000-00-100-909-9091-						LEASE PRINCIPAL CISCO/A			
							LEASE PRINCIPAL HP	127,525.00		
** 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
2020 10	222 BUA	04/27/2020	04/27/2020	CCIU	kiomarice-haraldsen	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10005150 563		KR							
	10-1231-563-000-30-000-025-000-0000-						CCIU		45,000.00	
2	10005330 563		KR							
	10-1233-563-000-30-000-025-000-0000-						3rdPartyPymtTuitToNon-Pub			
							CCIU	45,000.00		
							Autistic Support - Private			
** 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
2020 10	235 BUA	04/28/2020	04/28/2020	Edu Week	Jessica-newberry	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10003710 330									
	10-1110-330-000-30-900-055-000-0000-						prin subs			
							VAREgularOtherProfSvc		39.00	

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YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
2020	10	235 BUA	04/28/2020	04/28/2020	Edu Week	jessica-newberry	1	N	2020	Hist	39.00		
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION				
2	10230230	810	10-2380-810-000-30-900-055-000-0000-			prin subs		VAPrincipalDues&Fees			0.00		0.00
** 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	DEBIT	CREDIT	OB
2020	10	266 BUA	04/29/2020	04/29/2020	Due Proces	diane-kelly	1	N	2020	Hist	59,000.00		
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION				
1	10015540	840	10-5900-840-000-00-000-000-0000-	DK	Settlement			cover a Due Process Settle			59,000.00		
2	10120410	610	10-1241-610-000-00-000-310-000-0000-	DK	Settlement			Contingency Budgetary Reserve					
								cover a Due Process Settle			59,000.00		
								Due Process Settlement Gen Sup					
** JOURNAL TOTAL											0.00	0.00	

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
2020	10	285 BUA	04/30/2020	04/30/2020	Commonweal	kiomarice-haraldsen	1	N	2020	Hist	80,000.00		
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION				
1	10005660	562	10-1290-562-000-00-000-025-000-0000-	KR				R2020204288	Commonwealth		80,000.00		
2	10001070	562	10-1110-562-000-00-000-025-000-0000-	KR				R2020204288	Charter Brick/Mor Tuition SpEd				
									Commonwealth		80,000.00		
									Charter Brick/MorTuition RegEd				
** JOURNAL TOTAL											0.00	0.00	
** GRAND TOTAL											0.00	0.00	

16 Journals printed

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

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# East Stroudsburg Area School District

## Date Range 2/21/20 through 3/6/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
980	03/04/2020	HAIJOCA CORPORATION	MAINTENANCE PLUBING SUPPLIES FOR DISTRICT	\$ 3,840.32
981	03/04/2020	HUGH O'BRIAN YOUTH LEADERSHIP	HOBY Registration Fee	\$ 620.00
982	03/04/2020	MIDDLE SMITHFIELD TOWNSHIP	MIDDLE SMITHFIELD ELEM SEWER 1ST QTR	\$ 4,725.00
983	03/04/2020	NAESP.ORG	RESICA ELEM SEWER 1ST QTR	\$ 4,200.00
984	03/04/2020	NATIONAL ASSOC. SCHOOL NURSES MEMBERSHIP	MEMBERSHIP - K/LORD	\$ 595.00
			Marianne Cannell NASN dues ren	\$ 130.00
			Nancy Caiazzo - NASN renewal 2	\$ 130.00
985	03/04/2020	NESTLE WATERS NORTH AMERICA	NASN membership renewal 2019-2020 S COLE	\$ 120.00
986	03/04/2020	PA PRINCIPALS ASSOCIATION	mse water bottle AUG, SEP, OCT, NOV & DEC 2019	\$ 2,637.61
987	03/04/2020	PASBO	PA PRINCIPAL MEMBERSHIP R LENHART	\$ 595.00
988	03/04/2020	PCARD VENDOR	PREVENTATIVE MAINTENANCE WEBCAST - C BEAM	\$ 80.00
989	03/04/2020	PCARD VENDOR	CHILD REGISTRATION CALENDAR 2019/2020	\$ 15.90
990	03/04/2020	PCARD VENDOR	HOTEL STAY FOR ENHANCING LITERACY CONF - T BRADLEY	\$ 219.78
991	03/04/2020	ROBOTICS EDUCATION & COMPETITION FOUNDATION	CONFERENCE HOTEL 01/07/20 - R MORAN	\$ 140.97
			robotics team	\$ 250.00
			Stem Registration	\$ 350.00
992	03/04/2020	SOMASTREAM INTERACTIVE	DRIVERS ED ONLINE SEATS	\$ 400.00
993	03/04/2020	STATE & FEDERAL POSTER	STATE AND FEDERAL LABOR POSTERS ENGLISH & SPANISH	\$ 322.46
994	03/04/2020	TEAM PENNSYLVANIA FOUNDATION	2020 PDE Data Summit CONFERENCE - A BAUER	\$ 325.00
995	03/04/2020	TECHNOLOGY STUDENT ASSOCIATION	DATA SUMMIT CONFERENCE CREDIT - D CARMECI	\$ (50.00)
			JT LAMBERT Stem membership	\$ 510.00
			TSA TECHNOLOGY STUDENT ASSOC.	\$ 510.00
996	03/05/2020	WALMART COMMUNITY/GEMB	LEHMAN FCS SUPPLIES - D MORETTO	\$ 46.75
245987	02/21/2020	COURTNEY DUNLAP	ITEMS PURCHASED FOR "PRIDE" PEP ASSEMBLY	\$ 54.79
245988	02/21/2020	MINDING YOUR MIND	Minding Your Mind Assembly	\$ 500.00
245989	02/24/2020	MICHAEL LANDSCAPING	INVOICE # 4572	\$ 1,335.00
245990	02/24/2020	MONTGOMERY COUNTY INTERMEDIATE UNIT #23	PDE SPECIAL EDUCATION CONFERENCE - M OLSZEWSKI	\$ 195.00
246012	02/24/2020	BARBARA PREVOST	PREVOST, BARBARA CONTRACTED D	\$ 3,927.78
246013	02/24/2020	CARLEEN FINK	FINK, CARLEEN CONTRACTED DRIV	\$ 2,528.14
246014	02/24/2020	CHERYL KUTZMAN	KUTZMAN, CHERYL CONTRACTED DRI	\$ 4,281.30
246015	02/24/2020	DEBORAH HOLMES	HOLMES, DEBORAH CONTRACTED DRI	\$ 4,446.30

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# East Stroudsburg Area School District

## Date Range 3/12/20 through 4/10/20

### Listing of Bills (3/12/20 Checks 246223-246363 Included March Agenda)

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246536	04/08/2020	MET-ED	TRAFFIC LIGHT MARCH 2020 100019284494	\$ 22.94
246537	04/08/2020	MODERN GAS SALES, INC.	TRFFIC LIGHT MARCH 2020 ELECTRIC 100054179492	\$ 34.62
246538	04/08/2020	NAESP.ORG	HS NORTH & LEHMAN PROPAN FOR THE POOL	\$ 143.55
246539	04/08/2020	NICOLE KRESGE	PA Principal Association renew W. VITULLI	\$ 595.00
246540	04/08/2020	OVERDRIVE, INC.	Empl Expense claim # 3653.	\$ 149.75
246541	04/08/2020	PETROCHOICE	HS-S Open PO For eBooks throug	\$ 128.87
246542	04/08/2020	POCONO RECORD	OPEN ORDER FOR FLUIDS - PETROC	\$ 608.99
246543	04/08/2020	PROSSER LABORATORIES, INC.	POCONO RECORD WATER FILTRATION	\$ 582.98
246544	04/08/2020	SCHUYLKILL VALLEY SPORTING GOODS	hss water test	\$ 258.00
246545	04/08/2020	SUSAN M STEAKIN	NORTH SOFTBALL BALL, SOCKS, BE	\$ 272.88
246546	04/08/2020	THERAPY SHOPPE INC	NORTH SOFTBALL CAPTAIN ARMBAND	\$ 36.00
246547	04/08/2020	THOMAS J. MCINTYRE III	Expense claim # 3229. SUMMER 2019 TUITION REIMBURS	\$ 359.20
246548	04/08/2020	VERIZON WIRELESS	Sensory Tools for Sp. Ed. Clas	\$ 3,096.72
			Empl Expense claim # 3663.	\$ 125.14
			OPEN PURCHASE ORDER FOR DISTRI	\$ 3,442.40
<b>Grand Total:</b>				<b>\$ 1,550,317.13</b>

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# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
997	04/20/2020	DOLLAR TREE	HS SOUTH CAFETERIA SUPPLIES - D FLYNN	\$ 16.00
998	04/20/2020	KEYCO DISTRIBUTORS INC.	HS SOUTH CAFETERIA SUPPLIES - D FLYNN	\$ 122.20
999	04/20/2020	WALMART COMMUNITY/GEMB	HS SOUTH CAFETERIA SUPPLIES - D FLYNN	\$ 41.14
1000	04/20/2020	WEIS MARKET, INC.	HS SOUTH CAFETERIA SUPPLIES - D FLYNN	\$ 177.88
1001	04/21/2020	PCARD VENDOR	PASA LEADERSHIP CONFERENCE W. RIKER	\$ 349.00
1002	04/21/2020	PCARD VENDOR	HS SOUTH FCS SUPPLIES - R BROTHERTON	\$ 15.00
1003	04/21/2020	WEIS MARKET, INC.	HS SOUTH FCS SUPPLIES - R BROTHERTON	\$ 361.97
1004	04/21/2020	AMERICAN RIBBON MANUFACTURERS, INC.	LEHMAN FCS SUPPLIES - S ANDREWS	\$ 171.70
1005	04/21/2020	PRICE CHOPPER #236	LEHMAN FCS SUPPLIES - S ANDREWS	\$ 296.49
1006	04/21/2020	WEIS MARKET, INC.	JT LAMBERTFCS SUPPLIES - M. DEROBERTIS	\$ 415.82
1007	04/21/2020	MIGNOSIS SUPER FOOD	HS NORTH FCS SUPPLIES - J CURRY	\$ 245.00
1008	04/21/2020	AMERICAN HEART ASSOC./GO RED PROMOTION	CPR/First Aid Training Books	\$ 154.28
1009	04/21/2020	FASTSPRING	CLAMXAV ANNUAL SUBSCRIPTION	\$ 1,437.50
1010	04/21/2020	KEY BLANK SALES	smithfield key blanks	\$ 57.72
1011	04/21/2020	LUMO INTERACTIVE INC	South Sensory Room Interactive	\$ 228.00
1012	04/21/2020	PASBO	PASBO WEBCASTS ; 2/18/2020	\$ 75.00
			PASBO WEBCASTS ; 1/29/2020; 2/	\$ 80.00
			PASBO WEBCASTS ; 2/18/2020	\$ 75.00
1013	04/21/2020	WRISTBANDEXPRESSCOM	casual for a cause wristbands	\$ 217.00
1014	04/28/2020	ASCD STORE	Subscription for Dr. Joanne Bohman	\$ 219.00
1015	04/28/2020	ASCD	ASCD Membership for Brian Badd	\$ 89.00
1016	04/28/2020	COMFORT SUITES	SOUTH CHEER HOTEL ROOMS PIAA STATES	\$ 1,428.00
1017	04/28/2020	CRAMER'S HOME CENTER	supplies for the year	\$ 1,163.25
1018	04/28/2020	FRIEDMAN ELECTRIC SUPPLY CO. INC.	friedman electric open po	\$ 18,804.61
1019	04/28/2020	MEGA CLINICS, LLC	ATHLETICS GLAZIER CLINIC REGIS	\$ 499.00
1020	04/28/2020	HAIJOCA CORPORATION	MAINTENANCE PLUMBING JANUARY SUPPLIES	\$ 3,333.20
1021	04/28/2020	MONTGOMERY COUNTY INTERMEDIATE UNIT #23	CONFERENCE FEE - E PICCIANO 06/24/2020	\$ 995.00
1022	04/28/2020	MY ORGANIZED LIFE BY SMEAD	Smead Color Bar 8", 6-up sheet	\$ 108.90
1023	04/28/2020	NATIONAL ASSOC. SCHOOL NURSES MEMBERSHIP	Eileen Early - NASN membership	\$ 130.00
			Lizette Rodriguez NASN membership	\$ 130.00
			MaryLouise Neyhart - NASN MEMBERSHIP	\$ 130.00
1024	04/28/2020	NESTLE WATERS NORTH AMERICA	res water bottle DEC 2019	\$ 818.46

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# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
1025	04/28/2020	PTC HEADQUARTERS	DO NOT PAY 2020 PTC 1 Membership 3 CONF REGISTRA	\$ 425.00
1026	04/28/2020	COMMONWEALTH OF PA- USTIF	INV # 603663012020103 & 610507032020103	\$ 3,300.00
1027	04/28/2020	PASBO	EL 118 ELEMENTS OF FACILITIES MANAGEMENT -C BEAM	\$ 125.00
			EL 118 ELEMENTS OF FACILITIES MANAGEMENT-R ROMAGNO	\$ 125.00
			PASBO membership rob romagno	\$ 146.02
			PASBO Webinar DEALING WITH DIFFICULT PEOPLE-C BEAM	\$ 75.00
			Webinar ESSENTIAL GUID TO STREAMLINING RFP-CBEAM	\$ 80.00
1028	04/28/2020	PASPA	2019-2020 PASPA Membership. Ryan Mora	\$ 225.00
			Moran /conf PASPA 02/26,27	\$ 600.00
1029	04/28/2020	PCARD VENDOR	HOTEL STAY DEPOSIT 01/31/2020 R MORAN	\$ 336.88
1030	04/28/2020	PCARD VENDOR	SAN DIEGO CONF CHECK OUT 02/15 R MORAN	\$ 1,347.52
1031	04/28/2020	PCARD VENDOR	BUS TOLL VIOLATION	\$ 36.50
1032	04/28/2020	PCARD VENDOR	HS SOUTH CONCESSION STAND WINTER SEASON	\$ 35.00
1033	04/28/2020	PCARD VENDOR	HS SOUTH CONCESSION STAND WINTER SEASON	\$ 18.00
1034	04/28/2020	PCARD VENDOR	HS SOUTH CONCESSION WINTER SEASON	\$ 35.00
1035	04/28/2020	PCARD VENDOR	PITTSBURGH SCHOOL VISIT BALANCE DUE AT CHECKOUT	\$ 11.10
1036	04/28/2020	PCARD VENDOR	VISIT TO THE PITTSBURGH SCHOOLS - W VITULLI 1/31	\$ 166.76
1037	04/28/2020	PCARD VENDOR	PITTSBURGH SCHOOL VISIT BALANCE DUE AT CHECKOUT	\$ 11.10
1038	04/28/2020	PCARD VENDOR	VISIT TO PITTSBURGH SCHOOLS R MORAN 01/31/20	\$ 166.76
1039	04/28/2020	PMEA DISTRICT 10	PMEA ANNUAL IN-SERVICE CONF - K HORNE	\$ 165.00
1040	04/28/2020	WASTE MANAGEMENT	DISTRICT WASTE PICKUP	\$ 11,663.57
1041	05/06/2020	AMAZON.COM	CAFETERIA SUPPLIES - M POSSINGER	\$ 7.94
1042	05/06/2020	DOLLAR TREE	CAFETERIA SUPPLIES - M POSSINGER	\$ 32.00
1043	05/06/2020	THE WEBSTRAUNT STORE	CAFETERIA SUPPLIES - M POSSINGER	\$ 276.86
1044	05/06/2020	WALMART COMMUNITY/GEMB	CAFETERIA SUPPLIES - M POSSINGER	\$ 62.57
1045	05/06/2020	WEIS MARKET, INC.	CAFETERIA SUPPLIES - M POSSINGER	\$ 48.64
246549	04/16/2020	CM REGENT RESOURCES	LIFE INSURANCE PAYMENT	\$ 11,969.76
246550	04/16/2020	D'HUY ENGINEERING, INC.	dhuy hsn roof replacement 2/1-	\$ 2,295.04
			dhuy north liner 2/1-2/28 invo	\$ 3,213.20
			dhuy res roof replace. 2/1-2/2	\$ 934.80
			dhuy res/mse water filtration	\$ 5,898.29
			dhuy retainer 2/29-3/27 invoic	\$ 2,000.00

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# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246550	04/16/2020	D'HUY ENGINEERING, INC.	INVOICE# 50837-JTL SEC.CAMERA	\$ 5,527.60
			Invoice#50968 3/27/20 JTL Came	\$ 2,820.00
246551	04/16/2020	ACUITY SPECIALTY PRODUCTS, INC.	INV# 9004986357	\$ 130.98
246552	04/16/2020	ADVANCE AUTO PARTS	Open order for supplies - Adva	\$ 907.43
246553	04/16/2020	AMAZON.COM	Amazon -Patton -Smartnode	\$ 345.02
			AP Psychology Book	\$ 51.99
			Exam table for Lehman health r	\$ 570.44
			JTL GIRLS SOCCER GOALS AND BAG	\$ 78.00
			Math /Literacy Night games	\$ 39.23
			Math night - give away bags	\$ 33.98
			NORTH TRACK & FIELD STARTER GU	\$ 244.52
			Numbered Pocket Organizer for	\$ 17.97
			Petra Electric Fogger Atomizer	\$ 2,838.48
			Sensory Room at HSN	\$ 344.52
			SOUTH ATHLETIC TRAINER PHYSICI	\$ 224.99
			stereo to 2RCA adapter for Dan	\$ 14.54
			SWPB Craft	\$ 110.44
			Title III - ESL Classroom Reso	\$ 66.08
			Wrightslaw: Special Ed Law Boo	\$ 27.58
246554	04/16/2020	ASPEN PEST SERVICES, LLC	pest control HS SOUTH	\$ 62.45
			pest control HS SOUTH ADMIN	\$ 40.00
			pest control HS SOUTH MAINTENANCE BLDG	\$ 20.00
			pest control HS SOUTH STADIUM	\$ 26.35
			pest control JT LAMBERT	\$ 57.65
			pest control po ES ELEM	\$ 54.00
			pest services BUSHKILL	\$ 62.50
			pest services HS NORTH	\$ 72.70
			pest services JM HILL ELEM	\$ 43.75
			pest services LEHMAN	\$ 63.45
			pest services MIDDLE SMITHFIELD ELEM	\$ 65.40
			pest services NORTH BUS GARAGE	\$ 20.00
			pest services NORTH CONCESSION STAND	\$ 20.00



# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246554	04/16/2020	ASPEN PEST SERVICES, LLC	pest services NORTH SEWER BLDG	\$ 20.00
			pest services po RESICA ELEM	\$ 54.50
			pest services SMITHFIELD ELEM	\$ 42.70
246555	04/16/2020	ASCD	ASCD Membership for Brian Badd	\$ 89.00
246556	04/16/2020	H.A. BERKHEIMER INC.	MARCH 202 TAX COLLECTION	\$ 357.79
246557	04/16/2020	UGI CENTRAL	ES ELEM MARCH NATURAL GAS LINE CHARGE	\$ 1,880.14
			HS SOUTH MARCH NATURAL GAS LINE CHARGE	\$ 5,747.33
			JT LAMBERT MARCH NATURAL GAS LINE CHARGE	\$ 3,303.06
246558	04/16/2020	CINTAS CORPORATION #101	ES ELEM uniform rentals	\$ 83.32
			FOUNDATIONS & MAINTENANCE UNIFORM RENTAL	\$ 367.74
			RESICA ELEM uniform rentals	\$ 64.30
			uniform rentals HS SOUTH	\$ 251.97
246559	04/16/2020	CINTAS CORPORATION #101	CINTAS - FIRST AID CABINET	\$ 44.38
246560	04/16/2020	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	SCHOOL SUPPLIES 7791783655-55253228	\$ 21.04
246561	04/16/2020	COMMUNICATIONS SYSTEMS, INC.	1.5 service labor	\$ 252.00
246562	04/16/2020	DEERE & COMPANY	mse hard cab	\$ 4,603.61
246563	04/16/2020	DES-CPR, INC.	district shred	\$ 480.00
246564	04/16/2020	DM SUPPLY SOURCE, LLC	north fuse	\$ 681.32
			north three phase imput	\$ 2,613.92
246565	04/16/2020	EASTBAY INC.	NORTH BASEBALL BELTS, BATTING	\$ 675.00
246566	04/16/2020	ECOLAB INC.	to pay soap and chemical invoi	\$ 53.16
246567	04/16/2020	EKON-O-PAC LLC	PLASTIC BAGS AND SEALING TAPE	\$ 2,334.00
246568	04/16/2020	ELIZABETH ARRIGALI	Title 1 - Cookies for Reading	\$ 60.00
246569	04/16/2020	FRONTIER	OPEN PURCHASE ORDER FOR POTS L	\$ 190.61
246570	04/16/2020	THE GOODYEAR TIRE & RUBBER COMPANY	Open PO Transportation Tires	\$ 667.66
246571	04/16/2020	HERCULES ACHIEVEMENT INC.	56 2020 honors award pins	\$ 266.62
			INV#1004487 - NORTH ESASD DEPL	\$ 1,321.01
246572	04/16/2020	INSERVCO INSURANCE SERVICES, INC.	INVOICE#0421-0321 MARCH CLAIM	\$ 1,898.71
246573	04/16/2020	J.W.PEPPER & SONS-ACCT.#36-136400	file boxes	\$ 73.99
			I Love You/What a Wonderful Wo	\$ 312.49
			jazz band music	\$ 516.49
			Music supplies	\$ 157.48

# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246574	04/16/2020	KEYCO DISTRIBUTORS INC.	TO PAY INVOICES FOR 2019-2020	\$ 279.00
246575	04/16/2020	KEYSTONE FIRE PROTECTION CO.	Keystone for Bushkill Water pl	\$ 186.00
246576	04/16/2020	LUNCH ACCT REFUND	Keystone proposal HSS repair	\$ 2,174.00
246577	04/16/2020	LYMAN & ASH	ACCOUNT REFUND 135320 HALL	\$ 10.45
246578	04/16/2020	M A BRIGHTBILL BODY WORKS INC.	Special Construction Counsel #	\$ 5,760.00
246579	04/16/2020	MANWALAMINK WATER COMPANY	OPEN PO FOR MA BRIGHTBILL BODY	\$ 2,613.89
246580	04/16/2020	MET-ED	SMITHFIELD MARCH WATER & SEWER	\$ 456.78
246581	04/16/2020	MODERN GAS SALES, INC.	ES ELEM MARCH ELECTRIC 100065663211	\$ 5,450.50
246582	04/16/2020	MONROE COUNTY CONSERVATION DISTRICT	TRAFFIC LIGHT ELECTRIC 100075377489	\$ 32.82
246583	04/16/2020	MONTERO VIOLINS	RESICA PROPAN FOR BOILER	\$ 885.00
246584	04/16/2020	RUSSELL REID WASTE HAULING & DISPOSAL	HS-S MCCD	\$ 1,032.50
246585	04/16/2020	NAESP.ORG	String Bass Bag	\$ 100.00
246586	04/16/2020	NASCO (QOUTE#45950)	JTL ATHLETICS TEMPORARY RESTRO	\$ 174.00
246587	04/16/2020	OFFICE DEPOT	NORTH ATHLETICS TEMPORARY REST	\$ 411.00
246588	04/16/2020	OFFICE DEPOT	SOUTH ATHLETICS TEMPORARY REST	\$ 373.00
246589	04/16/2020	ORIENTAL TRADING	PA Principal Association Membership H PIPERATO	\$ 595.00
246590	04/16/2020	PATRIOT WORKWEAR	General Art Supplies for Rebec	\$ 3,065.70
246591	04/16/2020	POCONO MOUNTAIN DAIRIES	GENERAL'S DRAWING PENCILS Prod	\$ 1,358.76
246592	04/16/2020	POCONO PROFOODS	Office Depot Open PO for Suppl	\$ 51.88
246593	04/16/2020	PP&L	Office Depot Open PO for Suppl	\$ 27.99
246594	04/16/2020	REINHART FOOD SERVICE	SCHOOL WIDE BEHAVIOR REWARDS	\$ 220.99
246595	04/16/2020	ROCKLAND BAKERY	Patriot Invoice for security s	\$ 59.00
			Patriot Invoice for traffic gl	\$ 31.00
			Patriot supplies for R. Santos	\$ 18.00
			TO PAY 2019-2020 INVOICES	\$ 19,001.14
			TO PAY 2019-2020 INVOICES	\$ 95,674.19
			HS SOUTH ELECTRIC 67841-29000	\$ 27.31
			HS SOUTH ELECTRIC 92422-54001	\$ 27.51
			HS SOUTH ELECTRIC 95041-29005	\$ 27.45
			HS SOUTH ELECTRIC 98641-29009	\$ 25.30
			TO PAY INVOICES FOR 2019-2020	\$ 4,658.80
			TO PAY 2019-2020 INVOICES	\$ 1,599.90

# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246596	04/16/2020	ROTO-ROOTER PLUMBING SERVICE	bushkill clogged floor drain	\$ 2,015.00
			bushkill rotoroot main line	\$ 625.00
			hsn clogged main line	\$ 3,975.00
			north roto root drain line	\$ 1,420.00
246597	04/16/2020	RR DONNELLEY & SONS COMPANY	Parking Violation Tags fr RR D	\$ 19.90
246598	04/16/2020	SMITHFIELD SEWER AUTHORITY	ES ELEM 1ST QTR SEWER FEE ACCT1002	\$ 4,875.00
			JT LAMBERT 1ST QTR SEWER FEE ACCT 0079	\$ 8,775.00
246599	04/16/2020	ST LUKES PHYSICIAN GROUP	Statement Date 3/27/2020	\$ 750.00
246600	04/16/2020	TASTY BRANDS, LLC	to pay breaded mozzarella stic	\$ 34,722.18
246601	04/16/2020	US FOODS	open PO for outstanding/finali	\$ 145.75
			open PO to satisfy current/fut	\$ 416.46
246602	04/16/2020	BARBARA PREVOST	PREVOST, BARBARA CONTRACTED DRIVER	\$ 1,065.19
246603	04/16/2020	CARLEEN FINK	FINK, CARLEEN CONTRACTED DRIVER	\$ 665.32
246605	04/16/2020	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 200416	\$ 245.00
246606	04/16/2020	CHERYL KUTZMAN	KUTZMAN, CHERYL CONTRACTED DRIVER	\$ 977.39
246607	04/16/2020	DEBORAH HOLMES	HOLMES, DEBORAH CONTRACTED DRIVER	\$ 1,173.87
246608	04/16/2020	DIANE KRUPSKI	KRUPSKI, DIANE CONTRACTED DRIVER	\$ 771.13
246609	04/16/2020	DUSTIN SISKA	SISKA, DUSTIN CONTRACTED DRIVER	\$ 1,010.68
246610	04/16/2020	E.S.E.A.	Payroll Run 1 - Warrant 200416	\$ 29,360.25
246611	04/16/2020	EAST STROUDSBURG	Payroll Run 1 - Warrant 200416	\$ 7,125.23
246612	04/16/2020	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 200416	\$ 28.00
246613	04/16/2020	GEORGE CARAMELLA	CARAMELLA, GEORGE CONTRACTED DRIVER	\$ 1,259.24
246614	04/16/2020	GINA D. LABADIE	LaBADIE, GINA CONTRACTED DRIVER	\$ 1,222.24
246615	04/16/2020	GLADYS N WALKER	WALKER, GLADYS CONTRACTED DRIVER	\$ 713.55
246616	04/16/2020	HAB-DLT	Payroll Run 1 - Warrant 200416	\$ 442.58
246617	04/16/2020	IONIE SINCLAIR	SINCLAIR, IONIE CONTRACTED DRIVER	\$ 580.05
246618	04/16/2020	JENNY GALUNIC	GALUNIC, JENNY CONTRACTED DRIVER	\$ 1,005.89
246619	04/16/2020	JOSEPH FUCHS	FUCHS, JOSEPH CONTRACTED DRIVER	\$ 1,594.12
246620	04/16/2020	KARLA J LABAR	LaBAR, KARLA CONTRACTED DRIVER	\$ 1,648.35
246621	04/16/2020	KATHARINE HOLMES	HOLMES, KATHARINE CONTRACTED DRIVER	\$ 1,290.82
246622	04/16/2020	LISA GERST	GERST, LISA CONTRACTED DRIVER	\$ 1,014.62
246623	04/16/2020	MARIA FRASCELLA	FRASCELLA, MARIA CONTRACTED DRIVER	\$ 1,620.22

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# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246624	04/16/2020	MELODY SEVERUD	SEVERUD, MELODY CONTRACTED DRIVER	\$ 1,434.26
246625	04/16/2020	MIGUEL DEJESUS	DeJESUS, MIGUEL CONTRACTED DRIVER	\$ 904.27
246626	04/16/2020	NYSCSPC (NEW YORK STATE CHILD SUPPORT	Payroll Run 1 - Warrant 200416	\$ 129.00
246627	04/16/2020	PENNSYLVANIA DEPARTMENT OF REVENUE	Payroll Run 1 - Warrant 200416	\$ 104.37
246628	04/16/2020	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 200416	\$ 174.80
246629	04/16/2020	STEPHEN LASTRA	LASTRA, STEPHEN CONTRACTED DRIVER	\$ 1,147.76
246630	04/16/2020	TAIWO AFOLABI	AFOLABE, TAIWO CONTRACTED DRIVER	\$ 1,152.30
246631	04/16/2020	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 200416	\$ 267.49
246632	04/16/2020	US DEPT OF EDUCATION AWG	Payroll Run 1 - Warrant 200416	\$ 219.57
246633	04/23/2020	ACUITYSCHEDULING.COM	Acuity Scheduling Annual Subsc	\$ 221.54
246634	04/23/2020	UGI CENTRAL	HS SOUTH MAINTENANCE BLDG MARCH NATURAL GAS LINE C	\$ 52.09
246635	04/23/2020	UGI CENTRAL	HS SOUTH STADIUM MARCH NATURAL GAS LINE CHARGE	\$ 1,040.60
246636	04/23/2020	COLONIAL INTERMEDIATE UNIT 20	JM HILL ELEM MARCH NATURAL GAS LINE CHARGE	\$ 584.40
246637	04/23/2020	COLONIAL INTERMEDIATE UNIT 20	ES ELEM MARCH NATURAL GAS CHARGE	\$ 1,106.60
246638	04/23/2020	COLT PLUMBING SPECIALTIES	HS SOUTH MARCH NATURAL GAS CHARGE	\$ 4,216.97
246639	04/23/2020	COMMONWEALTH OF PA	JT LAMBERT MARCH NATURAL GAS CHARGE	\$ 2,272.60
246640	04/23/2020	COMMONWEALTH OF PA	1 to 1 svc for JTL Autistic su	\$ 25,290.00
246641	04/23/2020	COMPUTER SPORTS MEDICINE, INC	Colonial Academy Operating Cos	\$ 5,482.73
246642	04/23/2020	DAISY VAZQUEZ	Inv # 121857 Mid Yr Inv for 1-	\$ 21,344.40
246643	04/23/2020	DEANA D MORABITO	Sp Ed Programs and Services	\$ 247,217.12
246644	04/23/2020	DEBORAH REYNOLDS	ese solenoid	\$ 190.87
246645	04/23/2020	EASTBAY INC.	mse elevator cert. File#52972	\$ 74.61
246646	04/23/2020	EASTERN PENN SUPPLY COMPANY	safewater annual fee	\$ 1,250.00
246647	04/23/2020	FLAGHOUSE	safewater drinking fee	\$ 500.00
			SOUTH ATHLETIC TRAINER USER LI	\$ 500.00
			Empl Expense claim # 3667.	\$ 125.35
			Empl Expense claim # 3668.	\$ 135.35
			cyber student internet reimbur 2019	\$ 165.00
			LEHMAN TRACK & FIELD UNIFORMS	\$ 168.60
			NORTH BASEBALL EQUIPMENT	\$ 140.00
			hss tailpiece	\$ 105.70
			HSS Sensory Room	\$ 296.99

# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246647	04/23/2020	FLAGHOUSE	Lehman Sensory Room	\$ 4,870.00
246648	04/23/2020	FRONTIER	OPEN PURCHASE ORDER FOR POTS LINE	\$ 541.84
246649	04/23/2020	GERTRUDE HAWK CHOCOLATES	hs north swim team fundraiser	\$ 1,440.00
246650	04/23/2020	GRACE SUFFICES	TAX REFUND SUFFICES, GRACE - OVERPAID	\$ 2.00
246651	04/23/2020	H.T. LYONS INC	hsn boiler repair	\$ 480.00
246652	04/23/2020	HOME DEPOT CREDIT SERVICES	GOUNDS SUPPLIES - TEXTURED CEILING	\$ 741.90
			GOUNDS SUPPLIES FOR NORTH ATHLETICS - TWISTED POLY	\$ 341.83
			GOUNDS SUPPLIES - PAINT	\$ 171.25
			GOUNDS SUPPLIES BOW RAKES	\$ 47.94
			MAINTENANCE SUPPLIES	\$ 66.66
			MAINTENANCE SUPPLIES - aluminum brazing	\$ 24.90
			MAINTENANCE SUPPLIES - DRILL BITS	\$ 15.38
			MAINTENANCE SUPPLIES - GROUTING SUPPLIES	\$ 72.40
			MAINTENANCE SUPPLIES - PRIME WOOD DOUG FIR	\$ 98.44
			MAINTENANCE SUPPLIES - SHEET METAL	\$ 11.52
			MAINTENANCE SUPPLIES - WHITE TYVEK COVERALLS	\$ 502.47
			OPEN ORDER FOR SUPPLIES - HOME	\$ 161.00
246653	04/23/2020	INTERSTATE CHEMICAL CO.	hss intercool	\$ 1,332.00
246654	04/23/2020	KEY CLUB INTERNATIONAL	key club international	\$ 70.00
246655	04/23/2020	LEVIN LEGAL GROUP	Legal fees for misc items	\$ 114.00
246657	04/23/2020	MEIER SUPPLY CO., INC.	hsn wheel	\$ 118.32
			hss battery	\$ 22.23
246658	04/23/2020	MESKO GLASS CO., INC	north brushed sweep	\$ 96.00
246659	04/23/2020	MET-ED	MIDDLE SMITHFIELD ELEM MARCH ELECTRIC 100071509721	\$ 4,435.53
			RESICA ELEM APRIL ELECTRIC 100016949099	\$ 3,539.32
			TRAFFIC LIGHT MARCH ELECTRIC 100031621285	\$ 22.58
			TRAFFIC LIGHT MARCH ELECTRIC 100051981031	\$ 22.92
			TRAFFIC LIGHT MARCH ELECTRIC 100080490897	\$ 32.86
246660	04/23/2020	MET-ED	NORTH CAMPUS MARCH ELECTRIC 100018255800	\$ 23,871.79
246661	04/23/2020	MICHELLE BURKE	Empl Expense claim # 3670.	\$ 21.00
246662	04/23/2020	NATIONAL TIME & SIGNAL CORPORATION	CLOCKS 20002044 balance-incorrect P.O.qty	\$ 1,006.00
246663	04/23/2020	OFFICE DEPOT	Envelopes for Student packets	\$ 393.80



# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246664	04/23/2020	ORIENTAL TRADING	Bracelets for Dee Lowe	\$ 33.96
246665	04/23/2020	PENNSYLVANIA ONE CALL SYSTEM, INC.	pa one call	\$ 102.12
246666	04/23/2020	PHILIP ROSENAU CO., INC.	philip rosenau open po	\$ 409.04
246667	04/23/2020	PROSSER LABORATORIES, INC.	mse water test	\$ 1,385.00
			north bus garage water test	\$ 30.00
			north campus water test	\$ 1,985.00
			north effluent test march	\$ 642.00
			north water test	\$ 180.00
			north/res water test	\$ 150.00
			prosser po	\$ 90.00
			prosser pool testing	\$ 60.00
			res water test	\$ 215.00
246668	04/23/2020	SCANTRON CORPORATION	English Dept. Scantron order f	\$ 723.80
246669	04/23/2020	SCOTT C. IHLE	Empl Expense claim # 3666.	\$ 124.66
246670	04/23/2020	SHINETIME AUTO WASH	Shinetime invoice for washing	\$ 8.00
246671	04/23/2020	SKYLANES	march 10th monthly cyber students bowling	\$ 117.00
246672	04/23/2020	STROUDSBURG ELECTRIC MOTOR SERVICE	hsn sheave	\$ 635.00
			hss motor	\$ 435.00
			motor repair	\$ 600.00
246673	04/23/2020	SUSIE SEPULVEDA	Independent Eval for a sped s	\$ 900.00
246674	04/23/2020	SWEET, STEVENS, KATZ & WILLIAMS LLP	Grievance/Arbitration Inv 1268	\$ 3,315.00
			Labor Matters 2/29/20	\$ 136.50
			Prof Svc for a sped student	\$ 1,027.50
			Prof Svc through 2/29/20 for s	\$ 1,927.00
			Professional services for a sp	\$ 2,156.00
			Professional services for spec	\$ 284.00
			Termination Invoice 126849	\$ 175.50
			ULPS Charges Invoice 126847	\$ 1,209.00
246675	04/23/2020	THE LEUKEMIA & LYMPHOMA SOCIETY, INC	smithfield casual for a cause donation	\$ 1,142.00
246676	04/23/2020	WEIS MARKET, INC.	OPEN PURCHASE ORDER FOR COMMUN	\$ 18.08
246677	04/30/2020	ADVANCED POWER WASHING & CLEANING LLC	power wash tennis courts hss	\$ 2,800.00
246678	04/30/2020	ALL AMERICAN SPORTS CORP.	SOUTH FOOTBALL RECONDITIONING	\$ 9,568.01

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# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246679	04/30/2020	AMERICAN RED CROSS	Life Guarding Course material	\$ 304.00
246680	04/30/2020	WILLIAM H. HEISER	Piano Tuning	\$ 175.50
246681	04/30/2020	B & H PHOTO	Kodak Professional Kodafix Fix	\$ 53.94
246682	04/30/2020	B NEWHART E SONS INC	sewage plant sludge removal	\$ 1,400.00
246683	04/30/2020	BEHAVIORAL HEALTH ASSOCIATES	Board Approved contract	\$ 4,674.00
246684	04/30/2020	CAROLINE DOHRMAN	END OF MARCH 2020 PARENT DRIVER	\$ 185.60
246685	04/30/2020	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 200430	\$ 245.00
246686	04/30/2020	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	SCHOOL SUPPLIES 7791875306-55337566	\$ 1,472.99
246687	04/30/2020	COLONIAL INTERMEDIATE UNIT 20	SCHOOL SUPPLIES 7791948275-55316455	\$ 2,223.00
			2019-2020 Colonial Academy Deb	\$ 38,297.65
			Colonial Acad. Operating Costs	\$ 7,351.45
			OPEN PURCHASE ORDER FOR INTERNET 3rd billing	\$ 5,074.69
			Transperfect Contract	\$ 32.20
246688	04/30/2020	COLONIAL INTERMEDIATE UNIT 20	Sp Ed Programs and Services	\$ 247,217.12
246689	04/30/2020	COMPUTER DISCOUNT WAREHOUSE	CDW Open PO \$5,000	\$ 1,596.50
			external computer storage	\$ 138.43
246690	04/30/2020	DEBORAH R LOUGHREN	Oboe Masterclasses	\$ 300.00
246691	04/30/2020	DEMCO INC	HS-S Demco Book Covers	\$ 144.43
246692	04/30/2020	DIRECT ENERGY BUSINESS	HS SOUTH MAINTENANCE BLDG NATURAL GAS	\$ 24.53
			HS SOUTH STADIUM NATURAL GAS	\$ 956.24
246693	04/30/2020	DISCOVERY EDUCATION, INC	Discovery Ed Prof Dev	\$ 62,500.00
246694	04/30/2020	E.S.E.A.	Payroll Run 1 - Warrant 200430	\$ 29,281.00
246695	04/30/2020	EAST STROUDSBURG	Payroll Run 1 - Warrant 200430	\$ 7,110.85
246696	04/30/2020	EASTBAY INC.	LEHMAN GIRLS SOCCER SOCKS, AGI	\$ 227.00
			SOUTH SOFTBALL SOCKS, SCOREBOA	\$ 814.00
			SOUTH WRESTLING REPLACEMENT WH	\$ 100.00
246697	04/30/2020	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 200430	\$ 28.00
246698	04/30/2020	FASTENAL COMPANY	south bin stock	\$ 114.52
246699	04/30/2020	FIVE STAR INTERNATIONAL LLC	MULTI INVOICES	\$ 48.00
246700	04/30/2020	FLINN SCIENTIFIC INC.	Build Models of Molecules -Gui	\$ 713.80
246701	04/30/2020	HAB-DLT	Payroll Run 1 - Warrant 200430	\$ 317.96
246702	04/30/2020	HARVEY FELDMAN	Bassoon Master Classes	\$ 300.00

# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246703	04/30/2020	HERCULES ACHIEVEMENT INC.	Diploma Covers- Herff Jones In	\$ 2,590.40
246704	04/30/2020	INTEGRAONE	CW571319	\$ 3,163.51
246705	04/30/2020	INTERSTATE TAX SERVICE BUREAU	Invoice #CW57536 from IntegraO	\$ 1,332.00
246706	04/30/2020	KEYSTONE FIRE PROTECTION CO.	Unemployment Comp/Apr.- May- J	\$ 922.14
			Keystone Fire North 10lb purpl	\$ 418.50
			Keystone proposal for JTL kits	\$ 318.40
			Keystone Proposal repair to Re	\$ 639.20
246707	04/30/2020	LJC DISTRIBUTORS OF FULLER BRUSH	ljc 24" Disk Auto Scrubber with Battery Shield	\$ 7,350.00
246708	04/30/2020	LUNCH ACCT REFUND	REFUND FROM ACCOUNT 136320	\$ 72.90
246709	04/30/2020	MET-ED	RESICA 2ND ACTURAL METER READ APRIL 100016949099	\$ 4,249.27
			SMITHFIELD ELEM APRIL ELECTRIC 100066917749	\$ 3,838.09
			TRAFFIC LIGHT APRIL ELECTRIC 100016944322	\$ 22.43
			TRAFFIC LIGHT APRIL ELECTRIC 100017096742	\$ 22.65
			TRAFFIC LIGHT APRIL ELECTRIC 100031621210	\$ 22.58
246710	04/30/2020	MONROE CAREER AND TECHNICAL INSTITUTE	2019-2020 CAPITAL IMPROVEMENT	\$ 12,487.17
			2019-2020 operating payments	\$ 156,066.00
246711	04/30/2020	NAZARETH MUSIC CENTER	Armstrong Flute Repair Invoice	\$ 25.00
246712	04/30/2020	NYSCSPC (NEW YORK STATE CHILD SUPPORT	Payroll Run 1 - Warrant 200430	\$ 129.00
246713	04/30/2020	OFFICE DEPOT	Dry-Erase Brd/HSN & Lehman Sen	\$ 590.38
			Office Depot Open PO for Suppl	\$ 52.58
246714	04/30/2020	PATRIOT WORKWEAR	Patriot Uniforms for R. Santos	\$ 368.00
246715	04/30/2020	PAUL ROSTOCK	Bass Master Classes	\$ 300.00
246716	04/30/2020	PENNSYLVANIA DEPARTMENT OF REVENUE	Payroll Run 1 - Warrant 200430	\$ 75.20
246717	04/30/2020	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 200430	\$ 174.80
246718	04/30/2020	PENTELEDATA	OPEN PURCHASE ORDER FOR DISTRI	\$ 4,072.50
246719	04/30/2020	PETROLEUM TRADERS CORPORATION	HEATING FUIL SY 2019/2020 PO 20000712	\$ 7,906.80
246720	04/30/2020	POCONO MOUNTAIN UNITED WAY	Title I Transition Supply	\$ 2,000.00
246721	04/30/2020	POCONO RECORD	Open Purchase Order for Advert	\$ 129.99
246722	04/30/2020	PROSSER LABORATORIES, INC.	prosser december operations	\$ 3,266.00
			prosser january operations	\$ 3,447.25
246723	04/30/2020	ROBBI J MILLER	Final Payment for Empl Expense claim # 3576.	\$ 135.13
246724	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00

# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246725	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00
246726	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00
246727	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00
246728	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00
246729	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00
246730	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00
246731	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 120.00
246732	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00
246733	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 60.00
246734	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00
246735	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00
246736	04/30/2020	SPRING INTO TECHNOLOGY REFUNDS	SPRING INTO TECHNOLOGY REIMBURSEMENT	\$ 30.00
246737	04/30/2020	STOTZ & FATZINGER	HSS Coffee Shop equipment	\$ 807.29
			Transition Program Cafe furnit	\$ 4,175.29
246738	04/30/2020	TREASURE BAY INC	Title III Books for P&FE	\$ 244.65
246739	04/30/2020	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 200430	\$ 267.49
246740	04/30/2020	US DEPT OF EDUCATION AWG	Payroll Run 1 - Warrant 200430	\$ 201.38
246741	04/30/2020	WINSOR LEARNING INC	Sonday System E- EK Kindergart	\$ 1,089.00
246742	05/07/2020	A WIZ CORP.	Equip Grant - Steamer Install	\$ 700.00
246743	05/07/2020	A WIZ CORP.	TO PAY INVOICES FOR 2019-2020	\$ 406.00
246744	05/07/2020	AMAZON.COM	Amazon Open PO for Supplies	\$ 129.40
			Petra Electric Fogger Atomizer	\$ 1,055.94
246745	05/07/2020	AMERICAN HEART ASSOC./GO RED PROMOTION	jump rope for heart donation	\$ 98.00
246746	05/07/2020	ANNAMARIE BAUER	Empl Expense claim # 3676.	\$ 121.21
246747	05/07/2020	BRODHEAD CREEK REGIONAL AUTHORITY	ES ELEM 1ST QTR WATER CHARGE	\$ 1,821.49
			JT LAMBERT 1ST QTR WATER CHARGE	\$ 863.15
			SOUTH BUS LOT 1ST QTR WATER CHARGE	\$ 301.24
246748	05/07/2020	CHAPMAN REFRIGERATION LLC	Equip. Grant - Freezer	\$ 17,897.50
246749	05/07/2020	CHAPMAN REFRIGERATION LLC	to pay refrigeration invoices	\$ 77.50
246750	05/07/2020	CINTAS CORPORATION #101	HS SOUTH uniform rentals	\$ 251.97
			UNIFORM RENTAL FOR BUSHKILL ELEM	\$ 101.38
			UNIFORM RENTAL FOR D PAOLICKI/JTL BUS GARAGE	\$ 18.36

# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246750	05/07/2020	CINTAS CORPORATION #101	UNIFORM RENTAL FOR D PAWLICKI JLT BUS GARAGE	\$ 93.13
			UNIFORM RENTAL FOR D PAWLICKI JTL BUS GARAGE	\$ 18.36
			UNIFORM RENTAL FOR ES ELEM	\$ 83.32
			UNIFORM RENTAL FOR HS NORTH	\$ 563.67
			UNIFORM RENTAL FOR JM HILL ELEM	\$ 269.85
			UNIFORM RENTAL FOR JTL	\$ 614.25
			UNIFORM RENTAL FOR JTL BUS GARAGE	\$ 337.80
			UNIFORM RENTAL FOR LM HILL ELEM	\$ 53.97
			UNIFORM RENTAL FOR MIDDLE SMITHFIELD ELEM	\$ 139.70
			UNIFORM RENTAL FOR SMITHFIELD ELEM	\$ 53.33
			UNIFORM RENTAL FOR SMITHFIELD ELEM	\$ 53.33
			UNIFORM RENTALS FOR MAINTENANCE & GROUNDS	\$ 367.74
246751	05/07/2020	COMMUNICATION ASSOCIATES	Waiver Agreement for sp. ed. s	\$ 2,743.75
246752	05/07/2020	COMPUTER DISCOUNT WAREHOUSE	Epson Smart Projector pen tips	\$ 21.25
246753	05/07/2020	D'HUY ENGINEERING, INC.	dhuy retainer 3/28-4/24 invoice	\$ 2,000.00
246754	05/07/2020	DAILEY RESOURCES	OPEN ORDER FOR WELDING GAS - D	\$ 50.00
246755	05/07/2020	EAST STROUDSBURG	Payroll Run 9 - Warrant 200430	\$ 14.38
246756	05/07/2020	EASTBAY INC.	LEHMAN GIRLS SOCCER UNIFORMS	\$ 3,000.00
246757	05/07/2020	EASTON ARTS ACADEMY CHARTER SCHOOL	Tuition / Easton Arts - Feb &	\$ 25,716.28
246758	05/07/2020	EHS-EXPENDABLE SCHOLARSHIPS	Courtney Anderson Perryman Award Scholarship 19/20	\$ 100.00
246759	05/07/2020	EHS-EXPENDABLE SCHOLARSHIPS	Palmer Posten-Jack Fist Athletic Award 19/20	\$ 100.00
246760	05/07/2020	ENGL HAMBRIGHT & DAVIES, INC.	DIANE KELLY / TREASURER INV 11	\$ 250.00
246761	05/07/2020	EVERGREEN COMMUNITY CHARTER SCHOOL	Tuition / Evergreen Community	\$ 11,689.20
246762	05/07/2020	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	Tuition / Executive Education	\$ 1,168.92
246763	05/07/2020	FRONTIER	OPEN PURCHASE ORDER FOR POTS L	\$ 1,186.96
246764	05/07/2020	GALLEY INC	Equip. Grant - Serving Line	\$ 12,847.17
246765	05/07/2020	GENERAL SUPPLY COMPANY	hsn mortise	\$ 1,240.00
246766	05/07/2020	GROVE CITY AREA SCHOOL DISTRICT	Tuition / Grove City - Dec 201	\$ 4,326.00
			Tuition / Grove City - Jan 202	\$ 5,280.00
246767	05/07/2020	INSIGHT PA CYBER CHARTER SCHOOL	Tuition / Insight PA - Apr 202	\$ 35,466.94
			Tuition / Insight PA - Mar 202	\$ 32,224.95
246768	05/07/2020	LARRY DYMOND	Board Member Dist.Mileage-5/20/19-4/2/2020	\$ 1,367.72



# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246768	05/07/2020	LARRY DYMOND	conference meals 10/15-10/18/2019	\$ 45.67
246769	05/07/2020	LAURA OSMUN	Empl Expense claim # 3669.	\$ 40.02
246770	05/07/2020	LEHIGH LEARNING ACADEMY	Tuition / Lehigh Learning - Ja	\$ 7,171.00
246771	05/07/2020	MET-ED	HS SOUTH APRIL ELECTRIC 100017327568	\$ 18,182.27
			JM HILL APRIL 2020 ELECTRIC 100105710071	\$ 2,334.80
			JT LAMBERT APRIL ELECTRIC 100019615861	\$ 5,782.35
			TRAFFIC LIGHT APRIL 2020 100019284494	\$ 22.92
			TRAFFIC LIGHT APRIL 2020 100054179492	\$ 34.32
246772	05/07/2020	MODERN GAS SALES, INC.	RESICA HEATING PROPANE 03/11/2020	\$ 325.20
246773	05/07/2020	NESTLE WATERS NORTH AMERICA	res water bottle	\$ 946.67
			resica waterservice fee	\$ 614.86
246774	05/07/2020	OFFICE DEPOT	Envelopes for Student packets	\$ 359.88
246775	05/07/2020	OFFICE DEPOT	Envelopes for Student packets	\$ 33.92
			Office Depot Open PO for Suppl	\$ 39.99
246776	05/07/2020	PA TREATMENT & HEALING	Tuition / PATH - JAN 2020 /#01	\$ 2,250.00
246777	05/07/2020	PAPCO INC.	NORTH BUS LOT HEATING FUEL	\$ 532.58
246778	05/07/2020	PATHWAY INNOVATIONS AND TECHNOLOGIES INC	Tuition / PATH - Feb 2020 / #0	\$ 6,270.00
			Tuition / PATH - Feb 2020 /#02	\$ 5,130.00
			Tuition / PATH - JAN 2020 / #0	\$ 5,700.00
			Tuition / PATH - Mar 2020 / #0	\$ 7,505.00
246779	05/07/2020	POCONO MOUNTAIN DAIRIES	TO PAY 2019-2020 INVOICES	\$ 26,918.04
246780	05/07/2020	POCONO PROFOODS	TO PAY 2019-2020 INVOICES	\$ 11,725.30
246781	05/07/2020	PRAXAIR DISTRIBUTION MID-ATLANTIC	praxair open po	\$ 615.89
246782	05/07/2020	PROSSER LABORATORIES, INC.	water testing february operati	\$ 3,649.00
246783	05/07/2020	QUADIENT LEASING USA, INC	QUADIENT LEASING ESASD ADMIN	\$ 706.80
			QUADIENT LEASING HSN/LIS	\$ 706.80
246784	05/07/2020	REINHART FOOD SERVICE	TO PAY INVOICES FOR 2019-2020	\$ 1,723.85
246785	05/07/2020	ROCKLAND BAKERY	TO PAY 2019-2020 INVOICES	\$ 1,980.30
246786	05/07/2020	RYAN MORAN	Empl Expense claim # 3677.	\$ 966.86
246787	05/07/2020	SIMCO LOGISTICS, INC	TO PAY ICE CREAM INVOICES FOR	\$ 303.57
246788	05/07/2020	SIMPLY NUC, INC	HSN Sensory Room	\$ 1,618.00
246789	05/07/2020	STEVE SHANNON TIRE & AUTO CENTER	Work order # 16037163	\$ 451.96

# East Stroudsburg Area School District

## Date Range 4/11/20 through 5/8/20

### Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
246790	05/07/2020	SWEET, STEVENS, KATZ & WILLIAMS LLP	Grievance/Arbitration Inv 1274	\$ 292.50
			Labor Matters Inv# 127478, Fil	\$ 838.50
			Termination Inv# 127481, File	\$ 292.50
			ULPS Charges Inv# 127480, File	\$ 1,326.00
246791	05/07/2020	TASTY BRANDS, LLC	to pay breaded mozzarella stic	\$ 2,939.70
246792	05/07/2020	TWIN VALLEY SCHOOL DISTRICT	Tuition / Twin Valley - Jul 19	\$ 1,062.00
246793	05/07/2020	WAYNESBORO AREA SCHOOL DISTRICT	Tuition / Waynesboro SD - 13/1	\$ 21,018.59
246794	05/07/2020	WEX BANK	DISTRICT FLEET FUEL	\$ 592.13
246795	05/07/2020	YOUTH ADVOCATE PROGRAMS, INC.	Youth Advocate Program Board a	\$ 19,945.90
<b>Grand Total</b>				<b>\$ 1,744,141.21</b>

## APRIL 2020 WIRE PAYMENTS

Payroll	\$ 5,226,374.89
Accounts Payable - Benefits	\$ 2,813,950.93
Flex Spending Accounts TASC	\$ 18,196.06
Payments to Inservco Insurance for Workers' Comp	\$ 45,620.96
Procurement Card	\$ 24,203.45
EBTEP	\$ 1,765,331.57
NEOPOST POSTAGE	\$ 16,000.00
2014 GON	\$ 47,207.46
	<u>\$ 9,956,885.32</u>

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EAST STROUDSBURG AREA SCHOOL DISTRICT  
 TREASURER'S REPORT AS OF APRIL 30, 2020

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

4/1/20 Balance	\$ 5,970,706.47
Receipts	\$ 19,097,900.42
Interest/Dividends	\$ 2,813.95
Disbursements	\$ (10,936,616.78)
4/30/20 Balance	\$ 14,134,804.06

PLGIT - GENERAL FUND

4/1/20 Balance	\$ 17,180,494.20
Receipts	\$ 304,507.50
Interest/Dividends	\$ 11,456.54
Disbursements	
4/30/20 Balance	\$ 17,496,458.24

PSDLAF - GENERAL FUND

4/1/20 Balance	\$ 48,427,160.37
Receipts	\$ 11,462,042.89
Interest/Dividends	\$ 26,766.34
Disbursements	\$ (18,264,203.45)
4/30/20 Balance	\$ 41,651,766.15

ESSA WORKERS COMP SELF INS - GENERAL FUND

4/1/20 Balance	\$ 200,389.60
Receipts	
Interest/Dividends	\$ 98.82
Disbursements	
4/30/20 Balance	\$ 200,488.42

ESSA PAYPAL - GENERAL FUND

4/1/20 Balance	\$ 8,582.82
Receipts	
Interest/Dividends	\$ 4.23
Disbursements	
4/30/20 Balance	\$ 8,587.05

ESSA FERNWOOD ESCROW - GENERAL FUND

4/1/20 Balance	\$ 38,415.60
Receipts	
Interest/Dividends	\$ 18.94
Disbursements	
4/30/20 Balance	\$ 38,434.54

ESSA - CAFETERIA FUND

4/1/20 Balance	\$ 245,165.90
Receipts	\$ 371.50
Interest/Dividends	\$ 119.19
Disbursements	\$ (3,771.83)
4/30/20 Balance	\$ 241,884.76

PLGIT - CAFETERIA FUND

4/1/20 Balance	\$ 41,618.44
Receipts	
Interest/Dividends	\$ 27.52
Disbursements	
4/30/20 Balance	\$ 41,645.96

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EAST STROUDSBURG AREA SCHOOL DISTRICT  
 TREASURER'S REPORT AS OF APRIL 30, 2020

PLGIT - CAPITAL RESERVE FUND

4/1/20 Balance	\$ 22,943,896.67
Receipts	
Interest/Dividends	\$ 14,566.56
Disbursements	\$ (8,130,974.51)
4/30/20 Balance	\$ 14,827,488.72

ESSA - CONCESSION STAND

4/1/20 Balance	\$ 27,810.23
Receipts	
Interest/Dividends	\$ 13.71
Disbursements	
4/30/20 Balance	\$ 27,823.94

ESSA - EXPENDABLE TRUST

4/1/20 Balance	\$ 31,731.60
Receipts	
Interest/Dividends	\$ 15.65
Disbursements	
4/30/20 Balance	\$ 31,747.25

ESSA - NON-EXPENDABLE TRUST

4/1/20 Balance	\$ 18,684.22
Receipts	
Interest/Dividends	\$ 9.21
Disbursements	
4/30/20 Balance	\$ 18,693.43

ESSA - SPECIAL ACTIVITY

4/1/20 Balance	\$ 242,500.62
Receipts	
Interest/Dividends	\$ 119.59
Disbursements	
4/30/20 Balance	\$ 242,620.21

ESSA CD INVESTMENT - SPECIAL ACTIVITY

4/1/20 Balance	\$ 41,338.58
Receipts	
Interest/Dividends	
Disbursements	
4/30/20 Balance	\$ 41,338.58

ESSA - STUDENT ACTIVITY

4/1/20 Balance	\$ 74,511.07
Receipts	
Interest/Dividends	\$ 36.75
Disbursements	
4/30/20 Balance	\$ 74,547.82

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# BANK RECONCILIATION

NAME OF ACCOUNT General Fund (Treasury Fund)

BANK ESSA

Prepared by: Sonya Burch

Approved by: \_\_\_\_\_

MONTH: Mar-20

ESSA Checking \$ 5,970,706.47    \$ 5,970,706.47

Less: Outstanding Checks-Treasury Fund	\$ 508,282.50	
Outstanding Payroll Activity	\$ 635.52	
Outstanding PA Withholding		
Outstanding PA Employee Unemployment		
Outstanding Federal Tax		
Outstanding Flex Spending Accounts		
Outstanding TSA (Wire Less than Report)		
	\$ 508,918.02	
	\$ 5,461,788.45	

General Ledger \$ 5,461,869.39

Adjustments:		
JE Needs to be done to Correct PA Deduct on Misc. Pay	\$ (0.01)	
Unreconciled Voya	\$ (71.48)	
Ending Balance in "Treasury Account" Account 3/31/20	\$ (9.45)	
	\$ (80.94)	
	\$ 5,461,788.45	

Difference \$0.00

10-0101-020-000-00-000-000-0001-	\$ 8,844,489.52	Account Balance
00-0000-010-000-00-000-000-0000-	\$ (3,382,620.13)	Account Balance
00-0000-010-000-00-000-000-0000-		Outstanding Interest
00-0000-010-000-00-000-000-0000-	\$ 5,461,869.39	Bank Reconciliation

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200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160

**Statement Ending 04/30/2020**

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT GENERAL FUND OPERATING  
C/O THOMAS J MCINTYRE  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

**Customer Service Contact**

- Phone 855-713-8001
- Hours 8:00 a.m. - 6:00 p.m. M-F
- Website [essabank.com](http://essabank.com)
- Email [iBank@essabank.com](mailto:iBank@essabank.com)

<b>Summary of Accounts</b>		
Account Type	Account Number	Ending Balance
Government Checking		\$14,134,804.06

**Government Checking**

**Account Summary**

Date	Description	Amount
04/01/2020	Beginning Balance	\$5,970,706.47
	19 Credit(s) This Period	\$19,100,714.37
	66 Debit(s) This Period	-\$10,936,616.78
04/30/2020	Ending Balance	\$14,134,804.06

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$2,813.95
Interest Paid Year-to-Date	\$26,324.02

**Deposits**

Date	Description	Amount
04/02/2020	TRANSFER FROM 0047706059	\$55,539.91
04/02/2020	ACH REJ TD BANK NA	\$47,207.46
04/03/2020	WIRE FROM FEDERAL RESERVE	\$47,167.46
04/09/2020	WIRE FROM PSDLAF	\$4,000,000.00
04/13/2020	INTEREST FROM ACCT # 00-43923817	\$0.95
04/28/2020	WIRE FROM PENNSYLVANIA LOC	\$8,130,974.51
04/28/2020	WIRE FROM PSDLAF	\$6,000,000.00
04/29/2020	TRANSFER FROM 0047706059	\$720,025.30
04/30/2020	INTEREST FROM ACCT # 0041923989	\$1.34
04/30/2020	INTEREST FROM ACCT # 0041923990	\$3.36
04/30/2020	INTEREST FROM ACCT # 0044923511	\$61.06
04/30/2020	INTEREST FROM ACCT # 0046123684	\$7.15
04/30/2020	INTEREST FROM ACCT # 0046123685	\$8.65
04/30/2020	INTEREST FROM ACCT # 0046123698	\$15.23

14 Item(s) totaling \$19,001,012.38

**Electronic Credits**

Date	Description	Amount
04/03/2020	East Stroudsburg East Strou PPD	\$1,162.94
04/03/2020	MC Recorder of D SCHOOL DIS PPD	\$58,253.19
04/03/2020	East Stroudsburg East Strou PPD	\$5,671.62
04/24/2020	Monroe County - PAY INV PPD	\$31,800.29

4 Item(s) totaling \$96,888.04



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Pennsylvania Local Government Investment Trust

**Account Statement - Transaction Summary**

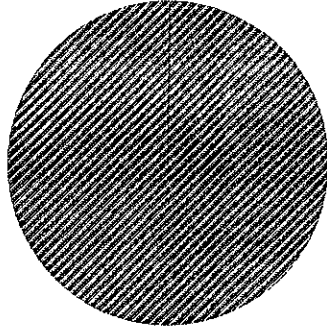
For the Month Ending April 30, 2020

**East Stroudsburg Area School District - GENERAL FUND**

<b>PLGIT - Class</b>	
Opening Market Value	17,180,494.20
Purchases	315,964.04
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$17,496,458.24</b>
Cash Dividends and Income	11,456.54

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<b>Asset Summary</b>		
	<b>April 30, 2020</b>	<b>March 31, 2020</b>
<b>PLGIT - Class</b>	17,496,458.24	17,180,494.20
<b>Total</b>	<b>\$17,496,458.24</b>	<b>\$17,180,494.20</b>
<b>Asset Allocation</b>		



PLGIT - Class  
100.00%



# PSDLAF Monthly Statement

(71256-101) GENERAL FUND Statement Period  
Apr 1, 2020 to Apr 30, 2020

Statement for the Account of:  
EAST STROUDSBURG ASD

ACTIVITY SUMMARY		MAX
<b>INVESTMENT POOL SUMMARY</b>		
Beginning Balance		\$7,787,160.37
Dividends		\$2,166.22
Credits		\$11,486,643.01
Checks Paid		\$0.00
Other Debits		(\$10,024,203.45)
<b>Ending Balance</b>		<b>\$9,251,766.15</b>
Average Monthly Rate		0.38%

**TOTAL MAX** \$9,251,766.15

**TOTAL FIXED INCOME** \$32,400,000.00

**ACCOUNT TOTAL** \$41,651,766.15

PLEASE NOTE: THE FUND WILL BE CLOSED MAY 25TH  
IN OBSERVANCE OF MEMORIAL DAY

**EAST STROUDSBURG ASD**  
Thomas McIntyre  
50 Vine Street  
East Stroudsburg, PA 18031

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EAST STROUDSBURG ASD

FIXED INCOME INVESTMENTS

Statement Period  
Apr 1, 2020 to Apr 30, 2020

MATURITIES		Settle Date	Transaction Date	Maturity Date	Description	Cost	Projected Interest	Face/Par
Type	M	Holding ID						
CD	M	1311829	04/06/20	04/06/20	58648 CrossFirst Bank( T:397 R:2.75)	\$240,000.00	\$7,178.63	\$240,000.00
SALES		Settle Date	Transaction Date	Maturity Date	Description	Settlement	Projected Interest	Face/Par
Type	S	Holding ID						
FLEX	S	102519	04/14/20	05/01/20	Full Flex Pool (CB)	\$3,000,000.00	\$139.73	\$3,000,000.00
FLEX	S	102519	04/28/20	05/01/20	Full Flex Pool (CB)	\$5,000,000.00	\$41.10	\$5,000,000.00
<b>Totals for Period:</b>						<b>\$8,240,000.00</b>	<b>\$7,359.45</b>	<b>\$8,240,000.00</b>

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EAST STROUDSBURG ASD

FIXED INCOME INVESTMENTS

Statement Period  
Apr 1, 2020 to Apr 30, 2020

INTEREST	Type	Holding ID	Transaction Date	Description	Interest
	CD	1311829	04/06/20	58648 CrossFirst Bank( T:397 R:2.75)	\$7,178.63
	Flex	1320549	04/28/20	CD Interest- Full Flex	\$109.29
	Flex	1320550	04/28/20	CD Interest- Full Flex	\$953.42
	Flex	1320551	04/28/20	CD Interest- Full Flex	\$5,788.93
	Flex	1320552	04/28/20	CD Interest- Full Flex	\$3,901.51
	Flex	1320553	04/28/20	CD Interest- Full Flex	\$6,688.34
<b>Totals for Period:</b>					<b>\$24,600.12</b>

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# ESSA Bank & Trust

200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





**Statement Ending 04/30/2020**

Page 1 of 2

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT WORKERS COMP SELF INS  
C/O THOMAS J MCINTYRE  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

### Customer Service Contact

 Phone 855-713-8001  
 Hours 8:00 a.m. - 6:00 p.m. M-F  
 Website [essabank.com](http://essabank.com)  
 Email [IBank@essabank.com](mailto:IBank@essabank.com)

### Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$200,488.42

### Government Checking

#### Account Summary

Date	Description	Amount
04/01/2020	Beginning Balance	\$200,389.60
	1 Credit(s) This Period	\$98.82
	0 Debit(s) This Period	\$0.00
04/30/2020	Ending Balance	\$200,488.42

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$98.82
Interest Paid Year-to-Date	\$488.42

#### Other Credits

Date	Description	Amount
04/30/2020	INTEREST PAID 4/01 THROUGH 4/30	\$98.82
		1 item(s) totaling \$98.82

#### Daily Balances

Date	Amount
04/30/2020	\$200,488.42



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# ESSA Bank & Trust

200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





## Statement Ending 04/30/2020

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RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT PAYPAL ACCOUNT  
C/O THOMAS J MCINTYRE  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

### Customer Service Contact

 Phone 855-713-8001  
 Hours 8:00 a.m. - 6:00 p.m. M-F  
 Website [essabank.com](http://essabank.com)  
 Email [iBank@essabank.com](mailto:iBank@essabank.com)

### Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$8,587.05

### Government Checking

#### Account Summary

Date	Description	Amount
04/01/2020	Beginning Balance	\$8,582.82
	1 Credit(s) This Period	\$4.23
	0 Debit(s) This Period	\$0.00
04/30/2020	Ending Balance	\$8,587.05

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$4.23
Interest Paid Year-to-Date	\$17.37

#### Other Credits

Date	Description	Amount
04/30/2020	INTEREST PAID 4/01 THROUGH 4/30	\$4.23
		1 item(s) totaling \$4.23

#### Daily Balances

Date	Amount
04/30/2020	\$8,587.05



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# ESSA Bank & Trust

200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





**Statement Ending 04/30/2020**

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RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT ESCROW ACCT FERNWOOD  
C/O THOMAS J MCINTYRE  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

### Customer Service Contact

 Phone 855-713-8001  
 Hours 8:00 a.m. - 6:00 p.m. M-F  
 Website [essabank.com](http://essabank.com)  
 Email [IBank@essabank.com](mailto:IBank@essabank.com)

### Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$38,434.54

### Government Checking

#### Account Summary

Date	Description	Amount
04/01/2020	Beginning Balance	\$38,415.60
	1 Credit(s) This Period	\$18.94
	0 Debit(s) This Period	\$0.00
04/30/2020	Ending Balance	\$38,434.54

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$18.94
Interest Paid Year-to-Date	\$93.57

#### Other Credits

Date	Description	Amount
04/30/2020	INTEREST PAID 4/01 THROUGH 4/30	\$18.94
		1 item(s) totaling \$18.94

#### Daily Balances

Date	Amount
04/30/2020	\$38,434.54



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200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT CAFETERIA FUND  
C/O THOMAS J MCINTYRE  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

**Statement Ending 04/30/2020**

Page 1 of 2

**Customer Service Contact**

Phone 855-713-8001  
 Hours 8:00 a.m. - 6:00 p.m. M-F  
 Website [essabank.com](http://essabank.com)  
 Email [iBank@essabank.com](mailto:iBank@essabank.com)

**Summary of Accounts**

Account Type	Account Number	Ending Balance
Government Checking		\$241,884.76

**Government Checking**

**Account Summary**

Date	Description	Amount
04/01/2020	Beginning Balance	\$245,165.90
	8 Credit(s) This Period	\$490.69
	3 Debit(s) This Period	-\$3,771.83
04/30/2020	Ending Balance	\$241,884.76

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$119.19
Interest Paid Year-to-Date	\$693.20

**Electronic Credits**

Date	Description	Amount
04/06/2020	GLOBAL PAY GLOBAL DEP CCD	\$85.00
04/10/2020	GLOBAL PAY GLOBAL DEP CCD	\$22.50
04/16/2020	GLOBAL PAY GLOBAL DEP CCD	\$42.50
04/20/2020	GLOBAL PAY GLOBAL DEP CCD	\$60.00
04/21/2020	GLOBAL PAY GLOBAL DEP CCD	\$25.00
04/22/2020	GLOBAL PAY GLOBAL CBK CCD	\$64.00
04/30/2020	GLOBAL PAY GLOBAL DEP CCD	\$72.50
		7 item(s) totaling \$371.50

**Other Credits**

Date	Description	Amount
04/30/2020	INTEREST PAID 4/01 THROUGH 4/30	\$119.19
		1 item(s) totaling \$119.19

**Electronic Debits**

Date	Description	Amount
04/02/2020	GLOBAL PAY GLOBAL STL CCD	\$3,245.70
04/03/2020	HEARTLAND PAYMEN MSB Mnth F CCD	\$7.16
04/03/2020	HEARTLAND PAYMEN MSB Mnth F CCD	\$518.97
		3 item(s) totaling \$3,771.83

**Daily Balances**

Date	Amount	Date	Amount
04/02/2020	\$241,920.20	04/03/2020	\$241,394.07
		04/06/2020	\$241,479.07



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Pennsylvania Local Government Investment Trust

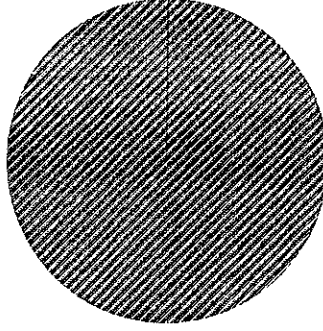
**Account Statement - Transaction Summary**

For the Month Ending April 30, 2020

East Stroudsburg Area School District - CAFETERIA

PLGIT - Class	
Opening Market Value	41,618.44
Purchases	27.52
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$41,645.96</b>
Cash Dividends and Income	27.52

Asset Summary		
	April 30, 2020	March 31, 2020
PLGIT - Class	41,645.96	41,618.44
<b>Total</b>	<b>\$41,645.96</b>	<b>\$41,618.44</b>
Asset Allocation		



PLGIT - Class  
100.00%

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Pennsylvania Local Government Investment Trust

**Account Statement - Transaction Summary**

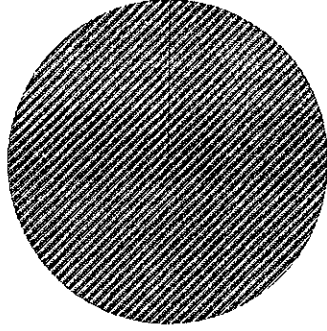
For the Month Ending April 30, 2020

East Stroudsburg Area School District - CAPITAL RESERVE

PLGIT - Class	
Opening Market Value	22,943,896.67
Purchases	14,566.56
Redemptions	(8,130,974.51)
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$14,827,488.72</b>
Cash Dividends and Income	14,566.56

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Asset Summary		
	April 30, 2020	March 31, 2020
PLGIT - Class	14,827,488.72	22,943,896.67
<b>Total</b>	<b>\$14,827,488.72</b>	<b>\$22,943,896.67</b>
Asset Allocation		



PLGIT - Class  
100.00%



# ESSA Bank & Trust

200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





## Statement Ending 04/30/2020

Page 1 of 2

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT CONCESSION STAND FUND  
C/O THOMAS J MCINTYRE  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

### Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	lBank@essabank.com

### Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$27,823.94

### Government Checking

#### Account Summary

Date	Description	Amount
04/01/2020	Beginning Balance	\$27,810.23
	1 Credit(s) This Period	\$13.71
	0 Debit(s) This Period	\$0.00
04/30/2020	Ending Balance	\$27,823.94

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$13.71
Interest Paid Year-to-Date	\$67.74

#### Other Credits

Date	Description	Amount
04/30/2020	INTEREST PAID 4/01 THROUGH 4/30	\$13.71
		1 item(s) totaling \$13.71

#### Daily Balances

Date	Amount
04/30/2020	\$27,823.94



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# ESSA Bank & Trust

200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





**Statement Ending 04/30/2020**

Page 1 of 2

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT EXPENDABLE SCHOLARSHIP  
C/O THOMAS J MCINTYRE  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

### Customer Service Contact

 Phone 855-713-8001  
 Hours 8:00 a.m. - 6:00 p.m. M-F  
 Website [essabank.com](http://essabank.com)  
 Email [IBank@essabank.com](mailto:IBank@essabank.com)

### Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$31,747.25

### Government Checking

#### Account Summary

Date	Description	Amount
04/01/2020	Beginning Balance	\$31,731.60
	1 Credit(s) This Period	\$15.65
	0 Debit(s) This Period	\$0.00
04/30/2020	Ending Balance	\$31,747.25

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$15.65
Interest Paid Year-to-Date	\$77.30

#### Other Credits

Date	Description	Amount
04/30/2020	INTEREST PAID 4/01 THROUGH 4/30	\$15.65
		1 item(s) totaling \$15.65

#### Daily Balances

Date	Amount
04/30/2020	\$31,747.25



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# ESSA Bank & Trust

200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





**Statement Ending 04/30/2020**

Page 1 of 2

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT NON-EXPENDABLE  
C/O THOMAS J MCINTYRE  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

### Customer Service Contact

 Phone 855-713-8001  
 Hours 8:00 a.m. - 6:00 p.m. M-F  
 Website [essabank.com](http://essabank.com)  
 Email [iBank@essabank.com](mailto:iBank@essabank.com)

### Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$18,693.43

### Government Checking

#### Account Summary

Date	Description	Amount
04/01/2020	Beginning Balance	\$18,684.22
	1 Credit(s) This Period	\$9.21
	0 Debit(s) This Period	\$0.00
04/30/2020	Ending Balance	\$18,693.43

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$9.21
Interest Paid Year-to-Date	\$45.51

#### Other Credits

Date	Description	Amount
04/30/2020	INTEREST PAID 4/01 THROUGH 4/30	\$9.21
		1 item(s) totaling \$9.21

#### Daily Balances

Date	Amount
04/30/2020	\$18,693.43



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200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT SPECIAL ACTIVITY FUND  
C/O THOMAS J MCINTYRE  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

**Statement Ending 04/30/2020**

Page 1 of 2

**Customer Service Contact**

-  Phone 855-713-8001
-  Hours 8:00 a.m. - 6:00 p.m. M-F
-  Website [essabank.com](http://essabank.com)
-  Email [iBank@essabank.com](mailto:iBank@essabank.com)

**Summary of Accounts**

Account Type	Account Number	Ending Balance
Government Checking		\$242,620.21

**Government Checking**

**Account Summary**

Date	Description	Amount
04/01/2020	Beginning Balance	\$242,500.62
	1 Credit(s) This Period	\$119.59
	0 Debit(s) This Period	\$0.00
04/30/2020	Ending Balance	\$242,620.21

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$119.59
Interest Paid Year-to-Date	\$590.69

**Other Credits**

Date	Description	Amount
04/30/2020	INTEREST PAID 4/01 THROUGH 4/30	\$119.59
		1 item(s) totaling \$119.59

**Daily Balances**

Date	Amount
04/30/2020	\$242,620.21



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# ESSA Bank & Trust

200 Palmer Street • PO Box L  
Stroudsburg, PA 18360-0160





**Statement Ending 04/30/2020**

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RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL  
DISTRICT STUDENT ACTIVITY FUND  
C/O THOMAS J MCINTYRE  
50 VINE ST  
EAST STROUDSBURG PA 18301-2150

### Customer Service Contact

-  Phone 855-713-8001
-  Hours 8:00 a.m. - 6:00 p.m. M-F
-  Website [essabank.com](http://essabank.com)
-  Email [iBank@essabank.com](mailto:iBank@essabank.com)

### Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$74,547.82

### Government Checking

#### Account Summary

Date	Description	Amount
04/01/2020	Beginning Balance	\$74,511.07
	1 Credit(s) This Period	\$36.75
	0 Debit(s) This Period	\$0.00
04/30/2020	Ending Balance	\$74,547.82

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$36.75
Interest Paid Year-to-Date	\$181.50

#### Other Credits

Date	Description	Amount
04/30/2020	INTEREST PAID 4/01 THROUGH 4/30	\$36.75
		1 item(s) totaling \$36.75

#### Daily Balances

Date	Amount
04/30/2020	\$74,547.82



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# Balance Sheet Report for 2020 Period 10



Account Number	Description	Period Net Change	Account Balance
00 Treasury Fund			
Assets			
00-0000-010-00-000-000-0000-0000-	AP Cash - TREASURY FUND	7,132,751.32	3,750,131.19
Liabilities			
00-0000-001-00-000-000-000-0000-	Due To/Due From General Fund	889,510.93	(4,129,227.45)
00-0000-002-00-000-000-000-0000-	Due To/Due From Special Activi	(10,539.40)	163.82
00-0000-003-00-000-000-000-0000-	Due To/Due From Capital Reserv	(8,106,249.65)	0.00
00-0000-004-00-000-000-000-0000-	Due To/Due From Cafeteria Fun	81,453.07	467,090.25
00-0000-005-00-000-000-000-0000-	Due To/Due From Student Activi	(10,035.44)	(30,502.36)
00-0000-006-00-000-000-000-0000-	Due To/Due From Concession Sta	(841.49)	(17,469.60)
00-0000-007-00-000-000-000-0000-	Due To/Due From Private - Purp	(35.73)	4,766.90
00-0000-008-00-000-000-000-0000-	Due To/Due From Investment Tru	(217.06)	(69,156.20)
00-0000-038-00-000-000-000-0000-	PNC-Procurement Card Liability	24,203.45	24,203.45
	<b>Total Liabilities + Fund Balance</b>	<b>(7,132,751.32)</b>	<b>(3,750,131.19)</b>

3,750,131.19\*+  
 7,132,751.32 -  
 3,382,620.13

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# Balance Sheet Report for 2020 Period 10



Account Number	Description	Period Net Change	Account Balance
<b>Assets</b>			
10-0000-010-000-00-000-000-000-0000-	AP Cash - GENERAL FUND	(7,382,567.65)	89,156,351.08
10-0101-020-000-00-000-000-000-0001-	Cash ESSA General Fund	(889,510.93)	4,129,227.45
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	(1,800.00)	975.00
10-0111-011-000-00-000-000-000-0009-	Investment Liquid Asset PSDLAF	315,964.04	17,496,458.24
10-0121-012-000-00-000-000-000-0013-	Delinquent Taxes Receivable	(6,775,394.22)	41,651,766.15
10-0121-012-000-00-000-000-000-0014-	Delinquent Taxes Interim	0.00	13,971,094.24
10-0121-012-000-00-000-000-000-0015-	Taxes Receivable Tax Claim Dif	0.00	102,679.94
10-0142-014-000-00-000-000-000-0023-	State Subsidies Receivable	0.00	(2,360,231.47)
10-0143-014-000-00-000-000-000-0026-	Federal Subsidies Receivable	0.00	3,108,938.38
10-0154-015-000-00-000-000-000-0027-	Allowance Uncollected Recievab	0.00	1,809,463.01
10-0155-015-000-00-000-000-000-0034-	Due from Employees	0.00	(17,620.58)
10-0155-015-000-00-000-000-000-0035-	Due from Use of Facility	0.00	96,062.58
10-0155-015-000-00-000-000-000-0036-	Due from Students & Misc	0.00	2,185.15
10-0181-018-000-00-000-000-000-0041-	Prepaid Expenses Arbitrpay	(1,702.08)	47,017.46
10-0101-020-000-00-000-000-000-0019-	Cash ESSA PayPal	(30,246.45)	26,336.00
10-0101-020-000-00-000-000-000-0025-	Cash ESSA W/C Escrow	4.23	8,587.05
10-0101-020-000-00-000-000-000-0028-	Cash ESSA Fernwood Escrow	98.82	200,488.42
		18.94	38,434.54
	<b>Total Assets</b>	<b>(2,837,161.48)</b>	<b>(20,765,799.57)</b>
<b>Liabilities</b>			
10-0000-042-000-00-000-000-000-0000-	Accounts Payable	(46,488.21)	(1,664.38)
10-0421-039-000-00-000-000-000-0043-	Account Payable CDL class	0.00	(15,480.00)
10-0421-039-000-00-000-000-000-0044-	Account Payable Donation	(1,043.89)	(7,255.52)
10-0462-046-000-00-000-000-000-0082-	Federal Withholding	0.00	193.07
10-0462-046-000-00-000-000-000-0084-	FICA - OASDI Withholding	0.00	68,393.97
10-0462-046-000-00-000-000-000-0085-	FICA - HI Withholding	0.00	(65,927.60)
10-0462-046-000-00-000-000-000-0086-	PA State Withholding	0.00	100.07
	<b>Total Liabilities</b>	<b>(2,837,161.48)</b>	<b>(20,765,799.57)</b>

05/11/2020 14:51  
sonya-burch

East Stroudsburg Area SD, PA  
YEAR-TO-DATE BUDGET REPORT  
APRIL 2020

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FOR 2020 10

ACCOUNTS FOR:  
10 General Fund

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1110 Regular	55,516,410	55,599,278	38,578,153.71	5,685,688.60	507,782.25	16,513,341.81	70.3%
1190 Federal	2,408,859	2,408,859	1,627,997.15	2,247,314.60	8,180.85	772,681.00	67.9%
1192 Summer Program	136,665	136,665	1,211,192.83	-2,485.24	9,173.89	-74,701.72	154.7%
1200 Special	268,115	161,090	-670.97	239,945.53	9,744.60	152,016.21	5.6%
1211 LifeSkillSupp	2,524,929	2,580,929	1,854,233.30	22,157.66	25,421.22	701,274.48	72.8%
1221 Deaf/Hearing	225,000	152,692	159,071.67	13,975.59	.00	65,928.33	70.7%
1224 Blind/Visually	152,692	152,692	93,440.50	154,576.62	1,065.62	59,251.50	61.2%
1225 SpeechLang	1,185,269	1,185,769	997,885.71	400,277.26	19,831.81	187,817.67	84.2%
1231 EntSupp	4,338,223	4,302,348	2,798,587.60	183,149.78	308,887.75	1,483,928.59	65.5%
1233 ArtisticSupp	1,150,000	1,176,000	1,086,361.07	1,368,389.00	18,367.09	-219,248.82	118.6%
1241 LearningSupp	13,134,508	13,236,108	9,411,151.41	50,664.95	305.59	3,806,589.91	71.2%
1243 GiftedSupp	466,810	468,861	320,769.03	68,077.80	.00	147,785.96	68.5%
1260 PhysicalSupp	500,000	500,000	452,860.38	45,250.40	.00	47,139.62	90.6%
1270 Handicap	483,000	483,000	337,299.01	.00	.00	145,700.99	69.8%
1281 UNDEFINED	0	0	1,449.78	.00	.00	-1,449.78	100.0%
1290 OSpecProg	2,175,000	2,080,000	1,474,645.59	39,556.38	391,217.92	214,136.49	89.7%
1360 BusinessEd	957,388	957,388	633,576.88	101,421.09	.00	323,811.12	66.2%
1390 OthVocdProg	1,921,938	1,921,938	1,693,114.37	127,419.17	217,698.29	11,125.34	99.4%
1410 Drivers'Ed	2,229,620	2,229,620	1,752,688.60	24,315.80	.00	54,351.40	76.3%
1430 Homebound Instruction	49,829	49,829	28,958.74	1,960.56	.00	20,870.26	58.1%
1441 Adjudicated Court Place	210,000	229,000	120,167.30	.00	28,389.59	80,443.11	64.9%
1442 All Edu Program	765,000	759,000	686,021.02	111,420.29	147,202.64	-74,223.66	109.8%
1500 Nonpublic School Prog	42,004	42,004	10,046.53	.00	30,628.99	1,328.48	96.8%
1801 Pre-K Instruction	35,176	35,176	25,061.46	.00	.00	10,114.54	71.2%
2111 Dir of Pupil Svc	330,414	331,914	275,567.92	36,493.07	.00	56,346.08	83.0%
2119 SpvStuServOther	506,698	504,798	359,320.50	36,738.68	.00	121,956.50	75.8%
2120 Guidance	3,475,678	3,476,230	2,478,204.86	341,885.55	23,521.00	992,003.36	71.5%
2140 Psychological Services	930,679	930,679	539,555.08	69,331.06	6,021.81	391,123.92	58.0%
2144 Psychotherapy Services	100,000	100,000	256,282.64	8,808.40	.00	-156,262.64	256.3%
2160 Social Work Services	223,110	223,510	180,623.04	24,018.20	.00	42,886.96	80.8%
2170 Student Acct Services	569,031	569,031	455,257.60	57,887.20	472.42	113,300.98	80.1%
2190 Oth Pupil Per	257,439	257,439	109,566.38	15,956.95	.00	147,872.62	42.6%
2250 Library	1,568,516	1,568,516	1,096,232.59	157,381.36	8,444.79	463,838.62	70.4%
2260 Instr&CurrDev	838,755	838,755	684,359.01	95,087.99	48.85	154,347.14	81.6%
2271 StaffDevCert	192,505	215,422	341,912.75	75,619.67	3,165.00	-129,655.71	160.2%
2280 NonPublicSuppService	2,200	2,200	.00	.00	519.12	180.88	74.2%
2290 OthInstrStaffSvc	2,200	2,200	-50.00	.00	.00	2,250.00	-2.3%
2310 BoardSvc	131,025	131,025	148,525.44	1,537.22	10,912.60	-28,413.04	121.7%
2330 TaxAssess&Collect	394,572	394,572	169,414.45	4,063.79	.00	225,157.55	42.9%
2350 Legal Services	345,000	345,000	260,704.82	30,600.36	9,883.47	74,411.71	78.4%
2360 Office Superintendent	1,035,873	1,035,873	845,158.38	119,087.52	2,050.00	188,664.62	81.8%
2380 Principal	5,908,350	5,889,048	4,653,923.17	597,036.76	6,423.35	1,229,402.68	79.1%
2390 Other Admin Svs	18,100	41,450	12,925.37	3,871.41	8,937.00	19,587.63	52.7%
2420 MedicalSvs	1,640,837	1,640,837	1,040,747.64	154,321.98	14,196.74	585,892.62	64.3%

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East Stroudsburg Area SD, PA  
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ACCOUNTS FOR:  
10 General Fund

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2430 DentalSvs	144,614	144,614	99,246.00	15,445.19	103.99	45,264.01	68.7%
2450 NonpubHlthSvs	81,735	81,735	56,674.03	8,877.66	.00	25,060.97	69.3%
2511 Other Health Service	110,628	110,628	89,815.55	12,113.56	.00	20,812.45	81.2%
2514 Payroll Services	179,915	179,915	152,700.05	21,814.01	.00	27,214.95	84.9%
2515 Financial Acct Service	237,283	237,283	202,164.32	26,742.55	.00	35,118.68	85.2%
2611 Supervision-Op/Maint	1,154,885	1,148,866	858,599.92	109,307.74	4,172.12	286,093.80	75.1%
2620 OperBldg	11,552,534	11,522,534	124,363.26	17,058.94	.00	28,170.74	81.5%
2630 Grounds	11,816,989	11,822,393	8,812,599.88	905,826.34	.00	2,910,794.04	75.4%
2660 Security	599,222	599,222	2,238,728.79	2,144.63	98,999.12	2,295,500.06	50.7%
2711 Adm-Trans -Head	2,824,401	2,824,401	2,241,638.18	284,457.17	64,993.15	413,322.44	85.4%
2719 Spv-Trans -Other	152,027	152,027	130,711.43	15,076.31	.00	21,315.57	86.0%
2720 Vehicle Operation Svc	443,806	443,806	356,542.90	49,878.12	264,315.07	87,263.10	80.3%
2740 VehicleSvc&Maint	9,538,853	9,516,226	7,805,914.98	675,446.90	3,874.02	1,445,995.56	84.8%
2750 Nonpublic Trans	368,289	390,916	287,660.82	31,496.03	.00	99,381.55	74.6%
2790 Other Student Trans	562,127	562,127	424,023.58	39,411.00	.00	138,103.42	75.4%
2831 SPV of Staff Services HR	1,500	1,500	.00	.00	.00	1,500.00	.0%
2833 StaffAccServ	198,783	198,783	160,568.91	22,255.63	.00	38,214.09	80.8%
2834 SDevNonInstCert	344,940	344,940	302,318.51	10,061.73	1,451.60	41,169.89	88.1%
2836 SDevNonInstCert	72,174	72,174	19,420.55	2,939.64	510.00	52,243.87	27.6%
2840 DataProcess	45,050	51,039	33,920.68	665.70	295.00	16,823.48	67.0%
2841 Supervisor Itec	251,450	257,450	209,000.58	1,224.00	.00	56,062.27	78.2%
2844 OperationSvcs	185,824	185,824	151,314.33	20,918.56	-7,612.85	34,509.57	81.4%
2850 Liaison Svcs	3,310,643	3,322,933	1,715,023.05	152,542.74	.00	1,749,969.39	47.3%
2910 UNDEFINED	132,233	132,233	105,394.72	13,880.29	-142,059.62	26,478.28	80.0%
3210 StudentActivity	43,000	43,000	41,531.75	.00	.00	1,468.25	96.6%
3250 Athletics	753,098	747,576	330,715.93	6,806.32	3,489.80	413,370.38	44.7%
3310 CommRecreation	2,399,579	2,404,397	1,679,517.03	213,064.29	42,623.60	682,256.18	71.6%
5110 Debt Service	107,997	107,997	90,710.38	2,151.29	1,804.22	15,482.40	85.7%
5130 Refund Prior Yr Rev	17,332,674	17,330,773	16,927,993.41	85,505.11	.00	402,779.25	97.7%
5800 Suspense Account	465,000	465,000	486,744.94	.00	.00	-21,744.94	104.7%
5900 Budgetary Reserve	350,000	263,096	1,053,086.23	555,190.53	.00	-1,053,086.23	100.0%
6111 Current Real Estate Tax	-92,576,144	-92,576,144	-87,726,198.23	.00	.00	263,095.52	.0%
6112 Interim Real Estate Tax	-130,000	-130,000	-71,023.76	.00	.00	-4,849,945.77	94.8%
6113 Public Utility Realty Tax	-125,000	-125,000	-95,524.00	.00	.00	-58,976.24	54.6%
6114 Pay In Lieu -St/Local	-85,000	-85,000	-114,300.91	.00	.00	-29,476.00	76.4%
6143 Local Service Tax LST	-85,000	-85,000	-53,271.21	-43,470.21	.00	-31,728.79	62.7%
6151 Curr Act 511 EIT	-3,800,000	-3,800,000	-2,831,229.17	-4,053.55	.00	-968,770.83	74.5%
6153 Curr Act 511 Real Est	-1,050,000	-1,050,000	-830,669.69	-138,062.86	.00	-219,330.31	79.1%
6411 Delinquent Real Estate	-9,000,000	-9,000,000	-4,731,474.11	-609,372.78	.00	-4,268,525.89	52.6%
6510 Interest on Invest	-500,000	-500,000	-855,622.73	-41,158.82	.00	355,622.73	171.1%
6710 Admissions	-35,000	-35,000	-25,160.50	.00	.00	-9,839.50	71.9%
6740 Fees	0	0	-1,016.00	.00	.00	1,016.00	100.0%
6830 Rev From Intermed-Fed	-5,684	-5,684	-1,016.00	.00	.00	-5,684.00	.0%

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APRIL 2020

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ACCOUNTS FOR:  
General Fund

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6832 Federal Idea Revenue	-1,072,895	-1,072,895	-1,079,773.29	.00	.00	6,878.29	100.6%
6900 Other Rev From Local	0	0	-500.00	.00	.00	500.00	100.0%
6910 Rentals	-75,000	-75,000	-37,710.80	-2,213.77	.00	-37,289.20	50.3%
6941 Regular Sch Tuition	-20,000	-20,000	-16,672.09	.00	.00	-3,327.91	83.4%
6942 Summer School Tuition	-12,000	-12,000	-16,113.00	.00	.00	4,113.00	134.3%
6944 Tuition from Other Lea	-8,500	-8,500	-30,635.73	.00	.00	22,135.73	360.4%
6961 Transportation Serv	0	0	-955.11	-234.34	.00	955.11	100.0%
6990 MiscRevenue	0	0	-9.54	.00	.00	9.54	100.0%
6991 RefundPriorYrReceipt	-20,000	-20,000	-63,374.66	.00	.00	43,374.66	316.9%
6999 Other Revenues Misc	-100,000	-100,000	-43,667.38	-1,305.95	.00	-56,332.62	43.7%
7110 Basic Education	-15,676,499	-15,676,499	-134,025.81	.00	.00	-15,542,473.19	99.9%
7111 Basic Education	0	0	-12,239,510.00	-2,447,902.00	.00	12,239,510.00	100.0%
7112 Basic Ed Fund-Social Security	0	0	-1,514,230.02	.00	.00	1,514,230.02	100.0%
7160 Tuition Orphans & Child	-800,000	-800,000	.00	.00	.00	-800,000.00	100.0%
7240 Driver Ed-Student	-20,000	-20,000	-10,290.00	.00	.00	-9,710.00	51.5%
7271 Special Ed School Aged	-4,109,882	-4,109,882	-3,412,033.00	.00	.00	-697,849.00	83.0%
7311 Pupll Transportation Subsidy	-2,900,000	-2,900,000	-2,674,535.74	.00	.00	-225,464.26	92.2%
7312 NonPublicCharterTransp	0	0	-35,055.00	.00	.00	55,055.00	100.0%
7320 Rent & Sink Fund Pymt	-1,375,500	-1,375,500	-2,181,024.07	-1,637.15	.00	805,524.07	158.6%
7330 Health Services/ Act 25	-155,000	-155,000	.00	.00	.00	-155,000.00	100.0%
7340 State Prop Tax Reduction Allo	-4,347,524	-4,347,524	-4,347,523.81	-39,256.00	.00	189,981.00	100.0%
7361 School Safety & Security Gran	0	0	-189,981.00	.00	.00	189,981.00	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	-2,721,054	-2,721,054	-904,509.18	.00	.00	-1,816,544.82	33.2%
7820 State Share Retire Cont	-12,443,622	-12,443,622	-11,203,077.49	.00	.00	-1,240,544.51	90.0%
8110 Payments Fed Impacted	-625,000	-625,000	-830,108.70	-165,560.18	.00	205,108.70	132.8%
8514 NCLB-Title I	-2,117,619	-2,117,619	-1,819,148.08	-151,258.50	.00	-298,470.92	85.9%
8515 NCLB-Title II	-250,288	-250,288	-253,362.75	-17,877.71	.00	3,074.75	101.2%
8516 NCLB-Title III	-25,465	-25,465	-23,684.97	.00	.00	-1,780.03	93.0%
8517 NCLB-Title IV	-161,275	-161,275	-116,846.45	-11,519.64	.00	-44,428.55	72.5%
8732 Arra-Qscbs	-54,900	-54,900	-55,460.79	-27,724.68	.00	560.79	101.0%
8733 UNDEFINED	-25,100	-25,100	-25,388.22	-12,691.50	.00	288.22	101.1%
8810 Med Assit Reimb Access	-1,544,606	-1,544,606	-686,036.57	.00	.00	-858,569.43	44.4%
8820 Med Assi Reimb Trans	-80,000	-80,000	-84,624.52	.00	.00	4,624.52	105.8%
9210 Capital lease Equipment	-1,325,426	-1,325,426	-1,325,426.00	.00	.00	-1,325,426.00	100.0%
9400 Sale Of Fixed Assets	-1,500,000	-1,500,000	-1,267,745.55	.00	.00	-232,254.45	84.5%
TOTAL General Fund	-493,780	-493,780	-22,029,062.68	10,219,729.13	2,316,253.20	19,219,029.03	3992.2%
TOTAL REVENUES	-162,207,741	-162,207,741	-143,901,861.63	-3,795,498.37	.00	-18,305,879.37	
TOTAL EXPENSES	161,713,961	161,713,961	121,872,798.95	14,015,227.50	2,316,253.20	37,524,908.40	

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East Stroudsburg Area SD, PA  
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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-493,780	-493,780	-22,029,062.68	10,219,729.13	2,316,253.20	19,219,029.03	3992.2%

\*\* END OF REPORT - Generated by Sonya Burch \*\*

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V.I.B.1



**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.855.3000 Fax: 610.861.0181

**INVOICE**

No. 50965  
03/27/2020

**East Stroudsburg Area School District**

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

<p><b>High School North Roof Replacement</b>  <b>287010</b>          For Services Rendered From February 29, 2020 To March 27, 2020</p>
<p>DEI Fee = 7% of Construction Cost \$7,008,635 = \$490,604</p>

**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
\$490,604.00	\$262,912.72	53.86	\$1,350.14

**INVOICE TOTAL     \$1,350.14**

**Prior Billing Information**

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
50832	2/28/2020	\$2,295.04	\$0.00	\$0.00	\$0.00	\$2,295.04
<b>Total Prior Billing</b>		<b>\$2,295.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,295.04</b>

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VI. B. 2



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

**INVOICE**

No. 50966  
03/27/2020

**East Stroudsburg Area School District**

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

<p><b>Resica E.S. &amp; Middle Smithfield E.S. Water Filtration</b></p> <p><b>287016</b></p> <p>For Services Rendered From February 29, 2020 To March 27, 2020</p> <p>DEI Fee = \$17,500 (7.5% of Estimated Construction Cost \$200,000 + \$2,500)</p>
--

**00 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$17,500.00	\$10,844.28	67.71	\$1,005.25

**INVOICE TOTAL \$1,005.25**

**Prior Billing Information**

<u>Invoice</u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
50834      2/28/2020	\$5,898.29	\$0.00	\$0.00	\$0.00	\$5,898.29
<b>Total Prior Billing</b>	<b>\$5,898.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,898.29</b>

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V.B.3



**D'HUY Engineering, Inc.**  
One East Broad Street, Suite 310 Bethlehem, PA 18018  
Phone: 610.866.3000 Fax: 610.861.0181

**INVOICE**

No. 50969  
03/27/2020

**East Stroudsburg Area School District**

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

**J.T. Lambert Intermediate School & Resica Elementary School Flooring Replacement**  
**287020**

For Services Rendered From February 29, 2020 To March 27, 2020

DEI Fee = \$63,910 (7% of Estimated Construction Cost \$913,000)

**00 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$63,910.00	\$0.00	14.08	\$9,000.00

**INVOICE TOTAL \$9,000.00**

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Progress Estimate

Contractor's Application

Contract: Resica Elementary School - Roof Replacement		Application Number		9									
Application Period: 3/31/2020		Application Date:		3/20/2020									
A Item		B		C		D		E		F		G	
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in Car D)	Total Completed and Stored to Date (C+D+E)	% (F) B	Balance to Finish (B-F)					
1	PAYMENT & PERFORMANCE BONDS	9,650.00	9,650.00	0.00	0.00	9,650.00	100%	0.00					
2	MOBILIZATION / SITE SET-UP	18,000.00	18,000.00	0.00	0.00	18,000.00	100%	0.00					
3	SHINGLE ROOF - STORED MATERIAL	123,115.00	123,115.00	0.00	0.00	123,115.00	100%	0.00					
4	SHINGLE ROOF - LABOR	126,535.00	126,535.00	0.00	0.00	126,535.00	100%	0.00					
5	SHINGLE ROOF - METAL - STORED MATERIAL	69,000.00	69,000.00	0.00	0.00	69,000.00	100%	0.00					
6	SHINGLE ROOF - METAL - LABOR	79,850.00	79,850.00	0.00	0.00	79,850.00	100%	0.00					
7	BUILT-UP ROOF - MATERIAL	95,200.00	95,200.00	0.00	0.00	95,200.00	100%	0.00					
8	BUILT-UP ROOF - LABOR	70,000.00	66,500.00	3,500.00	0.00	70,000.00	100%	0.00					
9	EQUIPMENT RENTAL	15,000.00	14,250.00	750.00	0.00	15,000.00	100%	0.00					
10	DEMORILIZATION/SITE CLEAN-UP	4,500.00	2,700.00	1,800.00	0.00	4,500.00	100%	0.00					
11	WARRANTIES/PROJECT CLOSEOUTS	4,000.00	0.00	0.00	0.00	0.00	0%	4,000.00					
12	ALTERNATE #1 - 30 YEAR	9,700.00	9,215.00	485.00	0.00	9,700.00	100%	0.00					
13	ALTERNATE #2 - SKYLIGHT INFILL	10,765.00	10,765.00	0.00	0.00	10,765.00	100%	0.00					
14	ALLOWANCE #1 - NAILABLE ROOF ISO	9,600.00	0.00	0.00	0.00	0.00	0%	9,600.00					
15	ALLOWANCE #2 - STEEL DECKING	3,500.00	0.00	0.00	0.00	0.00	0%	3,500.00					
16	ALLOWANCE #3 - 1 X 8 PLYWOOD	2,500.00	0.00	0.00	0.00	0.00	0%	2,500.00					
17	ALLOWANCE #4 - ROOFER - (SHINGLE)	16,800.00	0.00	3,844.00	0.00	3,844.00	400% 23	12,956.00					
Totals		667,715.00	624,780.00	10,379.00	0.00	635,159.00	99%	32,556.00					

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# EMPLOYEE SAFETY MANUAL

## EAST STROUDSBURG AREA SCHOOL DISTRICT



**An Employee Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment**



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*COMMITMENT TO SAFETY*

East Stroudsburg Area School District recognizes that our people drive the institution. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by East Stroudsburg Area School District's employees will take into account the intent of this manual. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

East Stroudsburg Area School District is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our staff not only as employees but also as human beings critical to the success of their family, the local community and East Stroudsburg Area School District.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to their immediate supervisor.

A key factor in implementing this manual will be the strict compliance to all applicable federal, state, local and East Stroudsburg Area School District policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, East Stroudsburg Area School District will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, East Stroudsburg Area School District subscribes to these principles:

1. All accidents are preventable through implementation of Safety and Health Control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering and promotes better working conditions for everyone. This is why we will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of East Stroudsburg Area School District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety manual.
5. Employees are responsible for following safe work practices and rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of East Stroudsburg Area School District will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor institution safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this institution. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at East Stroudsburg Area School District must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

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Superintendent

05/18/20

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Chief Financial Officer

05/18/20

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School Board President

05/18/20

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## WORKPLACE SAFETY COMMITTEE

### **Purpose**

The purpose of the East Stroudsburg Area School District Workplace Safety Committee is to provide an avenue for all East Stroudsburg Area School District employees to contribute to workplace safety in hope of achieving and maintaining a safe, healthful working environment.

### **Goal**

The goal of the East Stroudsburg Area School District Workplace Safety Committee is to eliminate workplace incidents and illnesses by involving employees and managers in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This can be facilitated by reviewing incidents, identifying root causes of incidents and suggesting ways to prevent future incidents.

### **Objectives**

The East Stroudsburg Area School District Workplace Safety Committee has five objectives:

1. Provide measures for employee involvement in achieving a safe, healthful working environment.
2. Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
3. Conduct quarterly, or as needed, workplace inspections, identify hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards by the appropriate person or authority.
4. Annually evaluate the East Stroudsburg Area School District Safety Committee workplace safety and health program and recommend improvements to management.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

### **Accident and Illness Prevention Program Coordinator**

Department Administrators and the Safety Committee shall report questions/concerns to the Accident and Illness Prevention Program Coordinator.

The East Stroudsburg Area School District's Chief Financial Officer shall serve as the Accident and Illness Prevention Program Coordinator.

### **Workplace Safety/Hazard Correction Reporting Tool**

The East Stroudsburg Area School District has established an anonymous workplace safety/hazard correction reporting tool. This tool can be found on the district's website at [www.esasd.net](http://www.esasd.net). Click on the following links: Staff Dashboard>Safety Committee>Workplace Safety/Hazard Correction Tip.

## EMPLOYEE SAFETY RESPONSIBILITIES

The primary responsibility of the employees of East Stroudsburg Area School District is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe and obey East Stroudsburg Area School District's rules and established policies for health, safety and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her immediate supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Administrator responsible for his or her department.

## General Safety Rules

### Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

### Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on this property or on East Stroudsburg Area School District time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

### Housekeeping

You are responsible to keep your work area clean and safe:

1. Clean up several times throughout the day
2. Dispose of trash and waste in approved containers
3. Wipe up any drips/spills immediately
4. Put equipment and tools away as you are finished with them

The following areas must remain clear of obstructions:

1. Aisles/exits
2. Fire extinguishers and emergency equipment
3. All electrical breakers, controls, and switches
4. Transformers
5. Boilers
6. Hot water heaters
7. Sprinkler equipment (pumps & risers)
8. Air handling units and unit ventilators

### Injury Reporting

All work-related injuries must be reported as per the steps listed in the Incident Reporting Process (pg. 6) as soon as practicable, **but no later than twenty-four (24) hours after the incident.** Failure to report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

When possible, the East Stroudsburg Area School District provides Transitional Return-to-Work jobs for persons injured at work until they are able to return to their normal duties. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release by their medical practitioner.

### *SAFETY ORIENTATION TRAINING*

East Stroudsburg Area School District is committed to providing safety and health-related orientation and training for all employees at all levels of the institution. The institution will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Institution-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Transitional Return-to-work program

### **Off-Site Safety**

1. Employees of East Stroudsburg Area School District are required to follow all safety and security procedures during off-site visits.
2. If the contact person at the site you are visiting does not advise you regarding safety hazards, consider the following:
  - a. Emergency exit location(s);
  - b. Keep your eyes on the path you are walking and avoid any tripping/slipping hazards. When on stairs, maintain three-point contact (hand on rail and feet on steps);
  - c. Wear shoes that support your feet and are slip-resistant. Shoes must have a back or heel strap.
  - d. If teaching/supervising/visiting a tech ed/shop class, etc., avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury-free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at different locations, employees are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the institution. Before operating any equipment at a location, permission must first be secured.

### **Periodic Inspections**

It is the policy of East Stroudsburg Area School District that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors and vendors.

The Workplace Safety Inspection Committee will conduct quarterly safety inspections on rotating basis of each District building. A report is prepared and submitted to the building principal and District Administration for corrective action on identified hazards.

All employees are responsible for cooperating during these inspections and building principals and supervisors are responsible for initiating corrective actions by submitting work orders to improve items discovered during the walk-through inspection.

### **Incident Reporting Process**

1. Any work-related injury or suspected injury must be reported to your immediate supervisor and to the Workers Compensation Clerk (570) 424-8500 ext. 10102 no later than 24-hours after the incident. An Online Claim form must be completed either by the School Nurse or the employee's immediate supervisor. Failure to promptly report an injury may result in a loss of workers' compensation benefits or disciplinary action.
2. The School Nurse or the supervisor will provide a Work – Activity Status form for the injured employee to take to the treating medical practitioner. The employee must return this form to the Workers Compensation Clerk by the next business day.
3. After each practitioner appointment, the employee must report to his/her supervisor and Workers Compensation Clerk to review his/her progress.
4. The employee will also be provided with a copy of the District's current Physician Panel, a notice of Employees Rights & Responsibilities, a Medical or Hospital Authorization form, and a Prescription Benefit Claim form.
5. An incident investigation will be conducted to determine the root cause of the incident. The injured employee will be asked to participate in the investigation.



## TRANSITIONAL RETURN-TO-WORK PROGRAM

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both East Stroudsburg Area School District and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

East Stroudsburg Area School District has a workers' compensation program available for employees who have suffered work-related injuries. The program's third party administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

East Stroudsburg Area School District may provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment as a result of a workers' compensation claim. Thus, the District may elect to implement a Transitional Return-to-Work Program (Policy 347) which includes transitional work. The Transitional Return-to-Work Program is temporary and will be reviewed every thirty (30) days to determine if the assignment is in the best interests of the District, and is fulfilling the restrictions identified by the medical practitioner.

### **Employee Procedures**

1. All work-related injuries should always be reported as soon as practicable, but no later than twenty-four (24) hours after the incident to your supervisor.
2. If there seems to be a connection between the incident and the use of drugs or alcohol, the employee will be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
3. You must complete and sign a Report of Injury or Illness form.
4. When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Work – Activity Status form. Regardless of the choice of physicians, the Work – Activity Status form must be completed for each practitioner visit. East Stroudsburg Area School District will not accept a general note stating only that you are to be off work.
5. Under this program, transitional duty work assignments are reviewed every thirty (30) days while you are temporarily unable to work in your regular job capacity. The District may terminate an employee's participation in the Transitional Return-to-Work Program at any time when the employee fails to meet the program requirements or when, in the opinion of the District, continued participation is not practical.
6. If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits, and, in some cases, be a basis for termination.
7. Employees who are unable to work and whose absences East Stroudsburg Area School District approves must keep the District informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
8. If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, **you need to complete a Family Medical Leave Request form** and submit it to the Human Resources Department. You must also have your medical practitioner complete both the Return-to-Work Evaluation form and Return-to-Work Request / Physician's Authorization form.
9. Employees must provide a Work – Activity Status form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
10. Employees must cooperate with the District's third party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your supervisor and the Workers Compensation Clerk.

## EMERGENCY ACTION PLAN

### General Emergency Guidelines

1. Stay calm and think through your actions
2. Know the emergency numbers:
  - Fire/Police/Ambulance **911**
  - School Police 24hr Emergency Number **(570) 424-7833**
  - Human Resources **(570) 424-8500 extension 10301**
3. Know where the exits are located.
4. In the event of any emergency, do not take elevators; use the stairs.
5. Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not "get in trouble."
6. First aid supplies, AED and emergency equipment are located in each building for use by those who are authorized and properly trained. When entering a building, you should familiarize yourself with their locations

### Evacuation

1. Employees will be notified of a fire alarm either by the fire alarm system and/or by a paged announcement.
2. Upon becoming aware of a fire alarm, employees should shelter in place until told to evacuate the building. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (*Note: never use elevators during fire alarm situations.*)
3. Supervisors should be the last persons to leave the area. Check the building to be sure that all personnel have evacuated.
4. Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
5. Upon exiting the building, all personnel should report to their supervisor for a head count.
6. If any employee is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
7. Employees should stay together in a group so that periodic updates on the situation can be issued.
8. The order to re-occupy an area or building will be issued by the incident commander.
9. In the event of inclement weather, the Superintendent and/or his designee will make arrangements for all personnel to move to shelter.

### Medical Emergency

1. Upon discovering a medical emergency, call 911.
2. Report the situation to the nearest School Nurse, Security or School Police Officer, if one is on duty.
3. Notify the supervisor and report the nature of the medical emergency and location.
4. Stay with the person involved, being careful not to come in contact with any bodily fluids.
5. Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
6. Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
7. An Act 93 Administrator will make any necessary notifications to family members of the person suffering the medical emergency.

### Severe Weather

1. The Superintendent or her/his designee will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately notify the staff
2. Employees will shut down all equipment and will be instructed where to go for safety. The Supervisor or her/his designee will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will advise the staff that it is safe to return to work areas. A general announcement may also be made.

### Fire Safety

1. Alert other persons in the immediate hazard area.
2. Activate a fire alarm and call the main office to page an emergency announcement.
3. If you have been trained, you can decide to use a fire extinguisher following these instructions:
  - P**=Pull the safety pin.
  - A**=Aim the nozzle at the base of the fire.
  - S**=Squeeze the operating lever.
  - S**=Sweep side to side covering the base of the fire.
  - \* When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*
  - \* Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*
4. Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

### Workplace Violence

1. Any employee who feels that she/he has been threatened should immediately report their concern to the School Police, their supervisor and to Human Resources.
2. If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify School Police (570) 424-7833 and stay away from the person exhibiting threatening behavior.
3. Depending upon the level of concern, the police department (911) should be called immediately.
4. Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

*NONDISCRIMINATION/DISCRIMINATORY HARASSMENT POLICY*

East Stroudsburg Area School District does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, students or persons doing business with us. Any form of harassment related to an employee's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, handicap/disability, sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, graphic or physical conduct of a sexual nature is a violation of this policy and will be treated as a disciplinary matter.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, handicap/disability. For the purposes of this policy, sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, graphic or physical conduct of a sexual nature. (Policy #104.)

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

If you believe that you are being subjected to workplace harassment, you should:

1. If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and he/she must stop.
2. Report the incident immediately to your supervisor and/or the Compliance Officer following the steps outlined in Policy #104).
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given East Stroudsburg Area School District's obligation to investigate and act upon reports of such harassment. Retaliation of any kind against an employee who reports a suspected incident of harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

*ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS*

Employees and former employees, who are, have been or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to their medical records maintained by East Stroudsburg Area School District upon request. (Policy #324, 424, 524.)

SCHOOL BUS/SCHOOL VEHICLE AND SCHOOL COMMERCIAL MOTOR VEHICLE DRIVER POLICY

To: All Covered Drivers of East Stroudsburg Area School District (Policy 810.1)  
Effective: 08/20/18

Policy #810.1 applies to:

A covered driver shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus, school vehicle, or a commercial motor vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a school bus, school vehicle, or commercial motor vehicle owned or leased by the district.

Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus, school vehicle, and commercial motor vehicle operation.

The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus, school vehicle, or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.

Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain detailed information as outlined in Policy 810.1 and in accordance with federal and state laws and regulations.

All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policies 304/404/504 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.

The Chief of School Police or designee shall maintain a list of all School District authorized employees who are eligible to drive School District-owned vehicles.

By July 1st and December 31st of each year, the Chief of School Police or designee will obtain a list of all District authorized employees whose employment requires them to operate a District-owned vehicle. A Department of Transportation consent form (DL-503 Request for Driver Information) shall be provided to the District administration by the employee on an annual basis, and also anytime an employee is involved in a "reportable accident."

As defined by Section 3746 of the Pennsylvania Vehicle Code, a "reportable accident" is an accident that results in personal injury, a death or damage to any vehicle such that the vehicle cannot be driven safely under its own power.

In the event of an accident:

1. Take necessary steps to protect the lives of yourself and others.
2. Comply with police instructions.
3. Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
4. Report the accident to East Stroudsburg Area School District School Police as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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*MOTOR VEHICLE RECORD (MVR) ELIGIBILITY TO DRIVE*

An authorized employee shall lose eligibility to drive motor vehicles owned by the School District for any of the following four reasons:

1. Three (3) or more reportable accidents within the last three (3) years.
2. Conviction/Guilty plea for one (1) Type A violation within the last three (3) years.
3. A combined total of four (4) reportable accidents or conviction/guilty plea for Type B violations within the last three (3) years.
4. A driving record over the last three (3) years that provides a reasonable basis to believe the employee's operation of a District-owned vehicle may present a material risk to District property or to human health and safety (loss of eligibility solely for this reason must be approved by the Superintendent).

Designation of Type A and Type B violations are based on a survey of state point systems. Violations receiving the higher number of points are classed as Type A.

Type A Violations

1. Driving under influence of alcohol or controlled substance.
2. Homicide by vehicle.
3. Using a motor vehicle for the commission of a felony.
4. Aggravated assault with a motor vehicle.
5. Knowingly permitting an unlicensed person to drive.
6. Reckless driving.
7. Racing on highways.
8. Hit and run driving relating to accidents involving death or personal injury.

Type B Violations




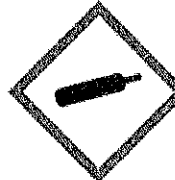





1. All moving violations not listed as Type A violations

The Chief of School Police or designee shall provide this policy to authorized employees who operate or request permission to operate a School District-owned motor vehicle.

Employees whose job duties include operating motor vehicles owned by the School District shall be responsible to report promptly to the Chief of School Police or designee their involvement in any reportable accident or any Type A or B moving violation. Failure to report will result in an immediate loss of eligibility to drive motor vehicles owned by the School District and possible disciplinary action up to and including termination of employment.

**Hazard Communication**

1. All East Stroudsburg Area School District employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. At East Stroudsburg Area School District, the SDS collection is located in the main office of each building. Employees are free to utilize the SDSs as needed.
3. General rules for handling chemicals in an office environment are:
  - a. Read all label warnings and instructions.
  - b. Follow instructions for quantity. More is not better.
  - c. Minimize contact with chemicals. Use double layer cloths or gloves to protect skin and keep face clear of the area to reduce inhalation.
  - d. Always wash hands after handling chemicals.
  - e. If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - f. Any questions or concerns regarding chemicals should be reported to your supervisor and Human Resources.
4. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive toxicity</li> <li>• Respiratory sensitizer</li> <li>• Target organ toxicity</li> <li>• Aspiration toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-heating</li> <li>• Emits flammable gas</li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin sensitizer</li> <li>• Acute toxicity (harmful)</li> <li>• Narcotic effects</li> <li>• Respiratory tract irritant</li> <li>• Hazardous to ozone layer</li> </ul>	<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin corrosion/burns</li> <li>• Eye damage</li> <li>• Corrosive to metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul>
			<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><b>Environment*</b></p>  <ul style="list-style-type: none"> <li>• Aquatic toxicity</li> </ul> <p><i>*under EPA jurisdiction</i></p>	<p><b>Skull &amp; Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute toxicity (fatal or toxic)</li> </ul>

### **Blood borne Pathogens (Policy #314.1, 414.1, 514.1)**

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
2. Because we cannot tell by looking at a person if he/she is infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call the Facilities Department immediately for instructions (570) 424-8500 ext. 10401.

### **Personal Protective Equipment (PPE)**

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

### **Lockout/Tagout**

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means "Keep your hands off!"

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the institution's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have a personal padlock with your name on it and personal key on your person at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

## *FIRE PREVENTION AND ELECTRICAL SAFETY*

### **Fire Prevention**

1. Smoking is prohibited on District property.
2. No candles or open flames are allowed.
3. Contractors performing hot work must contact the Director of Facilities for approval.
4. Only space heaters approved by administration shall be used within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
5. No flammable chemicals are allowed inside the building at any time, except in certain circumstances (science classes, etc.). If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

### **Electrical Safety**

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed except for maintenance or construction work.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - a. Exit doors;
  - b. Aisles;
  - c. Electrical panels;
  - d. Transformers
  - e. Boilers;
  - f. Hot water heaters;
  - g. Sprinkler equipment (pumps & risers);
  - h. Air handler units and unit ventilators; and
  - i. Fire extinguishers.

## GENERAL SAFETY PRECAUTIONS

### Lifting

1. Plan the move before lifting; ensure that you have appropriately stretched and have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep back straight.
9. Get a firm grip on the object using hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot feet and turn entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

### Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down. Maintain center of gravity
9. When performing work from a ladder, face the ladder and do not lean backward, sideways, or overextend from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

### Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.
11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

## *JOB SPECIFIC SAFETY PRECAUTIONS*

### **Aggression Control Procedures**

1. If you perceive no immediate physical threat:
  - a. Notify other staff members and have a standby to render assistance.
  - b. State clearly who you are, what you can do to help and what your time limits are as a staff member.
2. If you perceive the possibility of severe physical injury:
  - a. Assume a non-threatening physical posture and voice tone.
  - b. State in clear concise terms what you want the individual to do.
  - c. State what you can do to help.
  - d. Speak with authority.
  - e. Make direct commands.
  - f. Set a time limit. At the end of set time, seek assistance from a staff member.
3. If you are assaulted:
  - a. Leave the area.
  - b. Report the assault to your supervisor.
  - c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
  - a. Do not attempt to break it up alone.
  - b. Call for help from staff members or call security.
  - c. Stay out of the immediate area.
  - d. Wait for help from at least one other person. Do not intervene alone.

### **Office Safety**

1. Do not work on any computer, typewriter or other electrical office machines if hands are wet, nor while standing on damp floors.
2. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
3. Do not stand on a swivel chair.
4. Do not raise the seats on swivel chairs beyond the point where feet can touch the floor.
5. Do not compact material in the waste basket with hands or feet.
6. Do not use cardboard boxes as waste receptacles
7. Do not leave file drawers open; always use the handles to close them.
8. Do not stack file cabinets on top of one another.
9. Open one file cabinet drawer at a time.
10. Put heavy files in the bottom drawers of file cabinets.

### **Lab Safety**

1. Do not store reagents on the lab bench.
2. Do not eat or drink, or chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the laboratory.
3. Safety goggles/glasses must be worn when working in the lab area.
4. Wash hands before and after working in the lab, and after spill cleanups.
5. Wear a lab smock when you are working in the lab.
6. Using tape, cover the opening of the Dewar flasks that have test samples in them for storage.
7. Never leave gas burners, hot plates, heating mantles or other heat sources unattended when they are "on".
8. Do not lean into the fume hood when the hood is "on", or open containers of chemicals have been placed under the hood.
9. Do not use the fume hood as a storage area.
10. Obtain and read the Safety Data Sheets (SDSs) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated required personal protective equipment (PPE).
11. Do not mix chemicals in the sink drain.
12. Do not block the access to the laboratory eye wash, safety shower, fire alarm pull box or fire extinguishers.
13. Wear shoes or boots that cover feet completely; do not wear open-toed shoes or sandals.
14. Do not block any escape routes in the lab.
15. Never block a fire door "open."
16. Never store materials in lab or storage area aisles.



### Food Service Safety

1. Unplug electrical appliances, such as blenders, grinders and coffee pots from their power source before cleaning them.
2. Wear closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products along with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation. Use the spray can labeled "Degreaser" to clean the grease off of the hood filters.
5. Store cleaning equipment such as brooms, mops, carts and pails in the utility closet.
6. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
7. Cut in the direction away from your body when using knives.
8. Store knives in knife blocks or in sheaths after using the knives.
9. Always use sharp knives and never ones with dull blades.
10. Do not use honing steels that do not have disc guards.
11. Do not attempt to catch a falling knife.
12. Use knives for the operation for which they are named.
13. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
14. Do not use knives that have broken or loose handles.
15. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
16. Do not leave knives in sinks full of water.
17. Do not pick up knives by their blades.
18. Carry knives with their tips pointed towards the floor.

### Electrical Safety

1. When using an extension cord:
  - a. Look to see that the wattage labeled on the tool, appliance or equipment does not exceed the wattage limit labeled on the cord;
  - b. Do not run the cord through doorways, holes in ceilings, walls or floors;
  - c. Never remove, bend or modify any metal prongs on the plug of the cord;
  - d. Do not use the cord under wet conditions;
  - e. Do not plug one extension cord into another;
  - f. Never drive over, drag, step on or place objects on a cord, or walk on it;
  - g. Always unplug the cord when you have finished using it;
  - h. Do not use the cord as a permanent power source.
2. When working on live circuits, use tools that have the insulated handgrips and that have the UL approval label on the tool; these tools are insulated.
3. Do not use a metal ladder during electrical work.
4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.
5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
7. Wear protective gloves and aprons, as well as face protection, when you are working in the battery service rooms.
8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
9. Visually inspect light poles, stadium poles and court poles for decay before climbing them. Do not climb any poles that are decayed.
10. Use a safety harness when climbing poles.
11. When working in an area that has signs posted "High Voltage Area", wear insulated gloves. If the gloves have cracks or "pin pricks", do not use the gloves.

## *JOB SPECIFIC SAFETY PRECAUTIONS CONT.*

### **Custodian Safety**

1. Wear safety gloves when emptying trash containers.
2. Do not compact the trash using hands or feet; use the "trash-mashing" tool for this purpose.
3. When handling trash, do not sling the bag over your shoulder or hang it by your side.
4. When stripping the floor:
  - a. Move slowly.
  - b. "Strip" small amounts of the area at a time.
  - c. Avoid standing on slippery areas.
5. Read and follow the appropriate Safety Data Sheet before mixing any chemicals.
6. Wear protective goggles and gloves when mixing or using cleaning chemicals.
7. Do not handle any lab chemicals while working in the school lab.

### **Machine Shop Safety**

1. After making adjustments or repairs, replace the guards before starting machines.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Do not wear loose clothing or jewelry in the machine shop.
4. Contain long hair under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any machinery.
6. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam in accordance with lockout/tagout procedures (page 16).

### **Pesticide and Fertilizer Safety (Licensed Personnel Only)**

1. Read and follow the Safety Data Sheet (SDS) for the pesticide or fertilizer you are going to use before applying.
2. Cover open cuts and scratches by using the fluid impervious bandages before handling or applying pesticides.
3. Do not transfer pesticide or fertilizers into a container that is unmarked or does not have a label.
4. Do not store pesticides near hot lamps, in direct sunlight nor in or near other sources of heat.
5. Do not transport pesticide containers in the inside of your vehicle.
6. Do not smoke or use matches or lighters while handling or spraying pesticides or fertilizers.
7. Take a shower immediately after you have completed work applying pesticides or fertilizers.
8. Immediately remove clothing that has become saturated with pesticides and dispose of these clothing items by placing them in the metal container labeled "PESTICIDE CLOTHING".
9. Store pesticides on the metal shelves in the area posted "PESTICIDE STORAGE".
10. Only mix chemicals in the area posted "CHEMICAL MIXING AREA". Rinse containers three times with water after using them.

### **Hydraulic Lifts**

1. Follow the operating instructions provided by the lift's manufacturer.
2. Wear eye protection when working under vehicles to block dirt, debris and other particles from entering the eyes.
3. Use, and never bypass, the safety latches on the hydraulic lift contact pads.
4. Do not stand in front of vehicles that are being driven onto the lift.
5. Do not raise the lift with anyone inside the vehicle.
6. Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a vehicle into the service bay.
7. Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
8. Do not leave the controls unattended while the lift is in motion.
9. Do not block or "tie open" the lift's control while the lift is in motion.
10. Do not use the engine or transmission supports or stands as a substitute for jack stands.
11. If the vehicle begins to slip off of the lift, run in the opposite direction of the fall, but not toward a wall or work bench that might trap you between the object and the vehicle.
12. Before you lower the vehicle, remove tool trays, stands and any other obstruction from under the vehicle.

*JOB SPECIFIC SAFETY PRECAUTIONS CONT.*

**Chain Saw Safety**

1. When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard and secure the saw to prevent fuel spillage.
2. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear.
3. Do not remove the chain brake or alter handles, chain brakes, chains or covers.
4. Always start a chain saw with a 10-inch or larger bar, on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull the starter rope.
5. Do not place a chain saw on your knee when starting it.
6. Always use both hands to maintain control of the chain saw.
7. When moving from tree to tree or cut to cut, activate the chain brake, remove finger from the trigger and keep the bar away from your body.
8. Do not operate a chain saw above shoulder height.
9. Keep the nose of the bar clear of other nearby objects during cutting to prevent kickback.
10. Do not set a saw down while the blade is engaged.
11. Stop the engine and turn the switch to "OFF" when the chain saw is to be left unattended.

**Welding/Cutting/Brazing**

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
3. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
4. Use the red hose for gas fuel and the green hose for oxygen.
5. Do not use worn, burned or cracked hoses.
6. Do not use oil, grease or other lubricants on the regulator.
7. "Blow Out" hoses before attaching the torch.
8. Ignite torches with friction lighters only. Do not use a cigarette lighter.
9. Do not change electrodes with bare hands; use dry rubber gloves.
10. Bleed oxygen and fuel lines at the end of the work-shift.
11. Do not wear contact lenses when welding.
12. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and an apron.
13. Wear clothing made of cotton, wool or non-synthetic fibers. Wear long sleeve shirts, long pants, boots and gloves.
14. Use the welding screen to shield other employees from flying slag and intense light.
15. Before welding place the floor fan behind you to keep welding fumes away from face.
16. Do not use a torch on any container that is labeled "Flammable" or "Combustible."

### **Hazardous Materials Safety**

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in the workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other signs of visible damage.
4. Each time you use gloves, wash gloves before removing them using cold tap water and normal hand washing motion. Always wash hands after removing the gloves.
5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable", observe the following safety procedure:
  - a. Only use red color-coded, metal containers for transferring the liquid.
  - b. Electrically ground and bond the containers as follows:
    - Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
    - Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
    - You are now ready to dispense the liquid from the bulk container into the opened receiving container.Upon completion, replace the lid on the receiving container and remove the bonding wire.
6. Do not use chemicals from unlabeled containers and unmarked cylinders.
7. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
8. Do not drag containers labeled "Flammable."
9. Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
10. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
11. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

### **Machine Safety**

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
2. Replace guards, before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam in accordance with lockout/tagout procedure (page 17).
4. Do not wear loose clothing, jewelry or ties in the machine shop.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net, regardless of gender.

### **Heavy Equipment Safety**

1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
2. Wear seat belts when operating scrapers, loaders, dozers, tractors and graders.
3. No passengers are permitted on heavy equipment.
4. Keep windows and windshield clean.
5. Do not use heavy equipment if its horn and backup alarm do not sound.
6. Do not crawl under the raised dump body during inspection of a dump truck.
7. Turn off the engine before leaving heavy equipment unattended.
8. Do not jump "off" or "on" to any heavy equipment.
9. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.
10. When finished using bulldozers or loaders, land the blade on the ground, set the brakes, turn off the power and shift the gear lever into neutral.
11. Keep heavy equipment in gear when going down grade. Do not use neutral.
12. Do not enter the bucket swing radius while the equipment is in operation.
13. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.

### **Grinders & Grinding Wheels**

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring" test. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

### **Hand Tool Safety**

1. Do not continue to work if safety glasses become fogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "makeshift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in hand or clothing when climbing.

### **Compressed Gas Cylinders – Storage & Handling**

1. Do not handle oxygen cylinders if gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

### **Forklift Safety**

1. Only employee certified personnel may operate forklifts.
2. Do not exceed the forklift lift capacity (Refer to the lift capacity plate on the forklift).
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
9. Approach railroad tracks at a 45-degree angle.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a working speed of five miles per hour and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when vision is blocked by the load.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood that are not banded on to the forklift.
23. Do not drive the forklift while people are on an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
26. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving the forklift.

### **Hand Truck Safety**

1. When loading hand trucks, keep feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf or table.

### **Painter Safety**

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable " or in an explosive atmosphere such as paint spray booths or rooms.
5. Perform all spray painting operations in the spray booth or room.
6. Do not point the spray gun toward any part of your body or at anyone else.
7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.
8. When mixing paint and thinner, wear a face shield.
9. Use a safety line (lanyard) to haul paint up to a job.
10. Wear a face shield and safety gloves when using airless spray guns.
11. Do not use window jacks when painting windows; use a bucket instead.
12. Wear a protective gown, read and follow the SDS sheet for the paint that you are using and follow the label on the paint can while mixing paint.
13. When using a pressure washer on a swing station, secure yourself by using the safety line. Do not use a ladder for pressure wash work.
14. Wear the respirator issued to you when applicable.



EMPLOYEE ACKNOWLEDGEMENT FORM

East Stroudsburg Area School District is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all of our employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and East Stroudsburg Area School District. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this manual will be a strict compliance with all applicable federal, state, local and East Stroudsburg Area School District policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, East Stroudsburg Area School District will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, East Stroudsburg Area School District subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds East Stroudsburg Area School District in higher regard with customers and increases productivity. This is why East Stroudsburg Area School District will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of East Stroudsburg Area School District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety manual.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of East Stroudsburg Area School District will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. The employee safety manual applies to all employees and persons affected or associated in any way with East Stroudsburg Area School District operations. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at East Stroudsburg Area School District must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of East Stroudsburg Area School District's employee safety manual. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

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

\_\_\_\_\_  
Date

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V.L.C.1

**Procurement Summary Sheet**

**Form 611**

**A. Why are you requesting the service/needs?**

**Why: Our current contract with Keystone Fire Protection expires on June 30,2020.**

**Need: Required under NFPA code.**

**Suggested replacement: Cintas Fire Protection as per quote**

**B. Cost Estimate: If over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts.**

**C. Was only able to attain two quotes due to current situation going on.**

**D. Cintas Fire Protection \$24670.07 per year for a three-year contract.**

**E. Keystone Fire Protection \$39092.00 per year for a three-year contract.**

**F. Procurement Method: Quote**

- Quote, RFP, Other

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

- Yes/No Yes
- Fund 10, 29, 32
- Account #

**H. Selection of winning proposal**

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



Cintas Fire Protection  
 114 Centerpoint Blvd.  
 Pittston PA 18640  
 O: 570-891-0400  
 F: 570-655-2220

**Fire Protection Services Agreement**

Fire Extinguishers / Emergency Lighting / Restaurant / Industrial Systems / Fire Alarms / Fire Sprinklers

Customer Name: East Stroudsburg Area School District ("Customer") Effective Date: 8/25/2020  
 Service Address: 50 Vine St City: East Stroudsburg State: PA Zip: 18301  
 Phone: 570-424-7833 Fax:   
 Contact Name: William Gouger Contact Title: Office Manager E-mail: William.gouger@esasd.net  
 Billing Name: ESASD Billing Address:   
 City:  State: PA Zip:  Billing Phone:  Billing Fax:   
 AP Contact Name:  AP Contact E-Mail:   
 Payment Terms:  PO/Blanket PO#  PO Date:

Quantity	Service Description	Next Service Date	Frequency	Cost
1	East Stroudsburg High School South	TBA	TBA	\$5743.44
1	East Stroudsburg High School North	TBA	TBA	\$4698.91
1	East Stroudsburg JT Lambert	TBA	TBA	\$3229.08
1	East Stroudsburg Smithfield Elementary	TBA	TBA	\$1845.09
1	East Stroudsburg Reisca Falls Elementary	TBA	TBA	\$1664.67
1	East Stroudsburg Middle Smithfield Elementary	TBA	TBA	\$2301.38
1	East Stroudsburg J. M. Hill Elementary	TBA	TBA	\$901.92
1	East Stroudsburg Elementary	TBA	TBA	\$2091.68
1	East Stroudsburg Bushkill Elementary	TBA	TBA	\$1633.68
1	East Stroudsburg Business Waste Water Facility		TBA	\$501.00
	Term for Service 3 years as of 8/2020			
	Price is the annual yearly cost			**\$24,670.07
	Inspection frequency for Kitchen Suppression: Semi Annual			
	Fire Extinguisher, Fire Sprinkler System, Fire Alarm will be completed on a annual basis.			

**Special Notes:**  
 \*\* Pricing is per year quote for a 3 year term from 8/1/2020-8/31/2023.  
 Does not include any service work, parts or repairs that may be found at time of servicing.  
 Fuel/leak links are not included in quote. Fuel/leak link price \$7.50 per unit.  
 Hourly Rate during business hours 7A.M. - 5P.M. \$90.00  
 Hourly Rate after business hours \$135.00  
 Holiday Rate \$155.00

Taxes, Permits, Parts, and Repairs are in addition to the prices quoted above

THIS AGREEMENT IS SUBJECT TO ALL OF THE TERMS AND CONDITIONS PRESENTED ON THE FOLLOWING PAGES 2-6 OF THIS DOCUMENT. BY ENTERING INTO THIS AGREEMENT, INCLUDING ALLOWING CINTAS TO PROCEED WITH PROVIDING ANY GOODS OR SERVICES TO YOU, YOU ACKNOWLEDGE AND ACCEPT ALL OF THE FOLLOWING TERMS AND CONDITIONS.

Customer Initial \_\_\_\_\_

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## TERMS AND CONDITIONS

- Parties.** This agreement ("Agreement") is between Cintas Corporation No. 2 d/b/a Cintas Fire Protection ("Cintas" or "Seller"), and the customer and/or owner, lessor, lessee, and/or tenant of the real property ("Premises") and/or fire equipment identified herein ("Customer"), and it supplements and incorporates any price quotation offered to Customer by Cintas. Should the identified Customer not be the owner of the property, the Customer warrants and represents that it is an authorized agent of the property owner, lessor, lessee, and/or tenant and that it may enter into this Agreement on the latter's behalf. The Agreement expressly includes these Terms and Conditions, which Customer acknowledges and agrees are material to and an integral part of this Agreement. By signing this Agreement, Customer acknowledges that it has received all of the Agreement, has read and understood this Agreement and the Terms and Conditions, and confirms its unequivocal agreement therewith. Customer agrees that these Terms and Conditions govern the relationship between Customer and Cintas with respect to any goods or services that fall within the subject matter of this Agreement, and no terms not specifically agreed upon by Cintas in writing will be binding on Cintas. Customer understands and agrees that the provisions of the Agreement and of these Terms and Conditions inure to the benefit of Cintas's employees, agents, officers, directors, owners, parents, subsidiaries, and affiliates.
- Subcontractors.** Cintas may subcontract the services to be performed under this Agreement. Customer acknowledges and agrees that all provisions of this Agreement inure to the benefit of and are applicable to any subcontractors engaged by Cintas to provide any service to Customer ("Subcontractor") and that they bind Customer to each such Subcontractor(s) with the same force and effect as they bind Customer to Cintas. (Accordingly, when used in this Agreement, the term "Cintas" includes any such Subcontractors, Cintas employees, and agents.) Customer acknowledges that Subcontractors are independent companies that have no affiliation with Cintas. Customer irrevocably appoints Cintas as its agent to communicate with the Subcontractor(s) concerning all matters related to this Agreement.
- Inspection, Testing, and Maintenance Requirements.** Customer acknowledges and agrees that it is required to have the Premise's fire protection equipment, systems, and/or components ("System") inspected, tested, and/or maintained ("ITM") annually, semi-annually, quarterly, monthly, weekly, and/or daily in accordance with NFPA requirements and/or the applicable authority having jurisdiction ("AHJ"). ITM procedures may vary according to NFPA and/or AHJ requirements. Customer acknowledges and agrees that it has the sole responsibility to identify, perform, and/or schedule any such ITM, and Customer acknowledges that failure to do so timely can lead to improper operation, failure, freezing, rupture, or other malfunction of the System. In particular, Customer has the sole responsibility for contacting Cintas and directing and authorizing Cintas as to which, if any, of these ITM tasks it would like Cintas to perform. Customer agrees, however, that Cintas has no obligation to (a) notify Customer of any ITM that should or must be performed under NFPA and/or AHJ requirements or (b) perform any such ITM for Customer, and Cintas makes no representation that it is able, licensed, and/or qualified to perform all ITM tasks that may be required by NFPA and/or the AHJ.
- Term/Renewal.** The term of this Agreement is one (1) year, commencing with the Effective Date. Upon expiration, the Customer understands and agrees that Cintas has no obligation to provide any additional services to Customer of any kind. If the Customer requests and/or Cintas performs any work on any System including, but not limited to, ITM without execution of a new Agreement, Customer agrees that such work is subject to and limited by the Terms and Conditions of this Agreement. In such circumstances, Customer agrees that Cintas may increase the prices for services annually at a percentage rate not to exceed six (6) percent. Customer shall pay the price in effect at the time the service is delivered.
- Pricing.** Any quote to perform ITM is not meant to be an exhaustive review of the System's status and, as such, may not have identified any or all equipment or pre-existing deficiencies of the System. If the actual number of devices or systems exceeds the quoted amount by more than 5%, Cintas reserves the right to charge for additional devices/systems on a pro-rata basis. Unless otherwise specified, prices on goods may be increased at any time without prior notice. Customer shall pay the price in effect at time of shipment. Any sales, use or other similar tax or duties, customs, tariffs, imposts, surcharges or other fees imposed by any governmental authority on goods shipped by Cintas shall be added to the price to be paid by Customer unless Customer provides Cintas with a valid sales tax exemption certificate.
- Scope and Limitations of Service/Customer Responsibility.** Customer acknowledges and agrees that, for the purposes of this Agreement, no System is deemed to be part of the real estate of any of the Premises. Customer acknowledges and agrees that the scope of Cintas's responsibilities under this Agreement are limited to those specific ITM for the specific System(s) requested and authorized by the Customer and which Cintas specifically agrees to perform. Customer acknowledges and agrees that Cintas has no other responsibilities for any aspect of the System under NFPA or any other authority and that this Agreement is not intended to (and may not be interpreted as) attempt to delegate or subcontract any of Customer's responsibilities regarding the System to Cintas, including, but not limited to, establishing Cintas as a "Designated Representative" of Customer under NFPA or other authority. Customer acknowledges and agrees that under no circumstances will Cintas be responsible for determining or verifying the adequacy of the System. Customer acknowledges that ITM is only intended to verify the operational status of System at the time of ITM and is limited to those characteristics that could be readily observed at the time of ITM. Customer agrees that Cintas's observation of deficiencies or impairments and/or suggestions or recommendations for their correction in no way suggests or implies that a design review was performed or that other system deficiencies or impairments do not exist. Customer acknowledges and agrees that it bears the sole responsibility for ensuring that its System satisfies all NFPA or other requirements, including that the System is properly designed and installed, including, but not limited to, determining whether any fire protection system is adequate for the purpose(s) intended, whether any fire protection system satisfies local code requirements, and determining whether piping in any sprinkler system is properly or appropriately pitched, drains sufficiently, or is otherwise properly installed. Customer further specifically acknowledges and agrees that it is solely responsible for the status, ITM, and repair of the System at all times, including (but not limited to) the condition of the system during the intervals between any ITM provided under this Agreement. Furthermore, Customer expressly acknowledges that the status of System can change at any time subsequent to any ITM or repair by Cintas and that Cintas is not responsible or liable for any such change in status, including (but not limited to) any change that renders the system ineffectual or inoperable, or any loss or damage of any kind that may occur subsequent to or during any intervals between any services provided (or to be provided) under the Agreement. Customer further acknowledges that it has sole and specific obligations for performing periodic ITM of the System, including, but not limited to, (a) periodically draining low points in dry sprinkler systems, (b) ensuring that Systems are maintained at appropriate temperatures, (c) ensuring that kitchen suppression system nozzles do not become contaminated with grease, (d) ensuring that kitchen appliances, hoods, and/or exhaust ducts are maintained and kept sufficiently clean, (e) ensuring that nozzles, sprinklers, and/or System tubing or piping are free from obstructions and are properly cleaned and/or maintained, (f) ensuring that sprinkler heads are not expired as contemplated by NFPA 25; (g) performing certain periodic inspections of the System, (h) ensuring appropriate types and concentrations of antifreeze is used in antifreeze systems; (i) that dry sprinkler systems maintain pressure sufficient to prevent activation, and (j) that dry sprinkler system piping is properly pitched and uses proper type of pipe and fitting. Customer further acknowledges that its failure to perform these obligations may, among other possible consequences, prevent Cintas from performing under this Agreement, cause Cintas's performance under the Agreement to be ineffectual, render the system ineffectual or inoperable, or lead to substantial property loss, injury, or death. Customer agrees to be solely responsible for redecorating and other cosmetic repairs to Premises necessary due to installation, testing, maintenance, repair, or removal of all or any part of the System. Customer understands and agrees that Cintas has no liability for any work performed by any other vendor on the System at any time. Furthermore, Customer acknowledges that ITM may result in the failure of System or one of its components. Customer agrees that Cintas is not responsible for any System or components thereof that may require repair or replacement due to age, fatigue, or wear that occurs during or result from ITM.
- Deficiencies and Impairments.** Customer acknowledges that deficiencies or other impairments noted during ITM of Systems may pose an immediate and serious safety concern. If requested by Customer, Cintas may prepare a quote for addressing those deficiencies or other impairments. Should Cintas perform any work addressing such deficiencies or other impairments, Customer agrees to pay Cintas for all Customer-authorized labor and parts necessary to perform

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such work. In any event, Customer is solely responsible for correcting any deficiencies or impairments noted during ITM immediately, and Cintas has no liability for Customer's failure to do so, including, but not limited to, liability for an ongoing NFPA code violation status.

8. **Knowledge and Access to Premises.** Customer acknowledges that it has superior and/or sole knowledge of the Premises and System and that it is obligated to provide Cintas with complete written documentation of the building's layout and the layout, configuration, and inspection, testing, and maintenance history of the System enabling Cintas to locate every element of the System. Customer also acknowledges and agrees that it has the sole responsibility to provide Cintas with access to all areas of the Premises necessary to perform the requested ITM. Customer acknowledges and agrees that it bears the sole risk of loss for any loss, injury, or damages resulting from or related in any way to Customer's failure to produce such written documentation and/or provide necessary access to the Premises. For the purposes of any services performed under this Agreement, System elements are inaccessible if they are over 12 feet above the floor, above suspended ceilings, in enclosed spaces, or in rooms or locations in which the technician was not permitted or was unable to access at the time of service.

9. **Service Response Time/Delivery Time.** Customer is responsible for scheduling all appointments. Cintas will make reasonable efforts to schedule appointments at Customer's convenience. If Cintas is asked to provide emergency response and agrees to do so, Cintas will make reasonable efforts to respond and/or take corrective action in the most expeditious manner possible. Cintas will make reasonable efforts to dispatch for critical system failures, within 2-4 hours and to dispatch for non-critical system trouble in 24-48 hours. Customer understands, however, that Cintas's ability to respond depends upon a number of factors, including the number of requests for similar response and the availability of personnel, and Customer agrees that Cintas has no obligation to respond within any particular timeframe for any type of request for service or to deliver any good within any stated time and that Cintas has no liability for failing to respond and/or to provide the good within the requested, desired, and/or stated time.

10. **Service Charges.** Any service charges imposed are used to help Cintas pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, services, and delivery of goods and services, in addition to other miscellaneous costs that Cintas incurs or may incur. Customer agrees that Cintas may levy various service charges in the course of performing under this Agreement that are not included in the initial quote, estimate, or final agreed contract for work to be completed under the Agreement.

11. **Payment Terms, Late Charges, Credit, and Progress Billing.** Payment terms may be changed at any time with or without prior notice and are those in effect at time of delivery or service call. Any invoice not paid when due shall be subject to a late charge of one and one-half percent (1.5%) per month or portion thereof, if lower, the highest rate allowable under applicable law. Invoices shall be due within 10 business days of invoice date unless otherwise stated. If, in Cintas's opinion, Customer's credit becomes unsatisfactory, Cintas may, in addition to all other rights and remedies under the Agreement and applicable law, suspend the delivery of goods or services pending receipt of cash or satisfactory security from Customer. Should Customer default in any payments due Cintas, Customer agrees to pay all reasonable costs of collection incurred by Cintas, including reasonable attorneys' fees. Title to all equipment or other goods sold by Cintas shall remain in Cintas's name until Customer has paid Cintas in full. Cintas shall retain a security interest in such equipment or other goods until such time. Based on the expected duration of any work, Cintas, in its sole and absolute discretion, may elect to bill Customer in monthly progress billings. In such cases, Customer agrees to make prompt monthly progress payments as per the terms of this Agreement, based on the monthly billing schedule provided to the Customer by Cintas.

12. **Cancellation.** If Customer believes there is a deficiency in any good or service provided by Cintas under the Agreement, Customer agrees to submit its complaint in writing and allow the Cintas 30 days from the date the written complaint is received to remedy the claimed deficiency. If the claimed deficiency is not remedied to the reasonable satisfaction of Customer, Customer can cancel this Agreement, but the Customer shall pay any outstanding charges for services rendered or goods provided prior to termination in accordance with the Terms and Conditions of this Agreement.

13. **Equipment Exchange.** Customer hereby understands and agrees that if Customer engages Cintas to service its fire extinguishers, Cintas intends to exchange Customer's fire extinguishers for other fire extinguishers of similar kind and quality. Customer further acknowledges and agrees that upon completion of such exchange that all rights, title, and interest in the Customer's extinguishers so exchanged will belong to Cintas and all rights, title and interest in Cintas's fire extinguishers so exchanged will belong to the Customer.

14. **Inspection.** Cintas strongly recommends that Customer conduct an on-site inspection of the goods and services sold hereunder after delivery, installation, or other service call. Cintas shall not be responsible for the consequences of Customer's failure to inspect the goods or services or for any defects, malfunctions, inaccuracies, insufficiencies, or omissions Customer could have detected through such an inspection.

15. **DISCLAIMER OF WARRANTIES AND REPRESENTATIONS.** Because of the great number and variety of applications for which Cintas's goods and services are purchased, Cintas does not design goods or services, does not recommend specific applications of goods or services, or does not assume any responsibility for use, results obtained, or suitability for specific applications of goods or services. Customer acknowledges and agrees that Cintas has not made any representations or warranties to Customer regarding any System at the Premises, its fitness for any purpose, its suitability or effectiveness as designed, installed, and/or utilized, or that it will operate as designed, intended, or expected. Customer further acknowledges and agrees that it has the sole responsibility for determining the appropriateness of Cintas's goods and services for Customer's specific application(s) before ordering and to test and evaluate thoroughly all goods before use. Cintas warrants that title to all goods it sells to Customer shall be good and marketable. **CUSTOMER ACKNOWLEDGES AND AGREES THAT CINTAS MAKES NO OTHER GUARANTEES, REPRESENTATIONS, OR OTHER WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED, IN CONNECTION WITH THE SALE OF THE GOODS AND/OR SERVICES PURSUANT TO THIS AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OTHER THAN AS SPECIFICALLY ENUMERATED ELSEWHERE IN THIS AGREEMENT. NO MODIFICATION, WAIVER, OR AMENDMENT OF THIS DISCLAIMER SHALL BE DEEMED EFFECTIVE UNLESS MADE IN A WRITING DRAFTED BY CINTAS FOR THIS EXPRESS PURPOSE THAT IS (I) SIGNED BY CINTAS, (II) EXPLICITLY USES THE TERM "WARRANTY" IN ITS TITLE, (III) SPECIFICALLY REFERENCES THIS AGREEMENT, AND (IV) EXPLICITLY AND UNAMBIGUOUSLY DESCRIBES WHAT ADDITIONAL WARRANTY(IES) ARE BEING OFFERED TO CUSTOMER PURSUANT TO THIS AGREEMENT. CUSTOMER FURTHER AGREES THAT THIS EXPLICITLY EXCLUDES ANY OF CINTAS'S SALES MATERIALS, CIRCULARS, WEBSITES, OR OTHER ADVERTISING MATERIALS OF ANY TYPE FROM CREATING ANY WARRANTIES UNDER THIS AGREEMENT, AND CUSTOMER REPRESENTS AND WARRANTS THAT IT IS NOT RELYING UPON ANY SUCH MATERIALS FOR THIS PURPOSE.**

16. **CINTAS NOT AN INSURER; CUSTOMER'S OBLIGATION TO OBTAIN INSURANCE AS SOLE RECOVERY FOR ANY LOSS AND WARRANTY OF SAME.** Customer acknowledges and agrees that neither Cintas nor its Subcontractors or assignees are insurers and that no insurance coverage is provided by this Agreement. **CUSTOMER ACKNOWLEDGES AND AGREES THAT CINTAS ASSUMES NO RESPONSIBILITY FOR, NOR SHALL IT HAVE ANY LIABILITY FOR, CLAIMS MADE AGAINST IT CLAIMING THAT IT IS AN INSURER OF CUSTOMER'S SYSTEMS OR ANY OTHER PROPERTY FOR ANY PURPOSE, INCLUDING, BUT NOT LIMITED TO, THE FAILURE OF SUCH SYSTEMS TO OPERATE EFFECTIVELY OR AS DESIGNED.** Customer acknowledges that during the term of the Agreement, it is the specific intent of the parties that the Customer will obtain and maintain insurance coverage with minimum coverage of two million dollars (U.S) per incident, at the Customer's expense, that will cover any and all losses, damages, and expense arising out of or from, in connection with, related to, as a consequence of, or resulting from this Agreement in any way, including, but not limited to, public liability, bodily injury, sickness or death, losses for property damage, fire, water damage, and loss of property, and Customer agrees to will and warrants that it will obtain and maintain such insurance coverage at all times at no cost to Cintas. Customer shall name Cintas as an additional insured by endorsement on any such policy(ies). This endorsement shall be without limitation or restriction of any type, and Cintas shall be exempt from, and in no way liable for, any sums of money related to this policy(ies) and associated coverage of any type, including, but not limited to, premium payments, deductible, co-payments, or self-insured retention, all of which are the sole responsibility of Customer. Customer agrees that recovery for all such injuries, losses, and damages shall be limited to this insurance coverage only and that it will look exclusively to its insurer(s) to recover for any such injuries, losses, and damages. **CUSTOMER AGREES TO SHIFT THE RISK OF LOSS TO ITS INSURERS, WHICH HAVE EXPRESSLY CONTRACTED TO ACCEPT THE RISK OF LOSS TO CUSTOMER'S PROPERTY. CUSTOMER RELEASES AND AGREES TO INDEMNIFY AND HOLD HARMLESS CINTAS FROM AND AGAINST ALL COSTS, EXPENSES (INCLUDING REASONABLE**

Customer Initials \_\_\_\_\_

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ATTORNEY'S FEES), AND LIABILITY ARISING FROM CLAIMS REQUIRED TO BE COVERED BY INSURANCE PURSUANT TO THIS SECTION, INCLUDING ANY CLAIMS FOR DAMAGES ATTRIBUTABLE TO PUBLIC LIABILITY, BODILY INJURY, SICKNESS, OR DEATH, OR THE DESTRUCTION OF ANY REAL OR PERSONAL PROPERTY, INCLUDING, BUT NOT LIMITED TO, THOSE THAT ARE ATTRIBUTABLE TO CINTAS'S PARTIAL OR SOLE NEGLIGENCE. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE, INCLUDING, BUT NOT LIMITED TO, EQUITABLE, CONTRACTUAL, LEGAL, AND CONVENTIONAL SUBROGATION, AND WARRANTS THAT THIS RELEASE AND WAIVER SHALL BE BINDING ON ANY AND ALL SUBROGORS OR ASSIGNEES OF CUSTOMER'S RIGHTS. CINTAS SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS OF CUSTOMER, ANY LOSSES, OR ANY DAMAGES THAT IS REQUIRED TO BE INSURED UNDER THIS AGREEMENT, IS INSURED, OR IS INSURABLE. CUSTOMER AGREES TO INDEMNIFY CINTAS AGAINST ANY AND ALL SUCH CLAIMS, INCLUDING CLAIMS OF THIRD PARTIES, THAT MAY ARISE THAT ARE RELATED TO THE AGREEMENT OR THE PROVISION OF THE SERVICES IN ANY WAY THAT MAY ARISE DUE TO CUSTOMER'S BREACH OF THESE OBLIGATIONS. CUSTOMER AGREES TO AND WARRANTS THAT IT WILL NOTIFY ITS INSURER(S) OF THIS RELEASE AND WAIVER.

17. **RELEASE AND INDEMNIFICATION OF CINTAS BY CUSTOMER.** CUSTOMER RELEASES AND AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS CINTAS AND ANY/ALL OF ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES OF ANY TYPE FROM LIABILITY FOR ANY AND ALL LOSS, DAMAGE, OR EXPENSE OF ANY KIND OR TYPE, UNDER ANY LEGAL, EQUITABLE OR OTHER THEORY, THAT MAY OCCUR PRIOR TO, CONTEMPORANEOUSLY WITH, OR AFTER THE EXECUTION OF THIS AGREEMENT RELATED IN ANY WAY TO THE SUBJECT MATTER OF THIS AGREEMENT OR PERFORMANCE UNDER THE AGREEMENT, INCLUDING (BUT NOT LIMITED TO) THE IMPROPER OPERATION OR NON-OPERATION OF THE FIRE SUPPRESSION, ALARM, OR OTHER SYSTEM(S). THIS OBLIGATION INCLUDES (BUT IS NOT LIMITED TO) ANY CLAIM, DEMAND, SUIT, LIABILITY, DAMAGE, JUDGMENT, LOSS, EXPENSES, ATTORNEY'S FEES, AND COSTS, THAT MAY BE ASSERTED AGAINST OR INCURRED BY CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES BY CUSTOMER OR ANY PERSON OR ENTITY NOT A PARTY TO THIS AGREEMENT (INCLUDING, BUT NOT LIMITED TO, CUSTOMER'S INSURANCE COMPANY, ADMINISTRATIVE BODY OR AUTHORITY, OR CUSTOMER'S EMPLOYEES) FOR ANY EXPENSE, LOSS, OR DAMAGE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, OR ALLEGED TO BE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, BY ANY ACT, OMISSION, OR FAULT OF CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES. THIS OBLIGATION EXTENDS TO, WITHOUT LIMITATION, STATUTORY CIVIL DAMAGES, ECONOMIC DAMAGES, PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE (REAL AND PERSONAL) ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY CLAIMS BASED UPON BREACH OF THE AGREEMENT, STRICT LIABILITY, REQUESTS FOR OR RIGHTS OF SUBROGATION OR CONTRIBUTION, INDEMNIFICATION, WRONGFUL DEATH, AND NEGLIGENCE (WHETHER ACTIVE OR PASSIVE, AND INCLUDING CLAIMS BASED UPON CINTAS'S SOLE, PARTIAL, OR JOINT AND SEVERAL NEGLIGENCE OF ANY TYPE OR DEGREE), AND ANY OTHER CLAIM, WHETHER BASED UPON OR ARISING UNDER CONTRACT, TORT, LAW, OR EQUITY. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE. Cintas reserves the right to select counsel to represent it in any such action.

18. **LIMITATION OF CINTAS'S LIABILITY: LIQUIDATED DAMAGES.** Customer acknowledges that Cintas's service fees/purchase prices are based on the value of services or goods provided and the limited liability provided under this Agreement and not on the value of the Customer's premises or its contents, or the likelihood or potential extent or severity of injury (including death) to Customer or others. Customer further acknowledges and agrees that Cintas cannot predict the potential amount, extent, or severity of any damages or injuries that Customer or others may incur due to the failure of the system or services to work as intended. **IF CINTAS OR ITS REPRESENTATIVES ARE HELD LIABLE FOR ANY REASON FOR ANY LOSS, INJURY, OR DAMAGES OF ANY KIND THAT ARISES OUT OF, RESULTS FROM, OR IS RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, LOSSES, INJURIES OR DAMAGES RESULTING FROM CINTAS'S SOLE OR PARTIAL NEGLIGENCE, WHETHER ACTIVE OR PASSIVE), CUSTOMER AGREES AND WARRANTS THAT CINTAS'S AND ITS REPRESENTATIVE'S COLLECTIVE LIABILITY TO CUSTOMER, ITS AGENTS, OFFICERS, DIRECTORS, EMPLOYEES, INVITEES, AND ANY THIRD PARTY SHALL BE LIMITED EXCLUSIVELY TO \$1,000 AS LIQUIDATED DAMAGES.** If Customer wishes to increase the limitation of liability, Customer may, as of right, enter into a supplemental agreement with Cintas to obtain a higher limit by paying an additional amount consistent with the increase in liability; such a payment, however, shall in no way be interpreted to find Cintas or its subcontractors or representatives to be insurers. **CUSTOMER AGREES THAT THE LIMITS ON THE LIABILITY OF CINTAS AND THE WAIVERS AND INDEMNITIES SET FORTH IN THIS AGREEMENT ARE A FAIR ALLOCATION OF RISKS AND LIABILITIES BETWEEN CINTAS, CUSTOMER, AND ANY OTHER AFFECTED PARTIES. CUSTOMER ACKNOWLEDGES AND AGREES THAT WERE CINTAS TO HAVE LIABILITY GREATER THAN THAT STATED ABOVE, IT WOULD NOT PROVIDE THE SERVICES.** Neither party shall be liable to the other or any other person for any incidental, punitive, speculative, or consequential damages of any type, including, but not limited to, loss of profits or business opportunity.

19. **Prior Agreements With Others.** Customer represents and warrants that (i) its cancellation or termination of any contract, and/or (ii) its execution of this Agreement does not breach and will not breach or infringe upon any contract with or obligation to any other person or party. Customer agrees to protect, defend, indemnify, and hold harmless Cintas from and against and pay (without any condition that Cintas first pay) for all claims, demands, suits, liabilities, losses, damages, judgments, costs, and expenses, including, without limitation, attorneys' fees and court costs, arising out of or from, in connection with, as a result of, related to, or as a consequence of Customer's breach of this representation and warranty.

20. **Prevailing Wage/Min Wage.** Customer understands and acknowledges that depending upon the location of the Premises, individuals who provide services under this Agreement may be entitled to receive prevailing wages, living wages, or other minimum wages and/or benefits established by law ("Wage Statutes"). Customer understands and agrees that it is in sole possession and knowledge of the facts and circumstances necessary to make a determination as to whether any or all services provided under this Agreement are subject to any Wage Statutes. Accordingly, Customer agrees that it has the sole responsibility to determine whether the Agreement is subject to any Wage Statutes and that it will inform Cintas of this fact in writing prior to Cintas offering any bid, quote, or other offer for any services to be provided under the Agreement and prior to the parties' execution of the Agreement. In the event that Customer fails to notify Cintas in writing that the Agreement is subject to a Wage Statute and either Cintas or any federal, state, or local authority determines that the services provided under the Agreement are subject to a Wage Statute, Customer agrees that it will pay Cintas all additional sums necessary to raise all wages and benefits covered by the applicable Wage Statute(s) for those individuals providing such services to Customer under the Agreement to the minimum levels required by the applicable Wage Statute(s), and Customer agrees that it will defend and indemnify Cintas from any and all fines, penalties, interest, or other costs, expenses, or charges of any type imposed by any federal, state, or local authority for Cintas's failure to satisfy any such Wage Statute, as well as Cintas's costs and attorneys' fees incurred in responding to or defending any such claim.

21. **Force Majeure.** Cintas shall not be responsible or liable for failure to perform attributable to any cause or contingency beyond its reasonable control including, without limitation, act of God; act or omission of civil or military authority; fire; flood; tempest; epidemic; earthquake; volcanic activity; quarantine restriction; labor dispute (e.g. lockout, strike or work stoppage or slowdown); embargo; war; riot; unusually severe weather; accidents; political strife; act of terrorism; delay in transportation; compliance with any regulation or directive of any national, state, or local government, or any department or agency thereof; or any other cause which by the exercise of reasonable diligence Cintas is unable to overcome.

22. **Governing Law.** To the greatest extent permitted by law, this Agreement shall be governed by the laws of the State of Ohio, and it explicitly excludes any reference or resort to choice of law rules that suggest or require that the laws of another jurisdiction be applied.

23. **Disputes.** Any dispute or matter arising in connection with or relating to this Agreement other than an action for collection of fees due Cintas hereunder shall be resolved by binding and final arbitration. The arbitration shall be conducted pursuant to applicable Ohio arbitration law. **CUSTOMER, ON BEHALF OF ITSELF AND ALL OF ITS INSURER(S), WAIVES TRIAL BY JURY IN ANY ACTION BETWEEN CUSTOMER AND/OR INSURER AND CINTAS, AND CUSTOMER IRREVOCABLY WAIVES ANY RIGHT TO CLASS REPRESENTATIVE CLAIMS (WHETHER AS A CLASS MEMBER OR CLASS**



REPRESENTATIVE) AND ANY RIGHT TO HAVE SUCH DISPUTE CONSOLIDATED OR CONSIDERED IN CONJUNCTION WITH ANY OTHER CLAIM OR CONTROVERSY OR AS A PART OF ANY OTHER PROCEEDING. The exclusive jurisdiction and forum for resolution of any such dispute shall lie in Warren County, Ohio. Notice or service of process of any such dispute may be made by correspondence delivered via the United States Postal Service (certified mail or registered mail, return receipt requested) or by a national overnight courier service (such as Federal Express) directed to the opposing party's address identified in this Agreement. With respect to an action for fees due Cintas under this Agreement, the exclusive jurisdiction and forum for the resolution of any such dispute shall be a court of competent jurisdiction in the state where the Customer is located, and if Cintas prevails on any or all of its claim for fees, Cintas shall also be entitled to recover all attorneys' fees and costs it incurs in the prosecution of the claim or action.

**24. LIMITATION OF ACTION.** ANY ACTION BY CUSTOMER AGAINST CINTAS OR ANY SUBCONTRACTOR MUST BE COMMENCED WITHIN ONE YEAR OF THE ACCRUAL OF THE CAUSE OF ACTION OR THE ACTION SHALL BE BARRIED, REGARDLESS OF ANY OTHER STATUTE OF LIMITATION OR REPOSE THAT MAY APPLY TO THE CLAIM UNDER STATE OR FEDERAL LAW.

**25. Notices.** Any notice given pursuant to the Agreement shall be in writing and sent by certified mail or registered mail, postage prepaid, return receipt requested or by national overnight courier service (such as Federal Express), to the appropriate party at the address set forth in this Agreement or at such other address as such party may provide in writing to the other party. Any such notice shall be effective upon the receipt thereof.

**26. Authority to Execute Agreement.** Each party represents and warrants to the other party that (i) the execution, delivery, and performance of this Agreement have been duly authorized by all necessary entity action(s), and (ii) this Agreement constitutes a valid and binding obligation as to it, enforceable against it in accordance with its terms. The person signing this Agreement on behalf of Customer expressly represents and warrants that he or she has all authority necessary to bind Customer to its terms.

**27. Assignment.** This Agreement cannot be assigned by the Customer without the prior written consent of Cintas, which will not be unreasonably withheld. Cintas has the right to assign this Agreement, and it may do so in its sole and absolute discretion. The Agreement shall inure to the benefit of and be binding on the parties and their respective successors and permitted assigns.

**28. Waiver.** No waiver of any provision of this Agreement by a party shall be valid unless the same is in writing and signed by the party against whom it is sought to be enforced. No waiver of any provision of this Agreement at any time will be deemed a waiver of any other provision of this Agreement at such time, nor will it be deemed a waiver of that same provision at any other time.

**29. Severability.** The invalidity or unenforceability of any provision, section, or portion of a section of this Agreement shall not affect the validity or enforceability of any other provision or section; provided, however, in the event one or more of the paragraphs "Disclaimer of Warranties and Representations," "Cintas Not an Insurer; Customer's Obligation To Obtain Insurance As Sole Recovery For Any Loss And Warranty Of Same," "Release And Indemnification Of Cintas By Customer," "Limitation Of Cintas's Liability; Liquidated Damages;" and/or "No Warranties Or Representations By Cintas Regarding System" (or any portion thereof) are held by a court or other authority to be invalid or unenforceable (whether in an action involving the parties, any action involving Cintas, or any other action involving similar provisions), Cintas shall have the right to terminate this Agreement without any liability of any type upon thirty (30) days prior written notice to Customer. Furthermore, the parties agree that in the event any of the interest rate provisions, cancellation fees, service charges, rate increases, renewal term lengths, or any other calculation of amounts due and owing Cintas under Paragraphs 4, 10, or 11 are deemed to be excessive and/or unenforceable under applicable law, any such rate, fee, increase, term, or other calculation will be reduced to the maximum rate, value, or amount permitted by applicable law and will be binding upon them.

**30. Updated Terms and Conditions and Policies.** Customer acknowledges and agrees that Cintas may send copies of its various policies to Customer, including, but not limited to, amendments to these Terms and Conditions via e-mail or make them available via a web page or other similar mechanism and that these policies are incorporated and made part of this Agreement. To be effective, however, amendments to the Terms and Conditions must be expressly referred to as such in the e-mail, web page, or other similar mechanism. Customer acknowledges and agrees that its continued request for service pursuant to this Agreement and/or use and/or acceptance of the goods and/or services provided under this Agreement constitute acceptance of any such updated Terms and Conditions and/or policies.

**31. Execution in Counterparts and by Facsimile or Electronically by PDF.** This Agreement may be executed in any number of counterparts, any one of which need not contain the signature of more than one party, but all of which shall together constitute one and the same instrument. The parties agree that this Agreement and the signatures affixed hereto may be transmitted and delivered by facsimile or electronically by PDF and that all such signatures and this Agreement transmitted or delivered by facsimile or electronically by PDF shall be deemed to be originals for all purposes and given the same legal force and effect as the original Agreement and original signatures.

**32. Mutual Drafting and Understanding of Agreement.** The parties acknowledge and agree that this Agreement and all of its Terms and Conditions are the result of arms-length bargaining between sophisticated business entities. As a result, both parties shall be considered to be drafters of the Agreement for purposes of interpretation, application, construction, or construing of the Agreement. The parties also acknowledge that they have had an opportunity to consult with legal counsel of their choice regarding this Agreement and that they have read and understand all of the Terms of this Agreement.

**33. Entire Agreement; Modifications.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes any and all other agreements, understandings, or representations, whether oral or in writing, between the parties. Any prior agreements, promises, negotiations, or representations, either oral or in writing, not expressly set forth in this Agreement are of no force or effect. No modification or amendment to this Agreement shall be effective unless drafted by Cintas for this express purpose and signed by an authorized representative of Cintas, except as described in paragraph 30 ("Updated Terms and Conditions and Policies") above. For the purposes of this paragraph, "authorized representative" is the General Manager of the Cintas location(s) providing the goods and/or services or higher management or executive personnel of Cintas. The parties specifically agree that any document sent to Cintas by Customer subsequent to execution of this Agreement that contains different or additional terms or that purports to modify or amend the terms of this Agreement in any way, such as a purchase order or conditional payment, shall be of no force and effect and will not modify the terms of this Agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant or used to supplement or explain any terms used in this Agreement. Acceptance or acquiescence in a course of performance rendered under this Agreement shall not be relevant to determine the meaning of this Agreement even though the accepting or acquiescing party has knowledge of the nature of the performance and the opportunity for objection.

**34. Electronic Signatures; Customer's Acceptance by Allowing Performance.** The person signing this Agreement on behalf of Customer certifies that Customer's policies do not prohibit the acceptance and execution of Terms and Conditions in electronic form. In addition, each party consents to and agrees that the use of a keyboard, mouse, or other device (i) to select an item, button, icon or checkbox, or (ii) to enter text, or (iii) to perform any similar act or action while using Cintas's web-based portal or other system for the purpose of initiating, reviewing, modifying, or completing any transaction regarding this Agreement constitutes a lawful and valid signature, acceptance, and agreement and shall be treated the same as if such were actually made using a physical, written signature. The parties further agree that no certification authority or other third-party verification is necessary to validate their respective electronic signatures. The parties additionally agree that this Agreement is accepted and agreed to when an electronic signature for each party has been affixed to this Agreement. Customer further agrees that engaging, requesting, or allowing Cintas to begin any work or provide any goods or services under this Agreement and/or compensating Cintas for any such work, goods, and/or services constitutes acceptance of the Agreement and the Terms and Conditions.



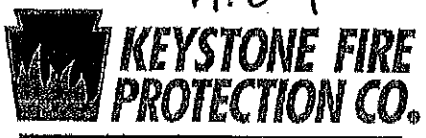
**NOTICE TO CUSTOMER.** BY SIGNING THIS DOCUMENT, CUSTOMER EXPLICITLY ACKNOWLEDGES AND ACCEPTS PARAGRAPHS 15-18 OF THIS AGREEMENT, WHICH DISCLAIM WARRANTIES AND REPRESENTATIONS, ACKNOWLEDGE CINTAS IS NOT AN INSURER AND REQUIRES CUSTOMER TO OBTAIN INSURANCE, LIMIT CINTAS'S LIABILITY FOR AND/OR RELEASE CINTAS FROM ANY LIABILITY RELATED IN ANY WAY TO THE AGREEMENT, AND REQUIRE CUSTOMER TO INDEMNIFY CINTAS FOR ANY LOSSES RELATED IN ANY WAY TO THE AGREEMENT. READ THE ENTIRE AGREEMENT BEFORE SIGNING.

Quoted for Cintas Fire Protection By: <del>Cintas Rep Name and Title</del> <b>Stephen Doggett / Fire Sales Rep</b> Signature:	Accepted for Customer / Purchaser By: <del>Customer Name and Title</del>  Signature: _____ Date: _____
Cintas Rep E-Mail and Cell Phone Doggetts@cintas.com / 570-575-1854 Cintas GM Approval: This Agreement not for use for Monitoring Services.	

Customer Initials \_\_\_\_\_

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V.I.E. I



433 Industrial Drive  
North Wales, PA 19454

215-641-0100 Phone  
215-641-9638 Fax

Info@keystonefire.com  
www.keystonefire.com

Engineered Fire Protection Specialists  
A KKI COMPANY

April 16, 2020

William Gouger  
East Stroudsburg School District  
50 Vine Street  
East Stroudsburg , PA, 18301

Phone: (570) 656-4288  
Cell:

Our Proposal No. 19-2399

**SUBJECT: Fire Alarm System Monitoring**

**Reference: Set Up Starling for J M Hill**

Dear William:

Pursuant to our recent telephone conversation, we are pleased to provide the following proposal to step up monitoring on your Fire Alarm System, as more fully described below.

**Scope of Work -**

Our work will consist of the following:

- Set up starlink at J M Hill
- IF an antenna is need additional charges will apply

**Our Price Does Not Include:**

- Overtime, holiday, or night time work hours.

We propose to perform the above-described scope of work in a workmanlike manner for a total price of

..... **\$995.00**

**TERMS AND CONDITIONS**

1. All terms per Contractor "Installation Terms and Conditions", included with this proposal on a separate sheet.
2. All labor required for installation, testing or supervision, unless otherwise specified, to be performed during normal work day and work week by Contractor qualified non-union labor. Normal hours are 7:00 a.m. to 4:30 p.m., Monday through Friday, except Holidays.
3. Quoted prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

Should there be any questions or comments regarding this proposal, please do not hesitate to contact

**Life Safety**  
MADE SIMPLE

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the undersigned. We thank you for the opportunity to present this proposal and look forward to being of further service to you.

Very truly yours,

**KEYSTONE FIRE PROTECTION COMPANY**

*Joseph Martino*

Joseph Martino  
Life Safety Advisor

**Acceptance of Proposal** - the above prices, specifications and conditions are satisfactory and are hereby accepted. Your signature below will serve as notice to commence the services described herein. If a purchase order and/or contract are required to authorize the aforementioned work, please indicate "TO FOLLOW" in the space marked "P.O. No.". No work will commence until P.O. and/or contract is received by this office.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

P. O. No. \_\_\_\_\_

**KEYSTONE FIRE PROTECTION COMPANY  
INSTALLATION OF EQUIPMENT - TERMS AND CONDITIONS**

1. **AGREEMENT.** This Agreement shall become effective (the "Effective Date") upon the later of (i) execution by the customer ("Customer") identified on the first page of the attached proposal (the "Proposal") and (ii) acceptance and execution of this Agreement by a duly authorized representative of Keystone Fire Protection Co. ("Company").
2. **SALE OF MAINTENANCE, SERVICE, INSTALLATION AND/OR EQUIPMENT.** The Company shall sell to Customer and the Customer shall purchase from the Company the system installation ("System") and/or equipment ("Equipment") identified in the Proposal.
3. **DELIVERY; TITLE AND RISK OF LOSS.** Stock items are available for same-day pickup or next-day shipment from Company's warehouse. All shipments, unless otherwise specified, are quoted F.O.B. origin and may be subject to additional "hazardous material" charges or other special shipping and handling fees. Risk of loss on all shipments shall pass to Customer when the shipments are loaded on board the transporting carrier at the point of departure.
4. **PURCHASE PRICE AND PAYMENT.** Customer shall pay Company the purchase price for the Equipment and System set forth on the Proposal or as otherwise set forth on the Company's invoice. Company's prices are exclusive of insurance, shipping, handling, and taxes. Customer shall have the sole responsibility for payment of all such insurance, shipping, handling, and taxes with respect to the purchase of any Equipment or System. All charges shall be paid NET the number of days from the date of invoice, as set forth above in this proposal. If Customer fails to make any payments when due, a finance charge of 15% per annum will accrue from the due date until paid. If Company retains a collection agency, legal counsel or incurs any out-of-pocket costs to collect overdue payments, all such collection costs (including without limitation attorneys' fees) shall be paid by Customer. The Company shall not be obligated to extend credit or financing terms to Customer. Customer acknowledges that, other than Company's completion of installation of a System and delivery of Equipment, payment to Company is not contingent on any occurrence, matter or event, including, without limitation, Customer's receipt of payment from any third party such as an owner or insurance company.
5. **EQUIPMENT RETURNS.**
  - a. Stock Items. All unused or returned Equipment will be subject to a 25% restocking charge. The Equipment must be unopened and returned in its original carton in order to receive credit for the return.
  - b. Special Orders. Specially ordered and "non-stock" Equipment will be subject to a 100% restocking charge. No credit will be issued for return of such Equipment.
  - c. Warranty Returns. Equipment returned for warranty must receive a Return Material Authorization (RMA) number. All advance (warranty) replacement components will be billed to the Customer and credited back subject to the findings of the manufacturer's repair department.
6. **INSTALLATION PROVISIONS.** Company shall install the System at Customer's location identified in the Proposal. Company shall install the System in a workmanlike manner and in compliance with applicable law. Installation shall commence on or about the date identified in the Proposal and shall continue until completed. The completion date is an estimate only, and Customer acknowledges that technical problems may arise with respect to the installation of the System and, accordingly, Company shall not be held responsible for any delays caused by unforeseen difficulties or unexpected conditions. If during the installation the Company encounters unforeseen difficulties or discovers unexpected conditions (including, without limitation unexpected hazardous materials, waste or substances), Company shall be permitted to stop work immediately. Company shall contact the Customer so the Customer can instruct the Company as to what steps should be taken in connection with unforeseen difficulties or unexpected conditions. Customer shall pay Company for any additional work performed as a result of such unforeseen difficulties or unexpected conditions. Customer may order additions, deletions, revisions or other changes in the installation within the general scope of this Agreement provided that if such changes affect the cost of the work to be performed, or the time required for completion of the work to be performed, as determined in the reasonable discretion of the Company, the Agreement, deadlines and the amount to be paid to Company shall be adjusted in the sole discretion of the Company. Company shall be under no obligation to perform the additions, deletions, revisions or other changes in the work requested by Customer in the absence of a written amendment to this Agreement that complies with Section 28.a of this Agreement.
7. **APPROVAL AND PERMITS.** Unless otherwise specified, Company shall be responsible for obtaining, at Customer's expense, all necessary approvals, permits and documents required by applicable law.
8. **TAXES.** The price does not include any applicable taxes and Customer shall pay all federal, state and local sales, use, property, excise or other taxes imposed on or with respect to the installation of the System. If Customer is tax exempt, then prior to executing this Agreement, Customer will provide Company with a valid and correct tax exemption certificate. Failure to provide a tax exemption certificate in a timely fashion may result in Customer losing the advantages of tax exemption with regard to this sale.
9. **GRANT OF SECURITY INTEREST.** Customer, on behalf of the owner and Customer, grants to Company a purchase money security interest in the System and the Equipment to secure payment of the purchase price and grants to Company an irrevocable power of attorney to execute and file UCC-1 Financing Statements on behalf of Customer for the benefit of Company, as secured creditor, to protect the security interest. Upon payment in full of the purchase price, and all associated costs and charges required under this Agreement, title to the system shall pass to Customer. Company shall have all of the rights of a secured creditor under the Uniform Commercial Code in Pennsylvania including the right to enter Customer's premises and to disable or remove the System and Equipment, or both.
10. **TERMINATION.** Company may terminate this Agreement immediately or cease or suspend performance of Services in the event: (i) Customer is delinquent in payment of any sums due under this Agreement; (ii) Customer files a petition in bankruptcy; (iii) Customer has a bankruptcy petition filed against it; (iv) Customer is unable to pay its debts as they mature; or (v) Customer makes an assignment for the benefit of its creditors. In the event this Agreement is terminated for any reason, the balance of the purchase price and all associated costs and charges required to be paid by Customer under this Agreement including, without limitation, an amount equal to the profit Company would have received had the work been completed, shall be immediately due and payable by Customer.
11. **LOCATION ENVIRONMENT.** Customer will prepare and maintain the location in conformance with Company's site specifications as defined in the appropriate site preparation document. Customer shall furnish Company with surveys describing the physical characteristics, legal limitations and utility locations for the location.
12. **FORCE MAJEURE.** Company shall be relieved of liability for failure to perform, or for delay in performing, any of its obligations under this Agreement during any period in which such performance becomes impossible or impractical for any reason beyond the reasonable control of Company, including, without limitation, inclement weather, due to war, civil disturbance, act of government, shortage of or inability to receive supplies, labor disturbance, act of God, damage to plant, equipment or facilities or delays in transportation, or Customer's denial to Company of full access to the Equipment or System.

**KEYSTONE FIRE PROTECTION COMPANY  
INSTALLATION OF EQUIPMENT - TERMS AND CONDITIONS**

**13. LIMITATION OF LIABILITY.**

a. Company shall have no liability for indirect, incidental, exemplary, consequential, punitive, or special damages, including without limitation lost profits, loss of income, or loss of goodwill, arising out of this Agreement or the use or possession of the Equipment or System(s), however caused and under any theory of liability (including without limitation negligence), whether based in contract, tort, or any other cause of action, even if Company has been advised of the possibility of such damages.

b. Company's total liability to Customer for any breach by Company under this Agreement or any claim of Customer against Company related to this Agreement, directly or indirectly, is limited to the lesser of a refund of the fees paid by Customer under this Agreement (not to exceed one year's fees paid under this Agreement) or the actual direct damage suffered by Customer.

**14. LIMITED WARRANTY; DISCLAIMER OF WARRANTIES.**

a. Company warrants that all Services and Installation of the Equipment and/or System will be performed in a workmanlike manner and in compliance with applicable laws and regulations.

b. Except as expressly stated in this Agreement, Company makes no warranty, express or implied, regarding the Services to be provided by Company, the Equipment, or the System(s), including, without limitation, the implied warranties of merchantability, fitness for a particular purpose, title, and non-infringement, and Customer expressly waives all such warranties.

**15. BREACH BY COMPANY.** Customer expressly agrees that no action at law or in equity shall be maintained by Customer against Company for Company's alleged breach of this Agreement or violation of any federal or state law now in effect or enacted in the future with respect to any obligation or duty incurred under this Agreement by Company unless Customer notifies Company in writing at the address specified in this Agreement within ten (10) days from date of such alleged breach or violation, and provided Company does not remedy or correct the breach or violation within sixty (60) days from the receipt of such notice.

**16. TIME LIMITATION.** All claims, actions or proceedings, legal or equitable, against Company must be commenced in court within one (1) year after the cause of action has accrued, without judicial extension of time, or such claim, action or proceeding is barred, time being of the essence of this Section 16.

**17. INDEMNIFICATION.** Customer assumes financial and legal responsibility for damage or injury (including without limitation death) to all persons, and property damage or loss of use thereof, caused by, resulting from, or arising out of any negligence caused by or contributed to by Customer, its agents, servants, or employees. Customer shall, at its cost, indemnify and, at Company's option, defend, Company, its officers, directors, employees, agents, and contractors (collectively, the "Company Indemnified Parties") from and against any claims, demands, causes of action, proceedings, assessments, damages, liabilities, settlements, judgments, fines, penalties, interest, costs, and expenses (including without limitation reasonable attorneys' fees, professionals' fees, and court costs), that any Company Indemnified Party may incur arising from or relating to: (a) Customer's breach of this Agreement; (b) any negligence or other tortious conduct by Customer or any of its agents, servants, or employees; and (c) any violation of any applicable law, rule, regulation, or order by Customer or any of its agents, employees, or servants. This Section 17 shall continue in effect notwithstanding any payment in full by Customer for the System and Equipment. Customer further understands that Company is relying upon this limitation in determining the cost of the System and Equipment.

**18. WAIVER OF SUBROGATION.** Each party waives rights of subrogation against the other party to the extent of their respective first party insurance coverage, for any and all losses suffered by either party, whether or not caused by the negligence of the Customer or the Company or those for whom they are responsible; provided that this release shall be in force and effect only with respect to loss or damage occurring during the time each party's insurance policies contain a clause to the effect that this release shall not affect such policies or the right of the insured to recover. Each party agrees that its first party insurance policies will contain a clause so long as the same is obtainable without extra costs, or if extra cost is chargeable, so long as the other party pays such extra cost.

**19. REMEDIES CUMULATIVE.** The remedies provided in this Agreement in favor of Company upon a breach of this Agreement by Customer shall not be deemed to be exclusive, but shall be cumulative and in addition to all other remedies in Company's favor existing at law or in equity. Company may exercise all remedies, whether or not expressed, successively or concurrently, and any such action shall not operate to release Customer until the full amount of all sums due and to become due under this Agreement have been paid.

**20. SEVERABILITY.** If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable or invalid such provision shall be modified to the extent necessary to eliminate such invalidity or unenforceability and any remaining unenforceability or invalidity shall have no effect on any of the other terms of the Agreement, which shall remain in full force and effect in accordance with its terms.

**21. HAZARD TO PERSONNEL.** Customer represents and warrants that, except as otherwise disclosed to Company in writing, in the areas where Company will install the System there are no: (i) materials or substances classified as toxic or hazardous on or in the walls, floors, ceilings, or other structural members, or otherwise stored in the work area; (ii) situations requiring special precautions; (iii) equipment required by federal, state, or local health or safety regulations; or (iv) unsafe working conditions.

**22. INSURANCE.** Customer represents and warrants to Company that it has adequate liability insurance coverage to cover the work to be performed under the Agreement and shall provide Company with evidence of such insurance upon request of Company.

**23. HEADINGS.** Section headings shall have no effect on the meaning of this Agreement, and are included only for convenience of reference.

**24. TOOLS.** Any special equipment, tools, dies, fixtures, or jigs produced or acquired by Company for the manufacture or installation of articles under this Agreement shall remain the property of the Company.

**25. USE OF DESIGNS AND DATA.** Any knowledge or information, including drawings and data, which Company shall have disclosed or may hereafter disclose to Customer, incident to installation of the System, shall be deemed to be Company's confidential and proprietary information and Customer shall take any and all steps as are reasonable to protect the confidentiality of such information and shall not disclose to any other person, or use, such information. Company does not grant to Customer any reproduction rights or any rights to use such information.

**26. ELECTRIC POWER CONNECTION.** When electric is required for System operation, Customer will provide a separately fused (120 VAC, 60 Hz, 20 Amp) primary power with ground within 6 feet of control panel location. To assure uninterrupted service, this power should come from the main electric distribution center.

**KEYSTONE FIRE PROTECTION COMPANY  
INSTALLATION OF EQUIPMENT - TERMS AND CONDITIONS**

**27. SERVICES NOT INCLUDED.**

- a. When a labor price is submitted, it is based on all work being performed during a five (5) day, forty (40) hour work week. If overtime or premium time is performed, an additional charge will be made to the Customer. Normal work weeks are 8 a.m. to 4:30 p.m., Monday through Friday, except holidays.
- b. Unless otherwise specifically provided in this Agreement, Customer shall be responsible for and agrees to perform all necessary patching of masonry work, painting, carpentry work and the like.
- c. Customer shall provide wiring, conduit and labor to connect the provided pressure switches to equipment to be turned on or off such as alarms, motors, conveyors, fans or cooking equipment.
- d. Customer shall provide necessary hardware and linkage to permit automatic closing of doors, windows, duct dampers, etc, upon actuation of any provided pressure release trip device. Unless specifically indicated in this Agreement, services do not include costs for any discharge or concentration tests required by approval authorities.
- e. No provision to exhaust any discharged agent is included in this Agreement.
- f. Should an employee of Company be required to attend a "right to know" session at Customer's location, a surcharge will be added to the final invoice.

**28. MISCELLANEOUS.**

- a. Entire Agreement; Modifications. This Agreement (including the Proposal) constitutes the entire agreement between the parties regarding the subject matter of this Agreement and supersedes any prior or contemporaneous agreement, understanding, or order between the parties regarding the subject matter of this Agreement. Should the terms and conditions of any purchase order of Customer issued in connection with this Agreement conflict with or add to any provisions of this Agreement, such new terms or different terms are expressly rejected by Company unless otherwise stated in writing by an authorized representative of Company and shall be of no force or effect. No modification of this Agreement shall be binding unless made in writing and signed by both parties.
- b. Waiver. No claim or right arising out of this Agreement may be discharged in whole or in part by a waiver of the claim or right unless the waiver is in writing and signed by the waiving party. The waiver or acceptance of any breach by either party of any provision of this Agreement shall not constitute a waiver of or excuse for non-performance as to any other provision of this Agreement, nor as to any prior or subsequent breach of the same provision.
- c. Governing Law. This Agreement is made and entered into in the Commonwealth of Pennsylvania and shall be in all respects governed by and construed in accordance with the laws of the United States and the Commonwealth of Pennsylvania as if entirely performed in Pennsylvania and without regard to any conflict of law rules and without regard to any rules of construction or interpretation relating to which party drafted this Agreement. Nothing in this Agreement is intended to supersede, conflict with, or alter Company's rights and Customer's obligations under the Pennsylvania Contractor and Subcontractor Payment Act.
- d. Jurisdiction. Customer consents to the exclusive jurisdiction and venue of the Montgomery County Court of Common Pleas of the Commonwealth of Pennsylvania or the United States District Court for the Eastern District of Pennsylvania with respect to the enforcement of this Agreement, the collection of any amounts due under this Agreement, or any disputes arising under this Agreement. Customer agrees that effective service of process may be made upon Customer by U.S. mail under the notice provision contained in Section 28.e.
- e. Notices. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to be sufficiently delivered if sent by: (i) hand delivery; (ii) nationally recognized overnight carrier; or (iii) first class mail, to Company at Keystone Fire Protection Co., 433 Industrial Drive, North Wales, PA 19454, Attn: President, and to Customer at the address stated on the first page of this Agreement. Such notice shall be effective on the earlier of actual receipt, refusal by the recipient, or three (3) days after sending. Any party may change the address to which communications are sent by delivering notice of such change to the other party in accordance with this Section 28.e.
- f. Assignment; Binding Effect. This Agreement may not be assigned by Customer, either directly or indirectly (including, without limitation, by merger or sale of capital stock or assets), without the prior written consent of Company, which consent may be withheld by Company, in its sole discretion. This Agreement shall inure to the benefit of and shall be binding upon Company's and Customer's respective successors and permitted assigns.
- g. No Set-Off. Customer has no right to set off against amounts due to Company, and in the event Customer exercises a set off it shall constitute a Default and entitle Company to all of its rights and remedies under this Agreement, including, without limitation, the right to recover interest and attorneys' fees.
- h. Waiver of Jury Trial. *The parties expressly waive the right to a trial by jury in any action or proceeding brought relating to this Agreement. The parties prefer that such a dispute be determined by a judge.*
- i. Attorneys' Fees. Customer shall pay Company's costs, attorneys' fees, and professionals' fees in the event of a dispute between Customer and Company regarding the interpretation or enforcement of this Agreement that results in litigation, in which Company is the prevailing party. Company's right to the foregoing shall not merge with but shall survive the entry of judgment, and shall extend to appeals and collection.
- j. Commercial Transaction. The parties acknowledge and agree that this Agreement is a commercial transaction and not for personal, family, or household use.
- k. Compliance with Laws. Customer shall comply with all applicable federal, state, and local laws, rules, and ordinances.
- l. Survival. All provisions of this Agreement that, by their terms, should survive termination or expiration of this Agreement shall survive such termination or

**END OF SECTION**



433 Industrial Drive  
 North Wales, PA 19454  
 P (215) 641-0100  
 F (215) 641-9638  
 www.keystonofire.com



## LIFE-SAFETY SYSTEM SERVICE AGREEMENT

This Life Safety System Service Agreement is entered into by and between Keystone Fire Protection Co. (hereinafter referred to as "Company") and the Customer whose name and address are set forth below (hereinafter referred to as "Customer"). The Life Safety System Service Agreement, the attached Exhibit(s) and the Service Agreement Standard Terms and Conditions attached hereto are collectively referred to as the "Agreement". Company agrees to provide inspection and maintenance services to Customer in accordance with this Agreement.

<b>CUSTOMER:</b>	<b>SERVICE SITE INFO:</b>	<b>PROPOSAL DATE:</b>	<b>4/16/2020</b>
<b>East Stroudsburg SD</b>	<b>J M Hill</b>	<b>LIFE SAFETY ADVISOR:</b>	<b>190</b>
<b>50 Vine Street</b>	<b>151 E Broad Street</b>	<b>PROPOSAL NO:</b>	<b>19-2400</b>
<b>East Stroudsburg, PA</b>	<b>East Stroudsburg, PA</b>	<b>AGREEMENT EFFECTIVE</b>	
<b>18301</b>	<b>18301</b>	<b>FROM:</b>	<b>5/1/2020</b>
<b>ATTN: William Gouger</b>	<input type="checkbox"/>	<b>TO:</b>	<b>5/1/2023</b>
<b>PHONE: (570) 424-8500</b>			
<b>CELL: (570) 656-4288</b>			

### SERVICES PROVIDED UNDER THIS AGREEMENT:

For specific information on the equipment and systems covered under this Agreement, please refer to the "List of Systems to be Serviced". In many cases, the systems listed below require different intervals of test and inspection. Please refer to the specified "Exhibit" for each system marked with a "✓" below for information on testing intervals, scope of inspection work, and value-added optional services.

System Type	Quantity	Annual Fee	
Building Fire Alarm System(s)			
Central Station Monitoring Service	(1) ✓	\$590.00	(See Exhibit M - Subscriber Monitoring Agreement)
Clean Agent Extinguishing System(s)			
Automatic Fire Damper(s)			
Pre-Action/Deluge/Foam System(s)			
Restaurant Suppression System(s)			
Industrial Dry Chemical System(s)			
Emergency Lighting & Exit Sign(s)			
Hand Portable Fire Extinguisher(s)			
Wet Sprinkler System(s)			
Dry Sprinkler System(s)			
Wet & Dry Standpipe System(s)			
Fire Pump Annual Testing			
Fire Pump Churn Testing			
Backflow Prevention Device(s)			
Yard Hydrant System(s)			
Fire Hose Inspection			
<b>Annual Investment</b>		<u>\$590.00</u>	(Tax Exempt - NOTE: Customer must provide Company with valid exemption certificate to avoid being charged tax.)
<b>Plus Applicable Tax</b>		<u>\$0.00</u>	

**ANNUAL INVESTMENT:** **\$590.00** This proposal valid for **30 days** from date above.

Company proposes to bill Customer annually on a schedule in advance of services performed.

Annual investment above includes the cost to perform the inspection(s), only, and any "Additional Required" and/or "Value-Added" Services listed below, marked as "Included". Unless otherwise noted, all replacement parts, repairs, emergency service calls, recharges, or other changes in work scope, will result in charges over and above the stated inspection price. Customer selected optional services such as "Parts Protection Plus" will be billed at the commencement of this agreement and at each successive renewal period.

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**SERVICE RESPONSE:**

**Emergency Service Calls:**

Our initial response to you will be provided within (4) hour(s) of receipt of your call. Company personnel will assess the situation by phone and will determine the required next course of action with you or a designated member of your staff.

**On-Site Response Time:**

Service personnel will arrive at your facility within (24) hour(s) of your phoned request, if it is determined that a site service visit is required. Please advise your Life Safety Specialist if a higher priority on-site response is required.

**SERVICE LABOR RATES:**

While our inspection and testing services are designed to reduce the need for emergency service visits, should you require a technician to respond to your site, we are available 24 hours a day, 7 days a week, 52 weeks per year. The following is a description of our labor charges for normal business hours, and our policy regarding overtime and holidays.

**Standard Travel and Labor Rates:**

		Standard	Agreement
<b>Normal Business Hours - 8:00 AM to 4:30 PM, Monday through Friday</b>		<u>Rates</u>	<u>Rates</u>
Extinguisher, Restaurant, or Shop Labor	(Per Hour)	\$125.00	\$104.00
Sprinkler, Alarm or Suppression Labor	(Per Hour)	\$151.00	\$126.00
Network Alarm & Security Labor	(Per Hour)	\$178.00	\$148.00
<b>2 Hour Minimum Billing</b>			
<b>Overtime Hours - After 4:30 PM Monday through Friday &amp; all day Saturday</b>			
Extinguisher, Restaurant, or Shop Labor	(Per Hour)	\$157.00	\$131.00
Sprinkler, Alarm or Suppression Labor	(Per Hour)	\$191.00	\$159.00
Network Alarm & Security Labor	(Per Hour)	\$223.00	\$186.00
<b>4 Hour Minimum Billing</b>			
<b>Sunday &amp; Holiday Hours - All day Sunday &amp; Holidays **</b>			
Extinguisher, Restaurant, or Shop Labor	(Per Hour)	\$181.00	\$151.00
Sprinkler, Alarm or Suppression Labor	(Per Hour)	\$220.00	\$183.00
Network Alarm & Security Labor	(Per Hour)	\$258.00	\$215.00
<b>4 Hour Minimum Billing</b>			

**All Service Calls are Subject to:**

- Minimum Hourly Billing as noted above
- Billing in half-hour increments (after time exceeds minimum billing)
- Plus Travel Time, portal to portal
- Invoices due and payable: **NET 20 DAYS**

**Service Replacement Parts:**

All replacement parts deemed necessary to maintain listed systems in an operable state will be itemized and billed as an extra at the Manufacturer's suggested list price.

*\*\*New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve, and Christmas Day (should any of these days fall on a Saturday, holiday will be observed on the previous Friday; should any of these days fall on a Sunday, holiday will be observed the following Monday).*

**ACCEPTANCE OF AGREEMENT:**

This Agreement has been read, understood and hereby accepted. By the signature below and your initials on the subsequent pages, you are hereby authorizing Company to perform the work as specified. Payment will be made as outlined above:

KEYSTONE FIRE PROTECTION COMPANY

CUSTOMER

Joseph Martino  
Signature

Joseph Martino  
Printed Name

Life Safety Advisor  
Title

4/16/2020  
Date

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

**ADDITIONAL REQUIRED SERVICES:**

In addition to the above-described services to be performed, your life safety systems may require one or more of the following additional tests or services to be conducted during the coverage period of this agreement. These services are typically preventative maintenances and/or invasive tests, done on less frequent intervals, to further ensure the functional effectiveness of your system(s). Where noted, these services are required by code and must be performed at the appropriate intervals to certify your system(s). Please take a moment to review the *Glossary of Services* sheet which describes the benefits of these required services. Unless indicated otherwise below, these services will only be quoted on a **Time & Material (T&M)** basis, at the contracted labor rates in effect at the time of the testing. Tests and services which do not pertain to your life safety systems will be marked with an "N/A" indicating that they are not applicable.

<input checked="" type="checkbox"/>	Smoke Detector Sensitivity Testing - required by NFPA Pamphlet 72 (bi-annually)	<input type="checkbox"/>	Included
<input type="checkbox"/>	Decibel (dB) Testing of Fire Alarms - required by City of Philadelphia Fire Code	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Room Integrity Door Fan Testing - recommended by NFPA 2001 & 12A (annually)	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Monthly Extinguisher Inspections - required by NFPA Pamphlet 10 (monthly)	Per month:	<input type="checkbox"/> N/A
<input type="checkbox"/>	Pipe Obstruction Investigation - required by NFPA Pamphlet 25 (5 year intervals)	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Sprinkler Gauge Replacement - required by NFPA Pamphlet 25 (5 year intervals)	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Antifreeze Solution Testing - required by NFPA Pamphlet 25 (annually)	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Fire Department Connection Backflush - required by City of Phila. (5 year intervals)	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Standpipe & Hose Connection Flow Test - required by City of Phila. (5 year intervals)	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Standpipe & Hose Connection Hydro Test - required by City of Phila. (5 year intervals)	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Alarm Valve Internal Inspection - required by City of Phila. (5 year intervals)	<input type="checkbox"/>	N/A

**VALUE-ADDED (OPTIONAL) SERVICES:**

Keystone is also proud to offer the following value-added services which will enhance your overall service experience with us. Please take a moment to review the *Glossary of Services* sheet which describes the benefits of these money-saving services. Those services which do not pertain to your life safety systems will be marked with an "N/A" indicating that they are not applicable.

<input type="checkbox"/>	<b>Rapid Repair™</b> Same-Day Deficiency Correction Program		
<input type="checkbox"/>	<b>Parts Protection Plus™</b> Covering: Alarm _____ Suppression _____ Pre-Action _____		<input type="checkbox"/> N/A
<input checked="" type="checkbox"/>	Smoke Detector Cleaning		<input type="checkbox"/> Included
<input type="checkbox"/>	After Hours Testing of Audible Alarm Devices		<input type="checkbox"/> N/A
<input type="checkbox"/>	Central Station Monitoring - One-Time Equipment Set-Up Investment		<input type="checkbox"/> \$ -
<input type="checkbox"/>	<b>Nozzle Plan Plus™</b> Nozzle & Blow-Off Cap Replacement Coverage for Restaurant Systems		<input type="checkbox"/> N/A
<input type="checkbox"/>	<b>xTEND-GUISHER™</b> - All-Inclusive Fire Extinguisher Maintenance Plan		<input type="checkbox"/> N/A
<input type="checkbox"/>	<b>ePlace™</b> - Extinguisher and Field Device Placement Reporting		<input type="checkbox"/> N/A
<input type="checkbox"/>	Employee Fire Extinguisher Training - Classroom Only (2 Hr. Minimum)	Per Class:	<input type="checkbox"/> \$ 400.00
<input type="checkbox"/>	Live Hands-On Fire Extinguisher Training - (Plus Cost of Classroom Training)	Per Group:	<input type="checkbox"/> \$ 750.00

Place an "X" in the box to the left of each service that you wish to select. Keystone will only provide those services which have been selected by you and authorized with a signature at the bottom of this page.

**ACCEPTANCE OF ADDITIONAL & OPTIONAL SERVICES:**

I authorize Keystone Fire Protection Co. to add the services marked above with an "X" to my *Annual Investment* from Page 1:

CUSTOMER

Signature \_\_\_\_\_

Title \_\_\_\_\_

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

Date \_\_\_\_\_

1. **AGREEMENT.** This Agreement shall become effective (the "Effective Date") upon the later of (i) execution by the customer identified on the first page of this Agreement ("Customer") and (ii) acceptance and execution of this Agreement by a duly authorized representative of Keystone Fire Protection Co. ("Company").
2. **SALE OF MAINTENANCE AND SERVICE.** Company shall sell to Customer and Customer shall purchase from Company the maintenance and services ("Services") identified in this Agreement to be performed on Customer's equipment ("Equipment") or fire system ("System"). Customer may order additions, deletions, revisions or other changes in the Services within the general scope of this Agreement provided that if such changes affect the cost of the work to be performed, or the time required for completion of the work to be performed, as determined in the reasonable discretion of the Company, the Agreement, deadlines and the amount to be paid to Company shall be adjusted in the sole discretion of the Company. Company shall be under no obligation to perform the additions, deletions, revisions or other changes in the work requested by Customer in the absence of a written amendment to this Agreement that complies with Section 21.A of this Agreement.
3. **SCOPE OF INSPECTION:** The inspection and testing services provided by this Agreement are designed to determine the functionality of the inspected systems at the time of the inspection/test. The inspection and testing provided under this Agreement does not include: maintenance, repairs, alterations, or replacement of parts or any other field adjustments. COMPANY may choose to offer such services at an additional charge, but is not obligated under this Agreement to do so. The inspections and testing provided under this Agreement are NOT a system survey or engineering analysis of the system, its installation and/or its design. Inspection and testing services under this Agreement are not intended to reveal design or installation flaws or code compliance violations.  
Any observations itemized on any inspection and/or testing report do not constitute an engineering review of the fire protection/suppression system installed in your facility. To the extent such are itemized, they were noticed while conducting an inspection and test of your fire protection system in accordance with applicable NFPA Inspection and Testing Guidelines; however, such items are not part of the NFPA required inspection and test. COMPANY makes no guarantee or assurance that all defects or deficiencies in the systems have been itemized.  
The scope of work under this Agreement is limited to the provision of inspection and testing services. COMPANY is not required to move personal property, equipment, walls, and ceilings or like materials which may impede access or limit visibility. Areas that are concealed are excluded from the inspection. Company does not warrant that the equipment or systems inspected/tested will meet or comply with the requirements of any fire or life safety code, or regulation of any state, municipality or other jurisdiction of CUSTOMER's particular location.
4. **PURCHASE PRICE AND PAYMENT.** Customer shall pay Company in accordance with the terms set forth in this Agreement or as otherwise set forth on Company's invoice. Company's prices are exclusive of insurance, shipping, handling, and taxes with respect to the purchase of any Services, Equipment, or System. All charges shall be paid NET the number of days from the date of invoice, as set forth on the second page of this agreement. If Customer fails to make any payments when due, a finance charge of 1.5% per annum will accrue from the due date until paid. If Company retains a collection agency, legal counsel, or incurs any out-of-pocket costs to collect overdue payments, all such collection costs (including without limitation attorneys' fees) shall be paid by Customer. Company shall not be obligated to extend credit or financing terms to Customer. The Company reserves the right to rescind credit terms for non-timely payment; Customer would be required to maintain a valid credit card on file. Customer acknowledges that, other than Company's completion of the Services, payment to Company is not contingent on any occurrence, matter or event, including, without limitation, Customer's receipt of payment from any third party such as an owner or insurance company.
5. **LIMITATIONS OF SERVICE.**  
**Deficiency Correction.** Customer agrees that any Equipment or System out of warranty prior to the start of this Agreement shall be inspected by a Company Field Service Technician. If Company discovers any deficiencies, Company shall submit repair charges to Customer in writing at the then-prevailing Company prices and hourly rates. Should Customer decline such repair charges, Company may eliminate the deficient Equipment or System from coverage under this Agreement and adjust the price accordingly.  
**Abnormal Use.** Service under this Agreement does not include repairs or servicing made necessary by or arising out of:
  - i) any causes other than normal use of the Equipment or System, as determined in the sole discretion of Company including, without limitation: (a) the fault or negligence of Customer or any third party; (b) operation of the Equipment or System not in accordance with Company's or the manufacturer's specifications (including, without limitation, failure to provide a suitable installation and operation environment); or (c) use of the Equipment or System for purposes other than those for which it is designed;
  - ii) any causes external to the Equipment or System including without limitation: (a) failure or fluctuation of electrical power; (b) use of non-Company approved or recommended suppliers or attachments; (c) moving the Equipment or System; or (d) the occurrence of any events set forth in Section 10;
  - iii) repair, servicing or alterations to the Equipment or System by anyone other than an authorized Company service representative or without the written consent of Company; or representative or without the written consent of Company;
  - iv) alteration or relocation of Equipment or System and/or topographical changes to the area protected by the Equipment or System.
6. **WORK OF OTHERS.** Company makes no warranty as to the quality of work performed by others or the functionality and design of the originally installed/modified fire sprinkler/suppression or alarm system(s). Company makes no warranties, express or implied, regarding the adequacy, performance or condition of any fire protection/suppression or notification equipment. Company cannot and does not guarantee that loss or damage will not occur.
7. **CUSTOMER RESPONSIBILITIES.**  
**Site Environment.** The Equipment and System are designed to operate within certain power, temperature, and humidity ranges as specified in the appropriate operating manual for the Equipment and System. Customer shall prepare and maintain the site in conformity with such specifications. Customer assumes all responsibility for any Equipment or System malfunction that occurs as a result of operation outside of such specifications, including without limitation the cost of repairing or replacing the malfunctioning Equipment or System.  
**Access.** Customer shall provide Company with access to the Equipment and System and adequate working space and facilities within a reasonable distance of the Equipment and System. Company will be free to start and stop all primary equipment incidental to the operation of the Equipment and System.  
**Operating Procedures.** Customer will follow routine operating procedures as specified in the operating manuals for the Equipment and System.  
**Customer Representative.** A representative of Customer shall be present at the site at all times Services are being performed by Company. Unless otherwise agreed to, Company personnel will not enter or remain at the site in the absence of a Customer representative.
8. **TERM; TERMINATION.** The initial term (the "Initial Term") of this Agreement shall be for a one (1) year period commencing on the Effective Date. This Agreement shall automatically renew for successive one (1) year periods (each a "Renewal Term"; the Initial Term and all Renewal Terms are collectively the "Term") until terminated in writing as provided in this Agreement. Each Renewal Term shall be subject to the terms and conditions of this Agreement, except that the service fee due to Company for each Renewal Term shall be at the rate then charged by Company for similar inspection services. Either party may terminate this Agreement by giving the other party written notice of termination at least thirty (30) days prior to the end of the then-current Initial Term or Renewal Term, as applicable, unless earlier terminated by Company in accordance with Section 8.
9. **DEFAULT.** Any one or more of the following shall constitute a default by Customer under this Agreement (each, a "Default"): (i) Customer is delinquent in payment of any sums due under this Agreement; (ii) Customer fails to comply with any term or provision of this Agreement; (iii) Customer files a petition in bankruptcy or Customer has a bankruptcy petition filed against it; (iv) Customer is unable to pay its debts as they mature, as determined by Company in its sole discretion; or (v) Customer makes an assignment for the benefit of its creditors.

- 10. REMEDIES.** In the event of a Default, Company may exercise any one or more of the following remedies, in any combination:
- Discontinuance of Service.** Company, at its option, may immediately terminate this Agreement or refuse to continue to service this Equipment or System or may elect to furnish service on another basis, including, without limitation, on a C.O.D. "Per Call" basis.
- Acceleration.** Company may accelerate all amounts due under this Agreement for the then-current Initial Term or Renewal Term of this Agreement, as applicable (including any Renewal Term). The parties agree that such acceleration is not a penalty, but is in the nature of liquidated damages because the parties agree Company's actual damages would be impossible to determine.
- 9. TAXES.** Except as set forth on the first page of this Agreement, the fees paid under this Agreement do not include any applicable taxes and Customer shall pay all federal, state and local sales, use, property, excise or other taxes imposed on or with respect to the Services. If Customer is tax-exempt, then prior to executing this Agreement, Customer will provide Company with a valid and correct tax exemption certificate. Failure to provide a tax exemption certificate in a timely fashion may result in Customer losing the advantages of tax exemption with regard to the transactions contemplated by this Agreement.
- 10. FORCE MAJEURE.** Company will be excused from any delay or failure to perform under this Agreement due, in whole or in part, directly or indirectly, to any cause beyond Company's reasonable control, including without limitation labor difficulties, fire, casualty or accidents, acts of God, civil disorder, transportation difficulties, shortage of fuel, labor or materials, governmental acts or restrictions, or Customer's denial to Company of full access to the Equipment or System.
- 11. LIMITATION OF LIABILITY.**
- A. Company shall have no liability for indirect, incidental, exemplary, consequential, punitive, or special damages, including without limitation lost profits, loss of income, or loss of goodwill, arising out of this Agreement or the use or possession of the Equipment or System(s), however caused and under any theory of liability (including without limitation negligence), whether based in contract, tort, or any other cause of action, even if Company has been advised of the possibility of such damages.**
- B. Company's total liability to Customer for any breach by Company under this Agreement or any claim of Customer against Company related to this Agreement, directly or indirectly, is limited to the lesser of a refund of the fees paid by Customer under this Agreement (not to exceed one year's fees paid under this Agreement) or the actual direct damage suffered by Customer.**
- 12. LIMITED WARRANTY; DISCLAIMER OF WARRANTIES.**
- A. Company warrants that all Services will be performed in a workmanlike manner and in compliance with applicable laws and regulations.**
- B. Except as expressly stated in this Agreement, Company makes no warranty, express or implied, regarding the Services to be provided by Company, the Equipment, or the System(s), including, without limitation, the implied warranties of merchantability, fitness for a particular purpose, title, and non-infringement, and Customer expressly waives all such warranties.**
- 13. BREACH BY COMPANY.** Customer expressly agrees that no action at law or in equity shall be maintained by Customer against Company for Company's alleged breach of this Agreement or violation of any federal or state law now in effect or enacted in the future with respect to any obligation or duty incurred under this Agreement by Company unless Customer notifies Company in writing at the address specified in this Agreement within ten (10) days from date of such alleged breach or violation, and provided Company does not remedy or correct the breach or violation within sixty (60) days from the receipt of such notice.
- 14. TIME LIMITATION.** All claims, actions or proceedings, legal or equitable, against Company must be commenced in court within one (1) year after the cause of action has accrued, without judicial extension of time, or such claim, action or proceeding is barred, time being of the essence of this Section 14.
- 15. INDEMNIFICATION.** Customer assumes financial and legal responsibility for damage or injury (including without limitation death) to all persons, and property damage or loss of use thereof, caused by, resulting from, or arising out of any negligence caused by or contributed to by Customer, its agents, servants, or employees. Customer shall, at its cost, indemnify and, at Company's option, defend, Company, its officers, directors, employees, agents, and contractors (collectively, the "Company Indemnified Parties") from and against any claims, demands, causes of action, proceedings, assessments, damages, liabilities, settlements, judgments, fines, penalties, interest, costs, and expenses (including without limitation reasonable attorneys' fees, professionals' fees, and court costs), that any Company Indemnified Party may incur arising from or relating to: (a) Customer's breach of this Agreement; (b) any negligence or other tortious conduct by Customer or any of its agents, servants, or employees; and (c) any violation of any applicable law, rule, regulation, or order by Customer or any of its agents, employees, or servants. This Section 15 shall continue in effect notwithstanding any payment in full by Customer for the Services. Customer further understands that Company is relying upon this limitation in determining the cost of the Services.
- 16. WAIVER OF SUBROGATION.** Customer agrees to waive all rights of subrogation as allowed by governing insurance policies. Customer understands and agrees that Company does not assume risk or liability for loss due to fire or damages to the premises referred to herein, property or equipment, or personal injury due to either the operation or non-operation of the Equipment and/or System. Customer further understands that Company is relying upon this waiver in determining the cost of services provided to Customer.
- 17. REMEDIES CUMULATIVE.** The remedies provided in this Agreement in favor of Company upon a breach of this Agreement by Customer shall not be deemed to be exclusive, but shall be cumulative and in addition to all other remedies in Company's favor existing at law or in equity. Company may exercise all remedies, whether or not expressed, successively or concurrently, and any such action shall not operate to release Customer until the full amount of all sums due and to become due under this Agreement have been paid.
- 18. SEVERABILITY.** If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable or invalid such provision shall be modified to the extent necessary to eliminate such invalidity or unenforceability and any remaining unenforceability or invalidity shall have no effect on any of the other terms of the Agreement, which shall remain in full force and effect in accordance with its terms.
- 19. HAZARD TO PERSONNEL.**
- Customer represents and warrants that, except as otherwise disclosed to Company in writing, in the areas where Company will perform Services there are no: (i) materials or substances classified as toxic or hazardous on or in the walls, floors, ceilings, or other structural members, or otherwise stored in the work area; (ii) situations requiring special precautions; (iii) equipment required by federal, state, or local health or safety regulations; or (iv) unsafe working conditions.
- 20. RECORDS.** The Company has a document destruction policy in effect for all of its customers which will lead to the destruction of this Agreement and any and all related materials, documents, plans or correspondence, in paper or electronic form (collectively, the "Records"). Notwithstanding the foregoing, Customer may, within twelve (12) months following the expiration or termination of this Agreement, provide written notice to the Company requesting the Company to send the Records to Customer at Customer's sole cost and expense. If Customer does not so request the Records from the Company within twelve (12) months following the expiration or termination of this Agreement, the Company shall have no further obligation to produce or maintain the Records.
- 21. MISCELLANEOUS**
- A. Entire Agreement; Modifications.** This Agreement constitutes the entire agreement between the parties regarding the subject matter of this Agreement and supersedes any prior or contemporaneous agreement, understanding, or order between the parties regarding the subject matter of this Agreement. Should the terms and conditions of any purchase order of Customer issued in connection with this Agreement conflict with or add to any provisions of this Agreement, such new terms or different terms are expressly rejected by Company unless otherwise stated in writing by an authorized representative of Company and shall be of no force or effect. No modification of this Agreement shall be binding unless made in writing and signed by both parties.

**KEYSTONE FIRE PROTECTION CO.**  
**SERVICE AGREEMENT STANDARD TERMS AND CONDITIONS**

East Stroudsburg SD  
19-2400

- B. **Waiver.** No claim or right arising out of this Agreement may be discharged in whole or in part by a waiver of the claim or right unless the waiver is in writing and signed by the waiving party. The waiver or acceptance of any breach by either party of any provision of this Agreement shall not constitute a waiver of or excuse for non-performance as to any other provision of this Agreement, nor as to any prior or subsequent breach of the same provision.
- C. **Governing Law.** This Agreement is made and entered into in the Commonwealth of Pennsylvania and shall be in all respects governed by and construed in accordance with the laws of the United States and the Commonwealth of Pennsylvania as if entirely performed in Pennsylvania and without regard to any conflict of law rules and without regard to any rules of construction or interpretation relating to which party drafted this Agreement. Nothing in this Agreement is intended to supersede, conflict with, or alter Company's rights and Customer's obligations under the Pennsylvania Contractor and Subcontractor Payment Act.
- D. **Jurisdiction.** Customer consents to the exclusive jurisdiction and venue of the Montgomery County Court of Common Pleas of the Commonwealth of Pennsylvania or the United States District Court for the Eastern District of Pennsylvania with respect to the enforcement of this Agreement, the collection of any amounts due under this Agreement, or any disputes arising under this Agreement. Customer agrees that effective service of process may be made upon Customer by U.S. mail under the notice provision contained in Section 21.E.
- E. **Notices.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to be sufficiently delivered if sent by: (i) hand delivery; (ii) nationally recognized overnight carrier; or (iii) first class mail, to Company at Keystone Fire Protection Co., 433 Industrial Drive, North Wales, PA 19454, Attn: President, and to Customer at the address stated on the first page of this Agreement. Such notice shall be effective on the earlier of actual receipt, refusal by the recipient, or three (3) days after sending. Any party may change the address to which communications are sent by delivering notice of such change to the other party in accordance with this Section 21.E.
- F. **Assignment.** This Agreement may not be assigned by Customer, either directly or indirectly (including, without limitation, by merger or sale of capital stock or assets), without the prior written consent of Company, which consent may be withheld by Company, in its sole discretion. This Agreement shall inure to the benefit of and shall be binding upon Company's and Customer's respective successors and permitted assigns.
- G. **Waiver of Jury Trial.** The parties expressly waive the right to a trial by jury in any action or proceeding brought relating to this Agreement. The parties prefer that such a dispute be determined by a judge.
- H. **No Set-Off.** Customer has no right to set off against amounts due to Company, and in the event Customer exercises a set off it shall constitute a Default and entitle Company to all of its rights and remedies under this Agreement, including, without limitation, the right to recover interest and attorneys' fees.
- I. **Attorneys' Fees.** Customer shall pay Company's costs, attorneys' fees, and professionals' fees in the event of a dispute between Customer and Company regarding the interpretation or enforcement of this Agreement that results in litigation, in which Company is the prevailing party. Company's right to the foregoing shall not merge with but shall survive the entry of judgment, and shall extend to appeals and collection.
- J. **Commercial Transaction.** The parties acknowledge and agree that this Agreement is a commercial transaction and not for personal, family, or household use.
- K. **Compliance with Laws.** Customer shall comply with all applicable federal, state, and local laws, rules, and ordinances.
- L. **Survival.** All provisions of this Agreement that, by their terms, should survive termination or expiration of this Agreement shall survive such termination or expiration.

END OF SECTION

**LIST OF ADDITIONAL SERVICE LOCATIONS:**

LOC.	NO.	LOCATION NAME	ADDRESS OF SERVICE LOCATION(S)
	1	J M Hill	161 E Broad Street East Stroudsburg, PA
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		

LIST OF SYSTEM(S) TO BE SERVICED:

LOC. NO.	SYS. NO.	INSP. DUE	SYSTEM TYPE	AREA PROTECTED	DESCRIPTION OF SYSTEM
1	1	Nov	Central Station Monitoring	Building	Set up monitoring on Notlffer 640 panel



**KEYSTONE FIRE  
PROTECTION CO.**

Engineered Fire Protection Specialists

Testing and treatment of the water supply, and any costs associated therewith, are not covered by this Agreement and are the sole responsibility of the Customer. Equipment is available that is designed to monitor for conditions that can contribute to internal corrosion inside the water based fire protection system installed in your facility. Such testing and treatment can be provided pursuant to a separate written agreement.

17. **Water Discharge:** Company will make every reasonable effort to prevent the discharge of water into or onto areas of landscaping, decorative pavement, etc. Customer must provide sufficient and readily accessible means to accept the full flow of water that may be required by tests as determined by the type of inspection and accepts all liability for water discharge.
18. **Attics:** Attics are excluded from this agreement unless after the Company's investigation and in its sole discretion the attic and its entry are deemed safe and accessible. Only those attics having a floor-level entry door with stairs, pull down stairs, and/or a permanently mounted access ladder will be considered for inclusion in the agreement. Further, only those attics having appropriate, permanently attached flooring and appropriate lighting will be considered for inclusion in the agreement. Assessment of the suitability of access, flooring and lighting is solely within the discretion of the Company. Any attic deemed safe and accessible must be specifically listed on the front of the Agreement to qualify for inclusion in the Agreement. To the extent that any attic is included in the agreement, only such equipment as is safely visible and accessible from the floored area of the attic will be subject to the agreement.
19. **Temperature:** Customer shall ensure that all areas of the building containing water-filled sprinkler pipe or components shall be maintained at a minimum temperature of 40°F. Company is not responsible for assessing or maintaining building conditions including, but not limited to, the heating, cooling, insulation and conditioning of spaces in which water-filled piping is located. Conditions of temperature for water-filled piping are outside the scope of this inspection. Any questions answered on the report form pertaining to the heating of areas protected by any wet fire sprinkler system piping or components, are observations made by the inspector solely at the time of the inspection and do not ensure the adequacy of heat and/or insulation to prevent any damages or inoperability of any system caused by freezing conditions at any future time.



**EXHIBIT M: CENTRAL STATION MONITORING SERVICE**

**Standard Monitoring Service:**

**1. SCOPE OF SERVICES TO BE PROVIDED**

- Central station monitoring service for twelve (12) months. \*
  - Automatic Test Signal(s) programmed to be sent by subscriber's digital communicator to verify integrity of incoming phone line(s).
  - Alarm Verification by Central Station
  - Notification to the authorities and one (1) party from those listed in the Subscriber's data file, following activation.
  - Notification to Company by the Central Station, following an activation at Subscriber's facility.
  - Elevator alarms - voice message monitoring of elevator cars. \*\*
- \* monitoring may not coincide with anniversary dates of Service Agreement for other covered fire systems & equipment.  
\*\* subscriber's equipment must be equipped with this feature to utilize this service.

**2. RESPONSIBILITIES & SUBSCRIBER ACKNOWLEDGEMENTS**

**KEYSTONE'S RESPONSIBILITIES TO THE SUBSCRIBER:**

1. To notify Subscriber of off-normal conditions originating from the communicator which may require service or repair.
2. To obtain authorization from Subscriber to repair malfunctioning communication equipment.
3. To notify Subscriber of automatic annual renewal of monitoring agreement, including any changes in subscriber fees.
4. To clearly notify Subscriber (with written notice) of termination of monitoring service.
5. To notify Subscriber's authority having jurisdiction (AHJ) of termination or cancellation of monitoring service.

**SUBSCRIBER'S RESPONSIBILITIES:**

1. Subscriber agrees to pay Company the annual fee for Central Station monitoring, pursuant to the payment terms of this agreement.
2. Subscriber agrees to pay Company any extra fees resulting from excessive chargeable signals, at the current rate of \$.30 per signal.
3. Subscriber agrees to allow Company to service and repair malfunctioning system on a Time and Materials basis, at the contracted labor rate listed herein.
4. If Company is not the service provider of record for the monitored alarm system, Subscriber agrees to have timely repairs made to malfunctioning alarm system, to avoid excessive signal charges.
5. Subscriber is responsible for providing two (2) dedicated communication channels (i.e., telephone, cellular, internet or other approved technology) as for communicating with the Central Station, and is responsible for maintaining said channels in proper working order at all times.
6. Subscriber agrees to notify Company in writing of its intent to cancel monitoring service, and further agrees to allow Company access to the equipment to deprogram the communicator from the Central Station.

**SUBSCRIBER ACKNOWLEDGEMENTS:**

1. Subscriber acknowledges and hereby agrees that he is responsible for calling central station monitoring service "in" or "out" of service prior to the start and following the completion of Company testing and inspection. Fines, penalties, and/or surcharges [charges] for unwanted or excessive alarm activations will be the sole responsibility of the Subscriber. Should Company be assessed charges for work performed at a Customer's facility, these charges will be itemized and billed to the Subscriber directly.
2. Subscriber acknowledges and hereby agrees that should he refuse to repair a malfunctioning system which is being monitored by Company, within 10 days, Company reserves the right to terminate this monitoring agreement due to "Subscriber neglect". All excessive signal charges will be itemized and billed to the Subscriber.
3. Subscriber acknowledges and hereby agrees that should he wish to cancel his monitoring agreement within 120 days of initial setup or annual renewal anniversary date, he shall be entitled to a 50% partial credit against the cost of annual monitoring service. After 120 days, no credit will be issued. Furthermore, no credit will be issued toward the cost of initial setup (digital communicator installation, programming, etc.).
4. Subscriber acknowledges and hereby agrees that he has read and fully understands the "Subscriber Monitoring Terms and Conditions"

**3. SUBSCRIBER MONITORING AGREEMENT TERMS & CONDITIONS**

1. WHEREAS the undersigned representative of the Customer, hereinafter called "Subscriber", has heretofore entered an agreement with Company, hereinafter called "Alarm Company", and has entered into an agreement with EMERgency Twenty Four, Inc. or its assignee, hereinafter called "Central Station", the terms of which provide for Monitoring of Incoming Signal from Subscriber's local protective system located at above stated address and Central Station's monitoring receiving facility.

## EXHIBIT M: CENTRAL STATION MONITORING SERVICE

### SUBSCRIBER MONITORING AGREEMENT TERMS & CONDITIONS (Cont.)

2. IT IS THEREFORE AGREED for in consideration of such agreement that:
3. The Subscriber will set the alarm system for protection required.
4. The local protective system at Subscriber's premises is not the property of the Central Station company, and said system is to be kept in working order by Subscriber. Central Station cannot be responsible at any time for its working condition or any failure of same and therefore the sole duty of Central Station is to maintain in working order its Monitoring Receiving Facility. Central Station upon receipt of a signal from a Subscriber's premises, shall make every reasonable effort to transmit notification of the alarm promptly to the police, fire or other authorities and/or person or persons whose names and telephone numbers are set forth on the SUBSCRIBER MONITORING AGREEMENT and/or data changes received by Central Station from Subscriber's Alarm Company, or Subscriber, from time to time, unless there is just cause to assume that an emergency condition does not exist.
5. Subscriber will pay any village or municipal permits or license fees as may be required.
6. Subscriber agrees to pay any false alarm assessments, taxes, fees or charges relating to the installation or services provided under this agreement which are authorized or imposed by any governmental body or other organization to whose facilities the service is connected.
7. That this agreement may be cancelled by Central Station at any time, upon a ten (10) day written notice, if false alarms continue to occur.
8. That this agreement may be canceled without previous notice, at the option of Central Station, in the event Central Station Monitoring Receiving Facility, connection wires or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or from lack of signal wire facilities beyond the control of Central Station, and may likewise be canceled at the option of Subscriber in the event that the local premises supervised are so damaged or destroyed.
9. Should there arise a conflict of terms or conditions between this agreement and a purchase order it is agreed that this contract shall be supreme and binding.
10. This agreement shall continue for as long as Alarm Company contracts with Central Station for the performance of monitoring duties for the Subscriber. In the event that Alarm Company notifies Central Station of its termination of service for the performance of monitoring duties for the Subscriber for any reason or in the event that Alarm Company fails or refuses to make payment for services furnished or to be furnished to the Subscriber, Central Station will give the Subscriber at least 15 days notice of termination of such services to the Subscriber and, upon giving such notice, this agreement and all of Central Station's responsibilities hereunder shall come to an end as if the date fixed in such notice was the term fixed in the agreement between Central Station and Alarm Company and neither party hereto shall have any claim against the other.
11. Central Station shall not be liable for any loss or damage caused by defects or deficiencies in the electro-protective equipment nor shall it incur any liability for any delay in response time or non-response of police, fire or other authorities, institutions or individuals notified by it.
12. Central Station shall not be obligated to perform any monitoring service hereunder during any time when telephone or telephone equipment shall not be working since signals to Central Station are received solely by means of telephone communication.
13. Central Station hereby disclaims all warranties, express or implied, including those of merchantability of fitness that its services will avert, deter or prevent any loss which monitoring might alleviate or mitigate.
14. It is agreed that Central Station is not an insurer and that it is not the intention of the parties that Central Station assume responsibility for any loss occasioned by misfeasance in the performance of the services under this contract or for any loss or damage sustained through burglary, theft, robbery or other cause or any liability on the part of Central Station by virtue of this Agreement or because of the relation hereby established. If there shall notwithstanding the above provisions at any time be or arise any liability on the part of Central Station by virtue of this Agreement or because of the relation hereby established, whether due to the negligence of Central Station or otherwise, such liability is and shall be limited to and fixed at the sum of two hundred and fifty dollars (\$250.00) as and for liquidated damages. Such liabilities as herein set forth are fixed as liquidated damages and not as a penalty and this liability shall be complete and exclusive. In the event Subscriber desires Central Station to assume greater liability for the performance of its services hereunder, a choice is hereby given to obtaining full or limited liability by paying a additional amount under a graduated scale of rates proportioned to the responsibility, and an additional rider shall be attached to this Agreement setting forth the additional liability of Central Station and additional charges. That the rider and additional obligation shall in no way be interpreted to hold Central Station as an insurer.
15. Subscriber hereby releases, discharges, and agrees to hold Central Station and Alarm Company harmless from any and all claims, liabilities, damages, losses or expenses arising from or caused by any hazard covered by insurance resulting from or related to this service contract, whether said claim is made by Subscriber, his agent or insurance company, or by any other parties claiming under or through Subscriber. Subscriber agrees to indemnify Central Station and Alarm Company against, defend and hold Central Station and Alarm Company harmless from any claims for subrogation which may be brought against Central Station and/or Alarm Company by any insurer or insurance company or its agent, or assigns, including payment of all damages, expenses, costs, and attorneys' fees.
16. It is the responsibility of Alarm Company to insure that the service and the notifications entered on the Subscriber'S MONITORING AGREEMENT and related ADDENDA forms are proper and correct and that the form is signed by the Subscriber or his authorized representative.
17. The terms of the agreement relating to Central Station and the Subscriber MONITORING AGREEMENT shall be governed by the laws of the State of IL.
18. Any additions or amendments to the Subscriber MONITORING AGREEMENT TERMS & CONDITIONS must be in writing between all three parties (Subscriber, Alarm Company and Central Station). No verbal changes will be accepted.

**East Stroudsburg Area School District  
2019-2020 School Calendar**

Approved: May 20, 2019  
August 19, 2019  
May 18, 2020

**July**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4: Independence Day Holiday\* (District Closed)

**January (20)**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1: New Year's Holiday\* (District closed)  
20: Martin Luther King Jr. Day (District closed)  
21: K-12 Teacher in-service

**August (4)**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12-13: School bus driver orientation  
19: New teacher induction  
20: K-12 teacher in-service (First teacher day)  
21: K-12 Staff development (Act 80 Day)  
23: Last Day of Summer Recess  
26: First student day  
30: Labor Day Holiday (Offices Closed)

**February (19)**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17: Presidents' Day Holiday (District closed)

**September (20)**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2: Labor Day Holiday\* (District closed)

**March (9)**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9: K-12 Parent/teacher Conferences (Act 80 day)  
9: School bus driver in-service (Make-up day)

**October (21)**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14: 9-12 Parent/teacher conferences  
K-8 Staff development (Act 80 day)  
15: K-12 Staff development (Act 80 day)

**April**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9: Spring Recess (Offices Closed)  
10: Good Friday\* (District closed)  
13: Spring Recess (Offices Closed)

**November (16)**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

25: 9-12 Staff development  
K-8 Parent/teacher conferences (Act 80 day)  
26: 9-12 Staff development  
K-8 Parent/teacher conferences (In-service)  
26: School bus driver in-service  
27: K-12 Teacher In-Service (No Students)  
28: Thanksgiving Holiday\* (District closed)  
29: Friday after Thanksgiving Holiday\* (District closed)

**May**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25: Memorial Day Holiday\* (District Closed)

**December (14)**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	X	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2: "Monday After Thanksgiving" Holiday (District closed)  
23: Winter Recess (Offices closed)  
24: "Last Regular Workday Before Christmas" Holiday\* (District closed)  
25: Christmas Holiday\* (District closed)  
26-30: Winter Recess (Offices closed)  
31: New Year's Eve Holiday\* (District closed)

**June**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2: Last Student Day  
Last Teacher Day  
13: Graduation

**Legend**


\* - These holidays in accordance with 5 U.S.C. 6103. All holidays designated in accordance with 24 PS 15-1502.

▲ - These days may become regular school days by official Board action during any month preceding their occurrence.

# - These days may be rescheduled at the discretion of the administration.

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**East Stroudsburg Area School District  
2020-2021 School Calendar**

Approved: May 18, 2020

**July**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3: Independence Day Holiday\*

**January (18)**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1: New Year's Holiday\* (District closed)  
18: Martin Luther King Jr. Day (District closed)  
19: K-12 Teacher In-Service

**August (1)**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17-18: School bus driver orientation  
24: New teacher induction  
25: K-12 teacher in-service (First teacher day)  
26: K-12 Staff development (Act 80 day)  
28: Last Day of Summer Recess  
31: First student day

**February (19)**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15: Presidents' Day Holiday

**September (20)**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4: Labor Day Holiday (Offices closed)  
7: Labor Day Holiday (District closed)

**March (22)**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8: K-12 Parent/teacher Conferences (Act 80 day)  
8: School bus driver in-service (Tentative)

**October (20)**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12: 9-12 Parent/teacher conferences K-8 Staff development (Act 80 day)  
13: K-12 Staff Development (Act 80 day)

**April (19)**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1: Spring Recess (Offices Closed)  
2: Good Friday (District closed)  
5: Spring Recess (Offices Closed)

**November (15)**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

23: 9-12 Staff development K-8 Parent/teacher conferences (Act 80 day)  
24: 9-12 Staff development K-8 Parent/teacher conferences (In-service)  
24: School bus driver in-service  
25: K-12 Teacher In-Service (No Students)  
26: Thanksgiving Holiday (District closed)  
27: "Friday After Thanksgiving Holiday" (District closed)  
30: "Monday After Thanksgiving Holiday" (District closed)

**May (20)**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31: Memorial Day Holiday

**December (17)**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24: "Last Regular Workday Before Christmas" Holiday (District closed)  
25: Christmas Holiday\* (District closed)  
28-30: Winter Recess (Offices closed)  
31: New Year's Eve Holiday\* (District closed)

**June (4)**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# Last Student Day Last Teacher Day (Early Dismissal)

\* - These holidays in accordance with 5 U.S.C. 6103. All holidays designated in accordance with 24 PS 15-1502.  
▲ - These days may become regular school days by official Board action during any month preceding their occurrence.  
# - These days may be rescheduled at the discretion of the administration.

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**East Stroudsburg Area School District  
2020-2021 School Calendar**

Approved: May 18, 2020

**Legend**

<input type="checkbox"/>	Late start	<input type="checkbox"/>	Early dismissal(s)	<input type="checkbox"/>	Non-school day/Act 80	<input type="checkbox"/>	First student day	<input type="checkbox"/>	Last student day
<input type="checkbox"/>	Inclement weather closing		<input type="checkbox"/>	Contract Holiday		<input type="checkbox"/>	First teacher day	<input type="checkbox"/>	Last teacher day
<input checked="" type="checkbox"/>	Emergency closing		<input checked="" type="checkbox"/>	Regular school day		<input checked="" type="checkbox"/>	Original first student day	<input checked="" type="checkbox"/>	Original last student day

\* - These holidays in accordance with 5 U.S.C. 6103. All holidays designated in accordance with 24 PS 15-1502.  
 ▲ - These days may become regular school days by official Board action during any month preceding their occurrence.  
 # - These days may be rescheduled at the discretion of the administration.

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Model Memorandum of Understanding

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**Memorandum of Understanding  
Between**

ESASD SCHOOL POLICE

(Law Enforcement Authority)

and

EAST STROUDSBURG AREA SCHOOL DISTRICT

(School Entity)

MAY 2020

(Date)

**I. Introduction**

**A. Parties**

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

EAST STROUDSBURG AREA SCHOOL DISTRICT POLICE DEPT.

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

EAST STROUDSBURG AREA SCHOOL DISTRICT

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

environment.

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

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.
3. Information from Student Records
  - a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:
    - i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*
    - ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.
  - b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:
    - i. Comply with the Family Educational Rights and Privacy Act (hereinafter -FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.
    - ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.
    - iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.
  - c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other



individuals so that it can demonstrate to parents, students and the Family Policy Compliance Office<sup>1</sup> – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

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

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

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<sup>1</sup> Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

## II. Notification of Incidents to Law Enforcement

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

### A. Mandatory Notification

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

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

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

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

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

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

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

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

- iii. Chapter 25 (relating to criminal homicide).
  - iv. Section 2702 (relating to aggravated assault).
  - v. Section 2709.1 (relating to stalking).
  - vi. Section 2901 (relating to kidnapping).
  - vii. Section 2902 (relating to unlawful restraint).
  - viii. Section 3121 (relating to rape).
  - ix. Section 3122.1 (relating to statutory sexual assault).
  - x. Section 3123 (relating to involuntary deviate sexual intercourse).
  - xi. Section 3124.1 (relating to sexual assault).
  - xii. Section 3124.2 (relating to institutional sexual assault).
  - xiii. Section 3125 (relating to aggravated indecent assault).
  - xiv. Section 3126 (relating to indecent assault).
  - xv. Section 3301 (relating to arson and related offenses)
  - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
  - xvii. Section 3502 (relating to burglary).
  - xviii. Section 3503(a) and (b)(1)(v)(relating to criminal trespass).
  - xix. Section 5501 (relating to riot).
  - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).
- c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
- d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

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

B. Discretionary Notification

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

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

- i. Section 2701 (relating to simple assault)

- ii. Section 2705 (relating to recklessly endangering another person).

- iii. Section 2706 (relating to terroristic threats).

- iv. Section 2709 (relating to harassment).

- v. Section 3127 (relating to indecent exposure)

- vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.

- vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).

- viii. Chapter 39 (relating to theft and related offenses).

- ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).

- x. Section 5503 (relating to disorderly conduct).

- xi. Section 6305 (relating to sale of tobacco).

- xii. Section 6306.1 (relating to use of tobacco in schools prohibited).

- xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).

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

2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's

age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

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

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a

disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

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

All incidents involving a student with disabilities the East Stroudsburg School District Police will consult with the East Stroudsburg area School District office of Special Education and building principal to determine if intervention by the School Police or outside agency is necessary, or if the incident can be handled by school discipline. If the East Stroudsburg Area School District Police or outside agencies after review of the offending students disability determine that law enforcement interaction is necessary, can take appropriate action required by statute.

- E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
  1. Whether the incident is in-progress or has concluded.
  2. Nature of the incident.
  3. Exact location of the incident.
  4. Number of persons involved in the incident.
  5. Names and ages of the individuals involved.
  6. Weapons, if any, involved in the incident.
  7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
  8. Injuries involved.
  9. Whether EMS or the Fire Department have been notified.
  10. Identity of the school contact person.
  11. Identity of the witnesses to the incident, if any.
  12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
  13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

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

### III. Law Enforcement Authority Response

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

1. For incidents in progress:

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

2. Incidents not in progress:

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

3. Incidents initially reported to the Law Enforcement Authority



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

**B. Custody of Actors**

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
  - a. The student has been placed under arrest.
  - b. The student is being placed under investigative detention
  - c. The student is being taken into custody for the protection of the student.
  - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

**IV. Assistance of School Entities**

**A. *In Loco Parentis***

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

**B. Notification of Parent or Guardian**

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

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

1. General principles: Once the Law Enforcement Authority assume primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement

Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

- a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

- a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by

student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

**D. Reporting Requirements**

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

- a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
- b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall notify the chief school administrator and the office in writing.
- c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
- d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.
- e. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:

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

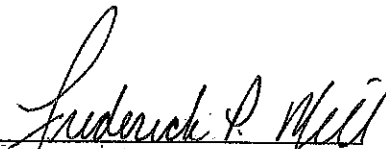
- a) Thirty days prior to deadline for submitting the safe schools violence statistics the Chief of School Police/Safety and Security Officer shall review for accuracy the reports from the Superintendents office with the School Police records for accuracy.
- b) 15 days prior to submission of the safe school violence statistics the Chief of School Police will notify the superintendent if the report is accurate. if the report is not accurate the Chief of School Police will indicate as such.
- c) If any discrepancies are found in the report the School Police Department and the district will attempt to resolve any discrepancies found. If the discrepancy cannot be resolved a report to the superintendent will be forwarded.

**V. General Provisions**

- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.
- C. If changes in state or federal law require changes to the Memorandum, the parties shall amend this Memorandum.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

  
\_\_\_\_\_  
Chief School Administrator

ESASD Superintendent  
School Entity

  
\_\_\_\_\_  
Chief Law Enforcement Authority

ESASD School Police  
Law Enforcement Authority

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
School Building

Updated, February 1, 2019

# Current Factors

April 1 through April 30 2020

FSD employees:	Cafeteria Worker	Total hours worked 10 days	Hours worked daily	Total meals served April	Number serving days	avg number of meals/daily	Reimbursement (all sources) Fed; State	Avg daily Reimbursement	Avg meal Reimbursement
North	9	491	49.1	39,600	19				
South/ESE	9	579	57.9	36,892	19				
JTL	5	333	33.3	28,410	19				
MSF	4	200	20	17,284	19				
Totals	27	1603	160.3	122,186	19	6.431	\$ 365,862	\$ 19,256	\$ 2,994
FSD custodians:	4								
12 month	(as needed)								
FSD Secretary	2								
12 month	(as needed)								
FSD First Level Supervisor	2	27	2.7						
10 month	(as needed)								
FS Director	1								
12 month	(daily)								

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# Transportation

Drivers	Trans Worker	Total hours/ 10 days	Hours worked daily	Hourly rate	Daily rate
	26	1040	104	\$17.00	\$1,768
Dispatcher (10 month)	1				\$88
	2.75 hours per day				
Secretary 12 month	2				
	(as needed)				
Mechanics 12 month	2				
1st level supervisor 12 month	1				
Transportation Director 12 month	1				

# Summer Scenario A

June 1 through June 30 2020



Total FSD projected labor cost

\$68,278

**Labor**      **Transportation**

Bus Drivers \$17 @ 4 hours	(bus plus helpers)	104	22	\$17.00	43%	\$38,896	\$16,725	\$55,621
Transportation First Level Supervisor		2.75	22	\$32.00	43%	\$1,936	\$832	\$2,768
<b>Total transportation projected labor cost</b>								<b>\$58,390</b>

**Total Projected labor cost**

\$126,667

**Cost of Good Served (COGS)**

(This includes supplies and foods. The average cogs for ten years has been approx. 37 % thus that factor will be used)

	Avg number of meals served	Days of service: June	Total projected meals served	Avg reimb rate	total reimbursement projected	COGS %	COGS
<b>Cogs</b>	6,431	22	141,479	\$2.994	\$423,630.17	37%	\$156,743

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	Number of buses	Days of service: June	Total bus runs	Miles per run	Cost per mile	Bus cost
<b>Bus cost</b>	18	22	396	25	\$0.575	\$5,693

	Number of operating schools	Days of service: June	Total school op days	Cost per day	Utility cost security cost
<b>Misc Costs</b>	4	22	88	\$150	\$13,200



## Student and Adult Breakfast and Lunch Price Recommendations for School Year 2020-2021

It is the recommendations that there be no increase of student or adult meal prices for school year 2020 through 2021.

### History:

The district has increased the price for "paid" student lunches for the previous four years at a 10 cents increase per paid meal each year.

The district has increased the price for "paid" student breakfast once in the past four years. These increases was 10 cents.

### Current Breakfast and Lunch Prices:

Prices for the 2019-2020 academic year:

Elementary	Lunch \$2.55	Breakfast \$1.45
Intermediate	Lunch \$2.65	Breakfast \$1.45
High School	Lunch \$2.65	Breakfast \$1.45
Reduced Meals	Lunch \$ .40	Breakfast \$ .30
Adult	Lunch \$3.50	Breakfast \$1.90

### Proposed Breakfast and Lunch Prices:

Prices for the 2020-2021 academic year: No change

Elementary	Lunch \$2.55	Breakfast \$1.45
Intermediate	Lunch \$2.65	Breakfast \$1.45
High School	Lunch \$2.65	Breakfast \$1.45
Reduced Meals	Lunch \$ .40	Breakfast \$ .30
Adult	Lunch \$3.50	Breakfast \$1.90

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## Justification for no increase:

### 2019-2020 price structure compared to other districts in Monroe County:

ESASD: L (S and I) \$2.65 (E) \$2.55 B (all) \$1.45

PMSD: L (S and I) \$2.40 (E) \$2.00 B (all) \$1.40

PVSD: L (S and I) \$2.85 (E) \$2.75 B (all) \$1.55

SASD: L (S and I) \$2.35 (E) \$2.15 B (all) \$1.10

### During School Year 2018-19 the following number of meals were served by category

#### Lunch

Paid: 224,554

Reduced: 57,243

Free: 409,788

- If the district decided to raise price, each penny increase would equate to \$2245 total additional lunch revenues for the school district. (Based on 174 serving days)

#### Breakfast:

Paid: 68,811

Reduced: 25,800

Free: 222,743

- If the district decided to raise price, each penny increase would equate to \$688 total additional breakfast revenues for the school district. (Based on 175 serving days)

#### USDA Price Equity Factor

ESASD FSD has funds in its account. Thus, ESASD FSD is not required to increase lunch or breakfast meal prices.

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**Other considerations:**

**The district free and reduced rate is approximately 56.5 % of its enrollment. 44.5% of its students do not qualify for free or reduced priced meals.**

- Considering the current economic climate in Monroe County, and potential legislation to not allow an increase in school taxes, it may be prudent to not increase the price for paid meals for the forthcoming school year.

**Finally, to assist in offsetting increased costs, the increase of free and reduced reimbursement, though not yet established by USDA for SY 20-21, normally mirrors the social security increase which was 1.6 % for 2020.**

- The 1.6% increase would equate to \$26,465 total yearly additional lunch revenues for the school district. (Based on 174 serving days)
- The 1.6% increase would equate to \$9061 total yearly additional breakfast revenues for the school district. (Based on 175 serving days)

**5/8/20**

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

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

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**THIS AGREEMENT** is made this 29<sup>th</sup> day of April, 2020 by and between:

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

**AND**

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

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

**1. Nature of Position**

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

**2. Scope of Duties**

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

**3. Breach of Agreement**

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

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**SCHEDULE A**

Description of Service to be performed (be specific):

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

Location of Services: 2000 Milford Road  
East Stroudsburg, Pa 18301

Effective Date: 7/1/2020 - 6/30/2021

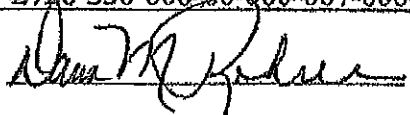
Professional Fee:

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

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

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

Budget Code: 10-2720-330-000-00-000-007-000-0000 Department: Transportation

District Initiator: 

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

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

## ATHLETIC TRAINING

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

THIS AGREEMENT, is made this      day of      , 2020, by and between EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and East Stroudsburg Area School District – North High School (hereinafter "Internship Site").

#### BACKGROUND

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

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

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

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

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

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

- a. *Selection of Students.* The University shall be responsible for the selection of a qualified clinical practice intern or resident (hereinafter "student") to participate in the practicum. The selected student must have the appropriate educational background and skills consistent with the contemplated educational experience offered by Internship Site. The selected student will be an individual who is certified by the Board of Certification ("BOC) for Athletic Training or eligible for certification by the Board of Certification, and who is eligible for Licensure by the Pennsylvania State Board of Medicine or State Board of Osteopathic Medicine as an athletic trainer. The individual will work with the athletic program at Internship Site. The Graduate Coordinator at ESU will select the student to be recommended to the Dean of the Graduate College for placement with the Internship Site.

- b. *Education of Student.* The University shall assume responsibility for the classroom education of the student. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading, and graduation.
- c. *Term of Placement.* The student will work for Internship Site 20 hours per week during the term of this placement. The placement will include post-session (pre-season athletics) and the subsequent fall, winter and spring sport seasons for the Internship Site.
- d. *Submission of Name of Candidate.* The University shall submit the name of the student to Internship Site or a designated representative at least 3 weeks prior to the practicum assignment.
- e. *Designation of Representative.* University shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the Internship Site in order to discuss, plan and evaluate experience of the student.
- f. *Advising Student of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of Internship Site and should the student fail to abide by any policy/or procedure, he or she may be expelled from the Internship Site program. If it is necessary to terminate the student's participation in the clinical practice intern program, the policies and procedures of the University shall be followed. It is understood and agreed that while the student is providing athletic training services to the Internship Site, the student shall be under the direct supervision of the Internship Site, including the physician employed by Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.
- g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her own expense. Only a Pennsylvania certified athletic trainer (or BOC® eligible student) with current professional liability insurance will be recommended. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the assistantship or residency. The Graduate Student will work within the scope of his/her job description and licensure status.

Internship Site understands that, as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort claims Act, 42 Pa C.S.A. §§8521, et



- seq.* For purposes of this Agreement, it is understood and agreed that the student, while providing athletic training services to the Internship Site, is under the supervision of the Internship Site, including the physician employed by the Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.
- h. Prior to the rendering of services by the graduate student pursuant to this agreement, the student shall obtain and provide to the Internship Site all criminal and child abuse clearances and/or other records required by the Pennsylvania School code and/or other applicable statutes.

## **II. DUTIES AND RESPONSIBILITIES OF INTERNSHIP SITE**

- a. *Establishment of Assistantship or Residency.* Internship Site authorizes the use of its facilities as may be agreed upon by the Internship Site and the University as a practicum. This practicum is for a student enrolled in a graduate degree program at East Stroudsburg University. A description of the duties and responsibilities of the student will be developed by the appropriate individuals at the Internship Site, with a copy provided to the Graduate Coordinator from ESU.
- b. *Policies of Internship Site.* The Internship Site will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. Internship Site will provide the University all the applicable information at least 2 weeks in advance of the student's participation.
- c. *Administration.* Internship Site will have sole authority and control over all aspects of student services, including appropriate supervision of the student by a licensed individual in providing all athletic training services. Internship Site will be responsible for and retain control over the organization, and operation of its programs.
- d. *Removal of Noncompliant Student.* Internship Site shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, Internship Site should immediately contact the responsible University contact. It shall be the obligation of the university to assure that its students are afforded procedural due process if a student is removed pursuant to this section.
- e. *Designation of Representative.* Internship Site shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate experience of the student.
- f. *Supervision of Students.* Internship Site shall provide a practicum site supervisor who will supervise student activities during the practicum. The student will be supervised by a physician of the Internship Site for the provision of all athletic training services. Internship Site agrees to indemnify and hold harmless the University, the State System of Higher Education and the Commonwealth and its officers, employees, representatives and agents, harmless from any and all liability, claims, demands and actions based upon and arising out of any activities performed by the student while under the supervision of

the Internship Site under this Agreement. Upon receipt of written notice of any matter for which indemnification might be claimed by the University or its officers, employees, representatives and agents, the Internship Site shall promptly defend, contest or otherwise protect against any such suit, action, investigation, claim or proceeding at its own cost and expense. The University may, but will not be obligated to, participate at its own expense in the proceeding, with counsel of its own choosing. Representation of the University shall be in compliance with the Commonwealth Attorneys Act.

- g. *Reporting of Student Progress.* Internship Site shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and Internship Site.
- h. *Student Records.* Internship Site shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of the Agreement.

### III. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties mutually agree that one student shall be assigned to the Internship Site for this assistantship or residency.
- b. *Payment.* The Internship Site shall pay the University \$8,000 in two equal payments on the first day of the Summer and Spring Semesters which shall be for part of the student's tuition at the prevailing rate (Summer I, Fall, Spring, and Summer II), graduate student stipend, graduate support, reimbursement of social security and worker's compensation costs to the University. The stipend is calculated based on the student providing athletic training services to the Internship Site as follows: Summer I (30 hours), Fall (150 hours), Spring (150 hours), and summer II (30 hours). If Internship Site removes a student who fails to comply with its policies and procedures or terminates this Agreement, it is understood and agreed that there shall be reimbursement at a proration of amounts due or payments made under this Agreement only for the time the student worked. If the student quits the program at the Internship Site, it is understood and agreed that there shall be reimbursement at a proration of amounts due or payments made under this Agreement only for the time the student worked.
- c. *Term of Agreement.* The term of this Agreement shall be one year(s) from the date of execution.
- d. *Termination of Agreement.* The University or the Internship Site may terminate this Agreement for any reason with ninety (90) days' notice. Either party may immediately terminate this Agreement in the event of a breach. However, should the Internship Site terminate this Agreement prior to the completion of an academic semester for other than a breach of the terms of this agreement or student's failure to follow applicable policy,

the student enrolled at that time may continue his/her educational experience until it would have been concluded absent the termination.

- e. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. Internship Site agrees to cooperate with the University in its investigation of claims of discrimination of harassment.
- f. *Interpretation of Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- h. *Relationship of Parties.* The relationship between the parties to this Agreement to each other in that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, employment or any other relationship, other than that of independent contractors.
- i. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically provided in this Agreement. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth of Pennsylvania's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth of Pennsylvania or of the State System of Higher Education or the University.
- i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other oral understandings or promises exist in regards to this relationship.

**[Remainder of page intentionally left blank]**

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

Authorized Signature:

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

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

\_\_\_\_\_  
Date

50 Vine St.  
East Stroudsburg, PA 18301

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

\_\_\_\_\_  
Date

**Approved as to form and legality:**

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

\_\_\_\_\_  
Date

Addendum

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

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

Summer I – Fall I Graduate Tuition/Support:	\$2,498.80
Summer I – Fall I Stipend:	\$1,501.20 (Summer Pre-Season – Mid Winter Season) (30 hours Pre-Season; 150 hours Fall – Winter)
Summer I – Fall I Workmen's Compensation:	\$ 5.25 (0.35% x 1501.20)
Summer I – Fall I Social Security	\$ 114.84 (7.65% x 1501.20)
<b>Summer I – Fall I Invoice Amount:</b>	<b>\$4,000.00</b>
<hr/>	
Spring I –Summer II Graduate Tuition/Support:	\$2,498.80
Spring I –Summer II Stipend	\$1,501.20 (Mid Winter Season – End of Spring: June 1) (150 hours Spring; 30 hours Summer II)
Spring I –Summer II Workmen's Compensation:	\$ 5.25 (0.35% x 1501.20)
Spring I –Summer II Social Security	\$ 114.84 (7.65% x 1501.20)
<b>Spring I –Summer II Invoice Amount:</b>	<b>\$4,000.00</b>
<b>Total AY Invoice 2020 – 2021:</b>	<b>\$8,000.00 each</b>

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## ATHLETIC TRAINING

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

THIS AGREEMENT, is made this       day of       , 2020, by and between EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and East Stroudsburg Area School District – South High School (hereinafter "Internship Site").

#### BACKGROUND

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

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

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

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

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

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

- a. *Selection of Students.* The University shall be responsible for the selection of a qualified clinical practice intern or resident (hereinafter "student") to participate in the practicum. The selected student must have the appropriate educational background and skills consistent with the contemplated educational experience offered by Internship Site. The selected student will be an individual who is certified by the Board of Certification ("BOC) for Athletic Training or eligible for certification by the Board of Certification, and who is eligible for Licensure by the Pennsylvania State Board of Medicine or State Board of Osteopathic Medicine as an athletic trainer. The individual will work with the athletic program at Internship Site. The Graduate Coordinator at ESU will select the student to be recommended to the Dean of the Graduate College for placement with the Internship Site.

- b. *Education of Student.* The University shall assume responsibility for the classroom education of the student. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading, and graduation.
- c. *Term of Placement.* The student will work for Internship Site 20 hours per week during the term of this placement. The placement will include post-session (pre-season athletics) and the subsequent fall, winter and spring sport seasons for the Internship Site.
- d. *Submission of Name of Candidate.* The University shall submit the name of the student to Internship Site or a designated representative at least 3 weeks prior to the practicum assignment.
- e. *Designation of Representative.* University shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the Internship Site in order to discuss, plan and evaluate experience of the student.
- f. *Advising Student of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of Internship Site and should the student fail to abide by any policy/or procedure, he or she may be expelled from the Internship Site program. If it is necessary to terminate the student's participation in the clinical practice intern program, the policies and procedures of the University shall be followed. It is understood and agreed that while the student is providing athletic training services to the Internship Site, the student shall be under the direct supervision of the Internship Site, including the physician employed by Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.
- g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her own expense. Only a Pennsylvania certified athletic trainer (or BOC® eligible student) with current professional liability insurance will be recommended. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the assistantship or residency. The Graduate Student will work within the scope of his/her job description and licensure status.

Internship Site understands that, as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort claims Act, 42 Pa C.S.A. §§8521, et



*seq.* For purposes of this Agreement, it is understood and agreed that the student, while providing athletic training services to the Internship Site, is under the supervision of the Internship Site, including the physician employed by the Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.

- h. Prior to the rendering of services by the graduate student pursuant to this agreement, the student shall obtain and provide to the Internship Site all criminal and child abuse clearances and/or other records required by the Pennsylvania School code and/or other applicable statutes.

## II. DUTIES AND RESPONSIBILITIES OF INTERNSHIP SITE

- a. *Establishment of Assistantship or Residency.* Internship Site authorizes the use of its facilities as may be agreed upon by the Internship Site and the University as a practicum. This practicum is for a student enrolled in a graduate degree program at East Stroudsburg University. A description of the duties and responsibilities of the student will be developed by the appropriate individuals at the Internship Site, with a copy provided to the Graduate Coordinator from ESU.
- b. *Policies of Internship Site.* The Internship Site will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. Internship Site will provide the University all the applicable information at least 2 weeks in advance of the student's participation.
- c. *Administration.* Internship Site will have sole authority and control over all aspects of student services, including appropriate supervision of the student by a licensed individual in providing all athletic training services. Internship Site will be responsible for and retain control over the organization, and operation of its programs.
- d. *Removal of Noncompliant Student.* Internship Site shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, Internship Site should immediately contact the responsible University contact. It shall be the obligation of the university to assure that its students are afforded procedural due process if a student is removed pursuant to this section.
- e. *Designation of Representative.* Internship Site shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate experience of the student.
- f. *Supervision of Students.* Internship Site shall provide a practicum site supervisor who will supervise student activities during the practicum. The student will be supervised by a physician of the Internship Site for the provision of all athletic training services. Internship Site agrees to indemnify and hold harmless the University, the State System of Higher Education and the Commonwealth and its officers, employees, representatives and agents, harmless from any and all liability, claims, demands and actions based upon and arising out of any activities performed by the student while under the supervision of

the Internship Site under this Agreement. Upon receipt of written notice of any matter for which indemnification might be claimed by the University or its officers, employees, representatives and agents, the Internship Site shall promptly defend, contest or otherwise protect against any such suit, action, investigation, claim or proceeding at its own cost and expense. The University may, but will not be obligated to, participate at its own expense in the proceeding, with counsel of its own choosing. Representation of the University shall be in compliance with the Commonwealth Attorneys Act.

- g. *Reporting of Student Progress.* Internship Site shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and Internship Site.
- h. *Student Records.* Internship Site shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of the Agreement.

### III. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties mutually agree that one student shall be assigned to the Internship Site for this assistantship or residency.
- b. *Payment.* The Internship Site shall pay the University \$8,000 in two equal payments on the first day of the Summer and Spring Semesters which shall be for part of the student's tuition at the prevailing rate (Summer I, Fall, Spring, and Summer II), graduate student stipend, graduate support, reimbursement of social security and worker's compensation costs to the University. The stipend is calculated based on the student providing athletic training services to the Internship Site as follows: Summer I (30 hours), Fall (150 hours), Spring (150 hours), and summer II (30 hours). If Internship Site removes a student who fails to comply with its policies and procedures or terminates this Agreement, it is understood and agreed that there shall be reimbursement at a proration of amounts due or payments made under this Agreement only for the time the student worked. If the student quits the program at the Internship Site, it is understood and agreed that there shall be reimbursement at a proration of amounts due or payments made under this Agreement only for the time the student worked.
- c. *Term of Agreement.* The term of this Agreement shall be one year(s) from the date of execution.
- d. *Termination of Agreement.* The University or the Internship Site may terminate this Agreement for any reason with ninety (90) days' notice. Either party may immediately terminate this Agreement in the event of a breach. However, should the Internship Site terminate this Agreement prior to the completion of an academic semester for other than a breach of the terms of this agreement or student's failure to follow applicable policy,

the student enrolled at that time may continue his/her educational experience until it would have been concluded absent the termination.

- e. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. Internship Site agrees to cooperate with the University in its investigation of claims of discrimination of harassment.
- f. *Interpretation of Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- h. *Relationship of Parties.* The relationship between the parties to this Agreement to each other in that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, employment or any other relationship, other than that of independent contractors.
- i. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically provided in this Agreement. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth of Pennsylvania's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth of Pennsylvania or of the State System of Higher Education or the University.
- i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other oral understandings or promises exist in regards to this relationship.

**[Remainder of page intentionally left blank]**

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

Authorized Signature:

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

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

\_\_\_\_\_  
Date

50 Vine St.  
East Stroudsburg, PA 18301

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

\_\_\_\_\_  
Date

**Approved as to form and legality:**

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

\_\_\_\_\_  
Date

Addendum

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

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

Summer I – Fall I Graduate Tuition/Support:	\$2,498.80
Summer I – Fall I Stipend:	\$1,501.20 (Summer Pre-Season – Mid Winter Season) (30 hours Pre-Season; 150 hours Fall – Winter)
Summer I – Fall I Workmen's Compensation:	\$ 5.25 (0.35% x 1501.20)
Summer I – Fall I Social Security	\$ 114.84 (7.65% x 1501.20)
<b>Summer I – Fall I Invoice Amount:</b>	<b>\$4,000.00</b>

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

**Total AY Invoice 2020 – 2021:**

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**\$8,000.00 each**

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

**THIS AGREEMENT**, is made this \_\_ day of \_\_\_\_, 2020, by and between EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and East Stroudsburg Area School District - North (hereinafter "Internship Site").

**BACKGROUND**

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

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

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

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

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

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

- a. *Selection of Students.* The University shall be responsible for the selection of a qualified clinical practice intern or resident (hereinafter "students") to participate in the practicum. In addition to the Graduate Assistant student, ESU Exercise Science Department will assign an appropriately qualified, senior-level undergraduate exercise science intern / volunteer student to assist the Graduate Assistant with strength and conditioning duties on site. The selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by Internship Site. The individuals will work with the athletic program at Internship Site. The Graduate Coordinator at ESU will select the students to be recommended to the Dean of the Graduate College for placement with the Internship Site.
- b. *Education of Student.* The University shall assume responsibility for the classroom education of the students. The University shall be responsible for the administration of

the program, the curriculum content, the requirements of matriculation, grading, and graduation.

- c. *Term of Placement.* The students will work for Internship Site 10 hours per week during the term of this placement. The placement will include Fall, Spring semester and Summer session for the Internship Site.
- d. *Submission of Name of Candidate.* The University shall submit the names of the students to Internship Site or a designated representative at least 2 weeks prior to the practicum assignment.
- e. *Designation of Representative.* University shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the Internship Site in order to discuss, plan and evaluate experience of the students.
- f. *Advising Student of Rights and Responsibilities.* The University will be responsible for advising the students of his or her own responsibilities under this Agreement. The students shall be advised of his or her obligations to abide by the policies and procedures of Internship Site and should the students fail to abide by any policy/or procedure, he or she may be expelled from the Internship Site program. If necessary, the termination of the students from the clinical practice intern program will be done according to the policies and procedures of the University. It is understood and agreed that while the students are providing exercise science services to the Internship Site, the students shall be under the direct supervision of the Internship Site, including the Athletic Director employed by Internship Site.
- g. *Professional Liability Insurance.* The students shall be responsible for procuring professional liability insurance at his/her own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the assistantship or residency. The Graduate Student intern / volunteer student will work within the scope of their job descriptions.
- h. Internship Site understands that, as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort claims Act, 42 Pa C.S.A. §§8521, *et seq.* For purposes of this Agreement, it is understood and agreed that the students, while providing Exercise Science services to the Internship Site, is under the supervision of the Internship Site.



- h. Prior to the rendering of services by the graduate student and the intern / volunteer student pursuant to this agreement, the students shall obtain and provide to the Internship Site all criminal and child abuse clearances and/or other records required by the Pennsylvania School code and/or other applicable statutes.

## II. DUTIES AND RESPONSIBILITIES OF INTERNSHIP SITE

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

its own choosing. Representation of the University shall be in compliance with the Commonwealth Attorneys Act.

- g. *Reporting of Student Progress.* Internship Site shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and Internship Site.
- h. *Student Records.* Internship Site shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of the Agreement.

### **III. MUTUAL TERMS AND CONDITIONS**

- a. *Number of Participating Students.* The parties mutually agree that one student and one intern / volunteer student shall be assigned to the Internship Site for this assistantship or residency.
- b. *Payment.* The Internship Site shall pay the University \$3828.00 in two equal payments on the first day of the Fall and Spring Semesters and a third payment of \$2201 on the first day of the Summer Semester which shall be for part of the student's tuition at the prevailing rate (Fall, Spring, and Summer I), all of the graduate student stipend, reimbursement of social security and worker's compensation costs to the University. The stipend is calculated based on the student providing Exercise Science services to the Internship Site as follows: Fall (150 hours), Spring (150 hours), and Summer I (60 hours). If Internship Site removes a student who fails to comply with its policies and procedures or terminates this Agreement, it is understood and agreed that there shall be reimbursement a proration of amounts due or payments made under this Agreement only for the time the student worked. If the student quits the program at the Internship Site, the University shall not be responsible for reimbursing any amounts paid under this Agreement. There is no additional charge for the intern / volunteer student.
- c. *Term of Agreement.* The term of this Agreement shall be one year(s) from the date of execution.
- d. *Termination of Agreement.* The University or the Internship Site may terminate this Agreement for any reason with ninety (90) days' notice. Either party may immediately terminate this Agreement in the event of a breach. However, should the Internship Site terminate this Agreement prior to the completion of an academic semester for other than a breach of the terms of this agreement or student's failure to follow applicable policy, the student enrolled at that time may continue his/her educational experience until it would have been concluded absent the termination.

- e. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- f. *Interpretation of Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- h. *Relationship of Parties.* The relationship between the parties to this Agreement to each other in that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, employment or any other relationship, other than that of independent contractors.
- i. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically provided in this Agreement. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth of Pennsylvania's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth of Pennsylvania or of the State System of Higher Education or the University.
- j. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other oral understandings or promises exist in regards to this relationship.
- k. *Services.* Based on agreement between sport coach and ESU staff, the students will perform up to 3 relevant sport performance assessments from the following fitness components: strength, speed, acceleration, power, local muscle endurance, agility, body composition, aerobic capacity, anaerobic capacity. These assessments will occur either on site or at ESU based on components selected, logistics, and athlete availability. The number of assessments is not to exceed 75 per sport season (fall, winter, spring).

[Remainder of page intentionally left blank]

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

Authorized Signature:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_ Date

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

\_\_\_\_\_ Date

**Approved as to form and legality:**

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

\_\_\_\_\_ Date

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

**THIS AGREEMENT**, is made this \_\_\_ day of \_\_\_\_\_, 2020, by and between EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and East Stroudsburg Area School District - South (hereinafter "Internship Site").

**BACKGROUND**

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

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

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

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

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

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

- a. *Selection of Students.* The University shall be responsible for the selection of a qualified clinical practice intern or resident (hereinafter "students") to participate in the practicum. In addition to the Graduate Assistant student, ESU Exercise Science Department will assign an appropriately qualified, senior-level undergraduate exercise science intern / volunteer student to assist the Graduate Assistant with strength and conditioning duties on site. The selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by Internship Site. The individuals will work with the athletic program at Internship Site. The Graduate Coordinator at ESU will select the students to be recommended to the Dean of the Graduate College for placement with the Internship Site.
- b. *Education of Student.* The University shall assume responsibility for the classroom education of the students. The University shall be responsible for the administration of

- the program, the curriculum content, the requirements of matriculation, grading, and graduation.
- c. *Term of Placement.* The students will work for Internship Site 10 hours per week during the term of this placement. The placement will include Fall, Spring semester and Summer session for the Internship Site.
  - d. *Submission of Name of Candidate.* The University shall submit the names of the students to Internship Site or a designated representative at least 2 weeks prior to the practicum assignment.
  - e. *Designation of Representative.* University shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the Internship Site in order to discuss, plan and evaluate experience of the students.
  - f. *Advising Student of Rights and Responsibilities.* The University will be responsible for advising the students of his or her own responsibilities under this Agreement. The students shall be advised of his or her obligations to abide by the policies and procedures of Internship Site and should the students fail to abide by any policy/or procedure, he or she may be expelled from the Internship Site program. If necessary, the termination of the students from the clinical practice intern program will be done according to the policies and procedures of the University. It is understood and agreed that while the students are providing exercise science services to the Internship Site, the students shall be under the direct supervision of the Internship Site, including the Athletic Director employed by Internship Site.
  - g. *Professional Liability Insurance.* The students shall be responsible for procuring professional liability insurance at his/her own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the assistantship or residency. The Graduate Student intern / volunteer student will work within the scope of their job descriptions.
  - h. Internship Site understands that, as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort claims Act, 42 Pa C.S.A. §§8521, *et seq.* For purposes of this Agreement, it is understood and agreed that the students, while providing Exercise Science services to the Internship Site, is under the supervision of the Internship Site.

- h. Prior to the rendering of services by the graduate student and the intern / volunteer student pursuant to this agreement, the students shall obtain and provide to the Internship Site all criminal and child abuse clearances and/or other records required by the Pennsylvania School code and/or other applicable statutes.

## II. DUTIES AND RESPONSIBILITIES OF INTERNSHIP SITE

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



its own choosing. Representation of the University shall be in compliance with the Commonwealth Attorneys Act.

- g. *Reporting of Student Progress.* Internship Site shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and Internship Site.
- h. *Student Records.* Internship Site shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of the Agreement.

### **III. MUTUAL TERMS AND CONDITIONS**

- a. *Number of Participating Students.* The parties mutually agree that one student and one intern / volunteer student shall be assigned to the Internship Site for this assistantship or residency.
- b. *Payment.* The Internship Site shall pay the University \$3828.00 in two equal payments on the first day of the Fall and Spring Semesters and a third payment of \$2201 on the first day of the Summer Semester which shall be for part of the student's tuition at the prevailing rate (Fall, Spring, and Summer I), all of the graduate student stipend, reimbursement of social security and worker's compensation costs to the University. The stipend is calculated based on the student providing Exercise Science services to the Internship Site as follows: Fall (150 hours), Spring (150 hours), and Summer I (60 hours). If Internship Site removes a student who fails to comply with its policies and procedures or terminates this Agreement, it is understood and agreed that there shall be reimbursement a proration of amounts due or payments made under this Agreement only for the time the student worked. If the student quits the program at the Internship Site, the University shall not be responsible for reimbursing any amounts paid under this Agreement. There is no additional charge for the intern / volunteer student.
- c. *Term of Agreement.* The term of this Agreement shall be one year(s) from the date of execution.
- d. *Termination of Agreement.* The University or the Internship Site may terminate this Agreement for any reason with ninety (90) days' notice. Either party may immediately terminate this Agreement in the event of a breach. However, should the Internship Site terminate this Agreement prior to the completion of an academic semester for other than a breach of the terms of this agreement or student's failure to follow applicable policy, the student enrolled at that time may continue his/her educational experience until it would have been concluded absent the termination.

- e. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- f. *Interpretation of Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- h. *Relationship of Parties.* The relationship between the parties to this Agreement to each other in that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, employment or any other relationship, other than that of independent contractors.
- i. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically provided in this Agreement. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth of Pennsylvania's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth of Pennsylvania or of the State System of Higher Education or the University.
- j. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other oral understandings or promises exist in regards to this relationship.
- k. *Services.* Based on agreement between sport coach and ESU staff, the students will perform up to 3 relevant sport performance assessments from the following fitness components: strength, speed, acceleration, power, local muscle endurance, agility, body composition, aerobic capacity, anaerobic capacity. These assessments will occur either on site or at ESU based on components selected, logistics, and athlete availability. The number of assessments is not to exceed 75 per sport season (fall, winter, spring).

**[Remainder of page intentionally left blank]**

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

Authorized Signature:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Approved as to form and legality:**

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

\_\_\_\_\_  
Date

**AGREEMENT BETWEEN  
EAST STROUDSBURG AREA SCHOOL DISTRICT  
AND  
GEORGE PRIMIANO, MD  
600 Plaza Court – Suite C  
East Stroudsburg, PA 18301  
(Fiscal Year 2020--2021)**

The East Stroudsburg Area School District (ESASD) has retained the above-named physician to perform examinations and medical services during the 2020-2021 fiscal year for ESASD South High School varsity football athletes as required in accordance with ESASD policies to be carried out by the Board of Education and the administration of the school. The physician has agreed to perform these services at the time required (on or about July 1, 2020, which is prior to the beginning of practice on or about August 10, 2020. Said doctor will be in attendance at all regular season home varsity football games of the ESASD South High School team during the 2020 season.

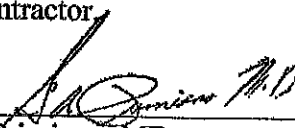
The physician agrees to perform these services for a yearly compensation of Three Thousand Dollars and No Cents (\$3,000.00) and shall submit a bill for such services at the close of the football season.

ESASD maintains the confidentiality of student records, including student health information, in compliance with its policies and the Family Educational Rights and Privacy ACT (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and state laws and regulations governing student records. The undersigned physician agrees to maintain all student health information in accordance with the District's policies regarding confidentiality of student records, and in compliance with state and federal law. Because the undersigned physician may, from time to time, provide services that would qualify him or her as a "business associate" of the District, as that phrase is defined by HIPAA, the undersigned agrees to abide by the terms of the District's standard HIPAA business associate contract, a copy of which has been provided to, and reviewed by, the undersigned.

The East Stroudsburg Area School District, should it be deemed necessary based upon performance of services, reserves the right of refusal of these contracted services.

The doctor's status shall be that of an independent contractor.

DATE 5-12-2020

  
George Primiano, MD

ATTEST:

EAST STROUDSBURG AREA SCHOOL  
DISTRICT  
By:

Patricia Rosado, Board Secretary

Richard Schlameuss  
President, Board of Education

285

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 29<sup>th</sup> day of April, 2020, by and between:

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

AND

St Lukes Monroe Family Practice (the "Contractor") of 1619 North 9<sup>th</sup> Street, STE 2, Stroudsburg, Pa 18360

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Bus Driver Physicals

Location of Services: 1619 North 9<sup>th</sup> Street, STE 2, Stroudsburg, Pa 18360

Effective Date: 7/1/2020 - 6/30/2021

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ \_\_\_\_\_  
Time (Days/Hour/Other): \_\_\_\_\_  
Total Cost: \$ 9000.00

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

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

Budget Code: 10-2720-330-000-00-000-007-000-0000 Department: Transportation

District Initiator: *[Signature]*

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

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

**AGREEMENT BETWEEN  
EAST STROUDSBURG AREA SCHOOL DISTRICT  
AND  
JOHN P. BART, DO  
940 Deitrich Road  
Halifax, PA 17032-7729  
(July 1, 2020-June 30, 2021)**

The East Stroudsburg Area School District (District) has retained the above-named physician to perform medical services as required in accordance with applicable state, federal and local laws, regulations and requirements of the Pennsylvania School Code and policies as developed by the Board of Education and the administrators of the District. The physician has agreed to perform these services at the times and locations and in the manner required beginning July 1, 2020 through June 30, 2021.

The physician shall be responsible for providing medical services for students in grades K through 12 in all District elementary, intermediate, and secondary schools, as well as any parochial schools located within District boundaries. Payments will be made for performing such medical services in two (2) installments per fiscal year (July 1-June 30). A retainer fee of \$35,000 will be paid each fiscal year of the agreement to secure the physician's services. On or about July 1 of each fiscal year, one-half (1/2) or \$17,500 shall be paid in advance. Upon proper documentation of the completion of medical services as certified by the school nurse, the remaining \$17,500 will be paid for a total retainer fee of \$35,000 per fiscal year through the fiscal year ending June 30, 2021.

Medical services provided by the physician shall include:

- State-mandated grade-level medical examinations.
- Medical examinations of District students and student-athletes prior to their participation in a particular activity for the upcoming fall 2020, winter 2020-2021, and spring 2021, sports seasons; including the cheerleading squad, varsity/junior varsity football, boys and girls basketball, wrestling, rifle team, boys and girls track, baseball, softball, boys and girls soccer, golf, boys and girls tennis, cross country, swimming, and junior high football. The physician will also perform periodic examinations as necessary during the playing seasons.
- Said physician will be in attendance at all home varsity football games of the ESASD High School-North team during the 2020-2021 season.
- Said physician shall also guide and advise District nurses and administrators regarding general health services and District athletic training staff as per No. 209-AR, and shall also perform such other routine medical services as may be reasonably required.
- Said physician will review Individualized Education Programs (IEPs) for the purposes of ACCESS billing.
- A mileage reimbursement will be made at the approved IRS rate from the doctor's place of residence or, if appropriate, place of employment, not to exceed two hundred eighty (280) miles round trip per instance, to the school(s) of the East Stroudsburg Area School District for purposes of performing state-mandated



physical examinations, athletic physical examinations, and game attendance as stated above.

These services shall be performed at the times required, which is; for athletes prior to the beginning of practice; for state-mandated physical exams during the school year such examination is required and scheduled by the District; and for other medical services as the need is identified.

The District maintains the confidentiality of student records, including student health information, in compliance with its policies and the Family Education Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and state laws and regulations governing student records. The undersigned physician agrees to maintain all student health information in accordance with the District's policies regarding confidentiality of student records, and in compliance with state and federal law. Because the undersigned physician may, from time to time, provide services that would qualify him or her as a "business advocate" of the District, as that phrase is defined by HIPAA, the undersigned agrees to abide by the terms of the District's standard HIPAA business associate contract, a copy of which has been provided to, and reviewed by, the undersigned.

In order to validate and continue this current contract, the East Stroudsburg Area School District must have:

1. A copy of the physician's licenses with validation and expiration dates (if applicable).
2. Act 114 (FBI Criminal), Act 34 (PA Criminal) and Act 151 (Child Abuse) Clearances.
3. Certificates indicating the physician's current liability insurance acceptable to the District's insurance advisor.

Either party may reserve the right to terminate this agreement by delivering to the other party written notice of termination and provided that there is no disruption in the provision of medical services.

The Physician's status shall be that of an independent contractor.

DATE \_\_\_\_\_

\_\_\_\_\_  
John P. Bart, D.O.

ATTEST:

\_\_\_\_\_  
EAST STROUDSBURG AREA SCHOOL DISTRICT BY:

\_\_\_\_\_  
Richard Schlameuss  
President, Board of Education

## ATHLETIC TRAINING

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

THIS AGREEMENT, is made this        day of        , 2020, by and between EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and **East Stroudsburg Area School District – J.T. Lambert Intermediate School** (hereinafter "Internship Site").

#### BACKGROUND

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

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

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

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

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

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

- a. *Selection of Students.* The University shall be responsible for the selection of a qualified clinical practice intern or resident (hereinafter "student") to participate in the practicum. The selected student must have the appropriate educational background and skills consistent with the contemplated educational experience offered by Internship Site. The selected student will be an individual who is certified by the Board of Certification ("BOC) for Athletic Training or eligible for certification by the Board of Certification, and who is eligible for Licensure by the Pennsylvania State Board of Medicine or State Board of Osteopathic Medicine as an athletic trainer. The individual will work with the athletic program at Internship Site. The Graduate Coordinator at ESU<sup>us</sup> will select the student to be recommended to the Dean of the Graduate College for placement with the Internship Site.

- b. *Education of Student.* The University shall assume responsibility for the classroom education of the student. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading, and graduation.
- c. *Term of Placement.* The student will work for Internship Site 20 hours per week during the term of this placement. The placement will include post-session (pre-season athletics) and the subsequent fall, winter and spring sport seasons for the Internship Site.
- d. *Submission of Name of Candidate.* The University shall submit the name of the student to Internship Site or a designated representative at least 3 weeks prior to the practicum assignment.
- e. *Designation of Representative.* University shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the Internship Site in order to discuss, plan and evaluate experience of the student.
- f. *Advising Student of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of Internship Site and should the student fail to abide by any policy/or procedure, he or she may be expelled from the Internship Site program. If it is necessary to terminate the student's participation in the clinical practice intern program, the policies and procedures of the University shall be followed. It is understood and agreed that while the student is providing athletic training services to the Internship Site, the student shall be under the direct supervision of the Internship Site, including the physician employed by Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.
- g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her own expense. Only a Pennsylvania certified athletic trainer (or BOC® eligible student) with current professional liability insurance will be recommended. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the assistantship or residency. The Graduate Student will work within the scope of his/her job description and licensure status.

Internship Site understands that, as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort claims Act, 42 Pa C.S.A. §§8521, et

*seq.* For purposes of this Agreement, it is understood and agreed that the student, while providing athletic training services to the Internship Site, is under the supervision of the Internship Site, including the physician employed by the Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.

- h. Prior to the rendering of services by the graduate student pursuant to this agreement, the student shall obtain and provide to the Internship Site all criminal and child abuse clearances and/or other records required by the Pennsylvania School code and/or other applicable statutes.

## II. DUTIES AND RESPONSIBILITIES OF INTERNSHIP SITE

- a. *Establishment of Assistantship or Residency.* Internship Site authorizes the use of its facilities as may be agreed upon by the Internship Site and the University as a practicum. This practicum is for a student enrolled in a graduate degree program at East Stroudsburg University. A description of the duties and responsibilities of the student will be developed by the appropriate individuals at the Internship Site, with a copy provided to the Graduate Coordinator from ESU.
- b. *Policies of Internship Site.* The Internship Site will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. Internship Site will provide the University all the applicable information at least 2 weeks in advance of the student's participation.
- c. *Administration.* Internship Site will have sole authority and control over all aspects of student services, including appropriate supervision of the student by a licensed individual in providing all athletic training services. Internship Site will be responsible for and retain control over the organization, and operation of its programs.
- d. *Removal of Noncompliant Student.* Internship Site shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, Internship Site should immediately contact the responsible University contact. It shall be the obligation of the university to assure that its students are afforded procedural due process if a student is removed pursuant to this section.
- e. *Designation of Representative.* Internship Site shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate experience of the student.
- f. *Supervision of Students.* Internship Site shall provide a practicum site supervisor who will supervise student activities during the practicum. The student will be supervised by a physician of the Internship Site for the provision of all athletic training services. Internship Site agrees to indemnify and hold harmless the University, the State System of Higher Education and the Commonwealth and its officers, employees, representatives and agents, harmless from any and all liability, claims, demands and actions based upon and arising out of any activities performed by the student while under the supervision of

the Internship Site under this Agreement. Upon receipt of written notice of any matter for which indemnification might be claimed by the University or its officers, employees, representatives and agents, the Internship Site shall promptly defend, contest or otherwise protect against any such suit, action, investigation, claim or proceeding at its own cost and expense. The University may, but will not be obligated to, participate at its own expense in the proceeding, with counsel of its own choosing. Representation of the University shall be in compliance with the Commonwealth Attorneys Act.

- g. *Reporting of Student Progress.* Internship Site shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and Internship Site.
- h. *Student Records.* Internship Site shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of the Agreement.

### III. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties mutually agree that one student shall be assigned to the Internship Site for this assistantship or residency.
- b. *Payment.* The Internship Site shall pay the University \$15,000 in two equal payments on the first day of the Summer and Spring Semesters which shall be for part of the student's tuition at the prevailing rate (Summer I, Fall, Spring, and Summer II), graduate student stipend, graduate support, reimbursement of social security and worker's compensation costs to the University. The stipend is calculated based on the student providing athletic training services to the Internship Site as follows: Summer I (60 hours), Fall (300 hours), Spring (300 hours), and summer II (60 hours). If Internship Site removes a student who fails to comply with its policies and procedures or terminates this Agreement, it is understood and agreed that there shall be reimbursement at a proration of amounts due or payments made under this Agreement only for the time the student worked. If the student quits the program at the Internship Site, it is understood and agreed that there shall be reimbursement at a proration of amounts due or payments made under this Agreement only for the time the student worked.
- c. *Term of Agreement.* The term of this Agreement shall be one year(s) from the date of execution.
- d. *Termination of Agreement.* The University or the Internship Site may terminate this Agreement for any reason with ninety (90) days' notice. Either party may immediately terminate this Agreement in the event of a breach. However, should the Internship Site terminate this Agreement prior to the completion of an academic semester for other than a breach of the terms of this agreement or student's failure to follow applicable policy,

the student enrolled at that time may continue his/her educational experience until it would have been concluded absent the termination.

- e. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. Internship Site agrees to cooperate with the University in its investigation of claims of discrimination of harassment.
- f. *Interpretation of Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- h. *Relationship of Parties.* The relationship between the parties to this Agreement to each other in that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, employment or any other relationship, other than that of independent contractors.
- i. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically provided in this Agreement. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth of Pennsylvania's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth of Pennsylvania or of the State System of Higher Education or the University.
- i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other oral understandings or promises exist in regards to this relationship.

**[Remainder of page intentionally left blank]**

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

Authorized Signature:

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

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

\_\_\_\_\_  
Date

50 Vine St.  
East Stroudsburg, PA 18301

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

\_\_\_\_\_  
Date

**Approved as to form and legality:**

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

\_\_\_\_\_  
Date

Addendum

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

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

Summer I – Fall I Graduate Tuition/Support:	\$4,257.41 (Based on 18-19 Tuition Costs)
Summer I – Fall I Stipend:	\$3,002.40 (Summer Pre-Season – Mid Winter Season)
Summer I – Fall I Workmen's Compensation:	\$ 10.51 (60 hours Pre-Season; 300 hours Fall – Winter)
Summer I – Fall I Social Security	\$ 229.68 (7.65% x 3002.40)
<b>Summer I – Fall I Invoice Amount:</b>	<b>\$7,500.00</b>
Spring I – Summer II Graduate Tuition/Support:	\$4,257.41 (Based on 18-19 Tuition Costs)
Spring I – Summer II Stipend	\$3,002.40 (Mid Winter Season – End of Spring: June 1)
Spring I – Summer II Workmen's Compensation:	\$ 10.51 (300 hours Spring: 60 hours Summer II)
Spring I – Summer II Social Security	\$ 229.68 (7.65% x 3002.40)
<b>Spring I – Summer II Invoice Amount:</b>	<b>\$7,500.00</b>
<b>Total AY Invoice 2020 – 2021:</b>	<b>\$15,000.00</b>

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**ATHLETIC TRAINING**

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

**THIS AGREEMENT**, is made this      day of      , 2020, by and between EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and **East Stroudsburg Area School District – Lehman Intermediate** (hereinafter "Internship Site").

**BACKGROUND**

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

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

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

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

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

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

- a. *Selection of Students.* The University shall be responsible for the selection of a qualified clinical practice intern or resident (hereinafter "student") to participate in the practicum. The selected student must have the appropriate educational background and skills consistent with the contemplated educational experience offered by Internship Site. The selected student will be an individual who is certified by the Board of Certification ("BOC) for Athletic Training or eligible for certification by the Board of Certification, and who is eligible for Licensure by the Pennsylvania State Board of Medicine or State Board of Osteopathic Medicine as an athletic trainer. The individual will work with the athletic program at Internship Site. The Graduate Coordinator at ESU will select the student to be recommended to the Dean of the Graduate College for placement with the Internship Site.

- b. *Education of Student.* The University shall assume responsibility for the classroom education of the student. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading, and graduation.
- c. *Term of Placement.* The student will work for Internship Site 20 hours per week during the term of this placement. The placement will include post-session (pre-season athletics) and the subsequent fall, winter and spring sport seasons for the Internship Site.
- d. *Submission of Name of Candidate.* The University shall submit the name of the student to Internship Site or a designated representative at least 3 weeks prior to the practicum assignment.
- e. *Designation of Representative.* University shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the Internship Site in order to discuss, plan and evaluate experience of the student.
- f. *Advising Student of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of Internship Site and should the student fail to abide by any policy/or procedure, he or she may be expelled from the Internship Site program. If it is necessary to terminate the student's participation in the clinical practice intern program, the policies and procedures of the University shall be followed. It is understood and agreed that while the student is providing athletic training services to the Internship Site, the student shall be under the direct supervision of the Internship Site, including the physician employed by Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.
- g. *Professional Liability Insurance.* The student shall be responsible for procuring professional liability insurance at his/her own expense. Only a Pennsylvania certified athletic trainer (or BOC® eligible student) with current professional liability insurance will be recommended. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the assistantship or residency. The Graduate Student will work within the scope of his/her job description and licensure status.

Internship Site understands that, as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort claims Act, 42 Pa C.S.A. §§8521, et

*seq.* For purposes of this Agreement, it is understood and agreed that the student, while providing athletic training services to the Internship Site, is under the supervision of the Internship Site, including the physician employed by the Internship Site to oversee the provision of medical care and athletic training services at the Internship Site.

- h. Prior to the rendering of services by the graduate student pursuant to this agreement, the student shall obtain and provide to the Internship Site all criminal and child abuse clearances and/or other records required by the Pennsylvania School code and/or other applicable statutes.

## **II. DUTIES AND RESPONSIBILITIES OF INTERNSHIP SITE**

- a. *Establishment of Assistantship or Residency.* Internship Site authorizes the use of its facilities as may be agreed upon by the Internship Site and the University as a practicum. This practicum is for a student enrolled in a graduate degree program at East Stroudsburg University. A description of the duties and responsibilities of the student will be developed by the appropriate individuals at the Internship Site, with a copy provided to the Graduate Coordinator from ESU.
- b. *Policies of Internship Site.* The Internship Site will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. Internship Site will provide the University all the applicable information at least 2 weeks in advance of the student's participation.
- c. *Administration.* Internship Site will have sole authority and control over all aspects of student services, including appropriate supervision of the student by a licensed individual in providing all athletic training services. Internship Site will be responsible for and retain control over the organization, and operation of its programs.
- d. *Removal of Noncompliant Student.* Internship Site shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, Internship Site should immediately contact the responsible University contact. It shall be the obligation of the university to assure that its students are afforded procedural due process if a student is removed pursuant to this section.
- e. *Designation of Representative.* Internship Site shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate experience of the student.
- f. *Supervision of Students.* Internship Site shall provide a practicum site supervisor who will supervise student activities during the practicum. The student will be supervised by a physician of the Internship Site for the provision of all athletic training services. Internship Site agrees to indemnify and hold harmless the University, the State System of Higher Education and the Commonwealth and its officers, employees, representatives and agents, harmless from any and all liability, claims, demands and actions based upon and arising out of any activities performed by the student while under the supervision of

the student enrolled at that time may continue his/her educational experience until it would have been concluded absent the termination.

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**[Remainder of page intentionally left blank]**

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

Authorized Signature:

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

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

\_\_\_\_\_  
Date

50 Vine St.  
East Stroudsburg, PA 18301

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

\_\_\_\_\_  
Date

**Approved as to form and legality:**

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

\_\_\_\_\_  
Date

Addendum

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

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

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<b>Spring I –Summer II Invoice Amount:</b>	<b>\$7,500.00</b>
<b>Total AY Invoice 2020 – 2021:</b>	<b>\$15,000.00</b>

**GOVERNMENT SOFTWARE SERVICES, Inc.**  
**Contract for School Billing**

**AGREEMENT FOR COMPUTER SERVICES**

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ for fiscal year(s) \_\_\_\_\_  
between Government Software Services, Inc., 616 Main Street, Suite 400, Honesdale,  
Pennsylvania, 18431 (hereinafter referred to as "GSS")

**AND**

East Stroudsburg Area School District (Pike Counties) (hereinafter referred to as  
"Client")

**WITNESSETH**

In consideration of the mutual covenants hereinafter set forth, it is agreed that Client  
desires certain Data Processing Services be performed and that GSS desires to perform  
these services which are as follows:

1. **REAL ESTATE TAX SYSTEM** – During the term stated, GSS will provide Real  
Estate Tax Services to the Client utilizing the Assessment files of the County or  
Counties in which the various taxing districts of the Client are located. Services to be  
performed are as follows:
  - A. Prepare two (2) copies of the Real Estate Tax Duplicate on pre-printed forms  
based upon the data contained in the Real Estate Master File and the associated  
millage, discount, penalty rates and tax collector information provided to GSS by  
the Client. Said tax duplicates shall reflect the taxes based on the millage times the  
assessed valuation and shall show discount, face and penalty amounts. A  
summary Report reflecting totals shall appear at the end of each duplicate.
  - B. Prepare a Real Estate Tax Statement for each parcel of property on a self seal  
mailer, reflecting the information shown on the tax duplicates, and tax collector  
data associated with each taxing district.
  
2. **OCCUPATION/PER CAPITA TAX SYSTEM** – During the term stated, GSS will  
provide Occupation/Per Capita Tax Services to the client utilizing the Occupation /  
Per Capita files of the County or Counties in which the various taxing districts of the  
Client are located. Services to be performed are as follows:
  - A. Prepare two (2) copies of the Occupation/Per Capita Tax Duplicate on pre-printed  
forms, based upon the data contained on the Occupation/Per Capita Master File  
and the associated millage, per capita, discount, face, penalty rates and the tax  
collector information provided to GSS by the Client. A Summary Report shall  
appear at the end of each tax duplicate.
  - B. Prepare the Occupation/Per Capita Tax Statements on a self seal mailer, reflecting  
the information shown on the tax duplicates, and the tax collector data associated  
with each taxing district.

**570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431**  
**Government Software Services, Inc.**  
**Contract for School Billing**

- C. Provide a Summary Report reflecting all the totals necessary for certification and normal reporting.
- 3. MATERIALS AND SUPPLIES – During the term stated, GSS will provide the following:
  - A. All tax duplicate paper, tax statements and binding materials necessary to provide the services described herein
- 4. ITEMS TO BE SUPPLIED BY CLIENT – In order for GSS to fulfill this contract the Client must supply the following:
  - A. Written authorization from the County Commissioners or Counties where the Client's taxing districts are located granting GSS permission to access the Per Capita, Occupation and Real Estate Assessment files.
  - B. Written documentation of all Per Capita, Occupation, and Real Estate millage rates, discount, face, penalty rates, dates and all tax collector information as it is to be printed on the statements.
- 5. TERMS AND CONDITIONS – GSS will provide the services as defined in this contract for the term stated and will provide to the Client the tax statements and duplicates FOB Honesdale within thirty (30) days of receipt of the items supplied by Client.
- 6. Client agrees to pay GSS as follows:
  - A. The sum of six and one half cents (\$0.065) each, per name printed for the two copies of the Real Estate Duplicate and the Occupation/Per Capita Duplicate and the sum of nine dollars and fifty cents (\$9.50) each per duplicate bound.
  - B. The sum of sixteen and ninety-five one hundredth cents (\$0.1695) for each tax statement prepared.
  - C. GSS will invoice Client based on the above rates. Full payment will be due and payable within thirty (30) days of delivery of the tax statements and duplicates. Any amount invoiced and not paid within thirty (30) days shall become subject to a finance charge of 1½ % per month on the unpaid balance.
- 7. In the event of a dispute the matter shall be settled in the following manner:
  - A. A three-member panel shall be created by the choosing of one member by the Client and one member by GSS.
  - B. Each of these two members shall agree on a third member.

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570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431  
Government Software Services, Inc.  
Contract for School Billing

C. The three-member panel, by majority vote, shall determine a settlement that must be accepted by GSS and Client.

In witness whereof, the parties have executed this agreement.

Dated \_\_\_\_\_

East Stroudsburg Area School District

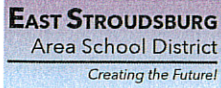
By \_\_\_\_\_

\_\_\_\_\_  
WITNESS

Government Software Services, Inc.

By Thomas P. Theobald  
Thomas P. Theobald, President

Wendy Krewer  
WITNESS



Thomas McIntyre <thomas-mcintyre@esasd.net>

**Form 611**

1 message

Google Forms <forms-receipts-noreply@google.com>  
To: thomas-mcintyre@esasd.net

Mon, May 11, 2020 at 4:47 PM

Thanks for filling out [Form 611](#)

Here's what we got from you:

[Edit response](#)

**Form 611**

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

Your email address ([thomas-mcintyre@esasd.net](mailto:thomas-mcintyre@esasd.net)) was recorded when you submitted this form.

**FORM 611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
Procurement Form

**Name Of Requester \***

Thomas J McIntyre

**Department \***

Business Office

**Building \***

Administration

**What service or item are you requesting? \***

An independant Fraud Hotline

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**Why are you requesting the service or item? \***

This is requested by board members, and a recommendation from the Forensic Audit.

**Suggested Replacement: \***

Lighthouse

**Please complete an Independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)**

This was not completed

**Cost Estimate: If over \$5,000, were three (3) quotes obtained? If yes, Please list the vendor's information and quoted amount. \***

This amount was under the \$5,000 amount.

**What is the total cost of the purchase? \***

\$1,085.00

**Procurement Method: \***

- Quote
- Request for Proposal (RFP)
- Bid
- Other:

**Was this purchase budgeted? \***

No ▼

**Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.**

- Yes
- Pennsylvania State Contract
- COSTARS
- Keystone Purchasing Network
- PEPPM National Contract Program (Technology Bidding and Purchasing)
- US Communities
- NO

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If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

N/A

Which Fund will be charged? \*

10 ▼

What account will be charged? \*

10-2515-330-000-00-000-005-000-0000

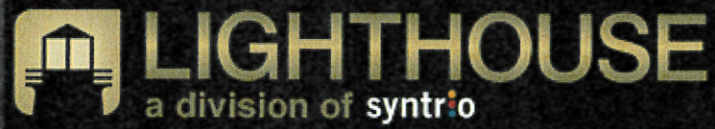
Selection of winning proposal, Was the lowest price selected? If not, please explain why and the process of selecting the vendor. \*

This vendor provided a more comprehensive product, with several ways to report an issue.

Any additional information you would like to provide.

Create your own Google Form

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## REPORTING HOTLINE PROPOSAL



CREATED FOR:

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

## Welcome to Lighthouse Services

Dear Tom McIntyre,

Thank you for your interest in our hotline program. I've enclosed a quotation for our program at \$ 1,085.00 per year. Please refer to the final page of this document for a detailed cost breakdown of our services. Below you will also find information on our additional features that will enhance the value of our proposal.

### Reporting Hotlines: Corporate Best Practice

A reporting hotline is an invaluable tool in your effort to eliminate the potential impact of wrongdoing in your organization. It will also help you establish an ethical organizational culture based on integrity and trust. According to the Association of Certified Fraud Examiners, a reporting hotline is the leading method of fraud detection in U.S. companies.

Implementing a hotline service is now widely viewed to be a best practice. To learn more about the benefits of hotline services, please see our informative white paper "[Why Ethics Hotlines Are Considered a Best Practice.](#)"

### Remain Compliant with Constantly Evolving Regulations

Our hotlines are used by companies worldwide to cost effectively uncover hidden business risks and address various issues such as loss prevention, ethics and integrity violations, HR related concerns, workplace safety, and other serious matters your stakeholders and employees would like to anonymously report. Our program quickly brings you into compliance with multiple disparate regulatory requirements including:

- Sarbanes-Oxley Act
- Dodd-Frank Act
- Federal Acquisition Regulations
- American Recovery and Reinvestment Act of 2009
- Deficit Reduction Act of 2005
- Federal Sentencing Guidelines

Lighthouse's whistleblower hotlines have been developed to be in compliance with data protection and whistleblower law pronouncements applicable to every governing body mandate or interpretation around the globe.

### The Lighthouse Advantage

The company you choose to provide your hotline services is just as important as the decision to implement a hotline in the first place. Lighthouse has been providing third-party hotline services since 2003, and our client roster consists of more than 3,000 organizations with a reporting network covering more than 4 million users.

We have extensive experience in providing hotline services to a wide range of diverse industries including:

- Public companies
- Private companies
- Local and state governments
- Non-profits
- Schools and school districts
- Healthcare agencies, hospitals, and clinics
- Banks and financial institutions



### Numerous Benefits for Your Organization

Our hotline services will help you improve risk management and governance, while reinforcing the ethical tone from the top. Here are some of the many features and benefits provided by our services:

- **24/7/365** – We are waiting for reports 24 hours a day, 7 days a week, 365 days a year. We offer reporters 3 levels of anonymity and are available whenever your employees need us.
- **Bundled Services** – You get everything you need to set up and manage your hotline program for one low annual fee.
- **Efficient Implementation** – 1 business day setup. Pain free implementation process requiring minimal customer involvement. Our service can integrate seamlessly with your existing system. Templates and custom program materials available including posters and wallet cards in multiple languages.
- **Toll-Free Access** – Eliminates concerns over confidentiality and any barriers over cost.
- **Open Exchange** – Our service allows users to reconnect with our hotline and add information to an existing report or obtain a status update of a previously submitted report. We can also act as the intermediary between our customer and the reporter to facilitate dialogue.
- **Retention** – All our reports are permanently retained and easily retrieved.
- **Specialized Operators** – Our staff are professionally trained and accustomed to dealing with caller concerns, stress, and frustration.
- **Worldwide Access** – Our hotline services are available on a 24/7/365 basis to companies operating in the U.S. and around the world.
- **Multilingual Services** – Our specialized representatives are available in English and Spanish as well as more than 140 languages with our interpreter services.
- **Independence** – We are an independent third-party provider. Employees feel confident that their anonymity will be respected.
- **Flexibility** – Our reporting network includes 6 reporter engagement options: web, fax, mail, e-mail, text, and toll-free 1-800 live telephonic services.
- **Internal Control** – Multiple party and conditional report routing serve as a check and balance insuring enhanced internal control.
- **Technology** – Using the latest in CTI technology, we have maintained our position on the leading edge of hotline provisioning services.
- **Quality & Experience** – We are widely recognized as an industry leader. Our award-winning call centers offer the expertise to provide solutions for businesses of all sizes and types.

### Best-in-Class Case Management System

Our innovative [Case Management System](#) (CMS) provides you with a single source for your compliance reporting activities and is always available at your fingertips. Web-based CMS is a secure and powerful tool to track, address, and monitor all of your incident reporting activities. Our easy to use system allows program administrators to effortlessly manage your incident reports on demand from beginning to resolution. With CMS you can:

- View the detailed incident report online.
- Automatically assign an incident for investigation.
- Set and adjust the risk level, priority, and status of reports.
- Document actions taken and record follow-up and outcome notes.
- Manage and oversee the resolution process.
- Add internal reports for incidents not reported through the Lighthouse system.
- Anonymously dialogue with reporters.
- Analyze trends by linking cases and generating reports and charts.
- Create an audit trail for added internal control.
- Attach files and documents to a record.
- Search the database using keywords and date filters.
- Permit multiple users and manage user permissions.
- Reminder notification emails send configurable email messages to assigned investigators.
- Report rerouting capability if a reviewer is implicated.
- Create customized fields
- Send messages to system users
- Integrate your system data using our application programming interface (API)

### **Reliable and Dependable Technology**

We're equipped to meet your needs from a technological standpoint. We use multiple servers for various functions within our operations. We have multiple PRIs for our phone service and we have two internet service providers to provide redundancy. We have backups for all critical components and emergency procedures in place with on-call management staff available 24/7.

### **Anonymity is Safeguarded**

Our independent third-party system is secure, completely confidential, and offers reporters a superior safeguard of anonymity. We provide Internet reporting via SSL encrypted site and a reporter's IP address is not tracked. All hotline information is kept in a secure environment with access to confidential data username and password protected. Due to the strict confidentiality that our business requires, we deploy robust security in all areas of nonpublic information access.

### **Your Company's Confidentiality and Security Is Our Top Priority**

Confidentiality and security is the cornerstone of a successful reporting hotline program. Our servers are behind firewalls and all systems are regularly patched and updated. Our servers are co-located in a SOC2 certified facility and are backed up regularly with encrypted backups stored off-site meeting HIPAA, SOX, and GLBA requirements.

We adhere to the U.S.-EU Privacy Shield Framework developed by the Department of Commerce in coordination with the European Commission pertaining to the protection of personal data.

### **Award-Winning Customer Service that Exceeds Industry Standards**

As a Lighthouse Services client, you'll have the benefit of knowing that we're always there for you and your employees whenever needed. We will work closely with you and your staff to ensure a seamless hotline implementation. We'll also be there to provide prompt and reliable ongoing support and service in the years to come.

We are exceptionally proud of our award-winning, U.S.-based call centers. Our outstanding customer service is the focus of our call center operations, which includes highlights, such as:

- Lightning-fast response time -- avg. time to answer: 9.3 seconds (for your reference, 1 ring is equal to 6 seconds). Percent of calls answered in 18 seconds: 90.6% (industry standard <= 80)
- Use of script on screen technology
- Professionally trained staff
- Background checks on all our new hires
- Non-disclosure agreement signed by all employees
- Operators must successfully complete a 3-week training course
- Employees must meet our education requirements

We also give you access to a host of additional services and materials that can help you maximize the impact and effectiveness of your hotline including:

- Program promotional and instructional materials (No additional charge)
- Hotline Implementation Guide (No additional charge)
- Collateral materials including wallet cards and posters ([Click here](#) to view & pricing information)
- Customized employee ethics training video (No additional charge)
- Worldwide toll-free number (See quote page for pricing)
- Foreign language reports (See quote page for pricing)
- Comprehensive menu of fee-based e-learning courses ([Click here](#) to learn more)

### **Lighthouse Services Can Protect Your Organization and Ensure Integrity**

Implementing the anonymous third-party hotline services from Lighthouse Services is an important step in protecting your corporate assets, board of directors, shareholders, and employees and ensuring integrity throughout all levels of your organization. Join the more than 3,000 organizations that rely on Lighthouse for obtaining information and delivering solutions.

**Prepared By:**  
Ryan Bronstein  
Lighthouse Services, LLC  
email: [ryan@lighthouse-services.com](mailto:ryan@lighthouse-services.com)





<b>Quotation #</b>
14615

**Lighthouse Services, LLC**

1710 Walton Rd., Suite 204, Blue Bell, PA 19422  
 Tel: (215) 884-6150 • Fax: (215) 689-3885

**24/7/365 Reporting Hotline Quote**

**PREPARED FOR:**

**Company:** East Stroudsburg Area School District  
**Name:** Tom McIntyre  
**Title:** Chief Financial Officer  
**Address:** 50 Vine St.  
 East Stroudsburg, PA 18301  
**Phone:** 570-424-8500 Ext: 10121  
**E-mail:** thomas-mcintyre@esasd.net  
**Date:** 2/25/2020

Setup/Startup Fee	Included
Custom Web Landing Page	Included
North America Toll Free Number	Included
Case Management System (CMS)	Unlimited Licenses
Services Outside North America*	Extra
Exclusive Web Reporting URL	Included
Monthly Activity Report	Included
Custom Employee Hotline Training Video	Included
Consultation with Subject Matter Experts	Included
Program Promotional and Instructional Material**	Included
Ethics Assessment Questionnaire	Included
Report Fee (English and Spanish)	Included
Number of Employees	1200
Per Employee Fee	\$0.55
Base Service Fee	\$425.00
<b>Total Annual Fee</b>	<b>\$1,085.00</b>

**Foreign Language Reports:** Translation services are available in 140 languages. Reports other than English or Spanish are subject to a \$75.00 fee.

**Worldwide Toll Free Number:** \*\$350.00 per year (for reports outside North America).

**Collateral Material:**

Wallet Cards \$35.00 per 100 (black & white) or \$45.00 per 100 (color)

Laminated Posters

Size	Black & White	Color	Size	Black & White	Color
8 ½ x 11	\$7.00	\$8.00	18 x 24	\$40.00	\$45.00
11 x 17	\$11.00	\$12.00	24 x 36	\$70.00	\$75.00

\*\* Program promotional and instructional material available at no charge includes administrator and employee training material, collateral material artwork, policy templates, website landing page sample content, hotline program introductory letters, and program implementation guidelines.

**Other Information:** Includes phone, web, email, fax and mail reports. Telephone script customization available for \$300/yr plus programming costs. Web form and phone script changes subject to a one-time programming fee of \$200/hr. Quote valid for 90 days and subject to the terms of our service agreement.

**Ethics Training:** Includes customized employee ethics hotline training video. Fee based e-Learning courses available.

**Prepared By:** Ryan Bronstein T: 215.884.6150 F: 215.689.3885 E: [ryan@lighthouse-services.com](mailto:ryan@lighthouse-services.com)

America's leading hotline provider <sup>SM</sup>

*Lighthouse will illuminate where you can't - let us listen to your employees!*

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# LIGHTHOUSE

Obtaining Information. Delivering solutions.

## ANONYMOUS HOTLINE REPORTING SERVICES

Your business deserves the best compliance and ethics standards and practices in the industry.

**LIGHTHOUSE** will illuminate where others can't.

Let us listen to your employees!

Call 215-884-6150 / 844-709-6000 today, or visit [www.Lighthouse-Services.com](http://www.Lighthouse-Services.com)

## ENSURE BUSINESS INTEGRITY

Lighthouse Services provides confidential reporting services to enable corporate management, staff, employees, vendors and customers to report fraud, abuse, ethics, compliance and HR violations.

### Who uses our services?

- Public companies
- Private companies
- Local and State governments
- Non-profits
- Schools and School Districts
- Healthcare Agencies, Hospitals and Clinics
- Banks and Financial Institutions

## WORLDWIDE ACCESS

- 24/7/365 worldwide availability
- Global toll-free number
- 140+ languages
- Complies with country-specific laws
- Foreign language web submission forms
- General Data Protection Regulation (GDPR) compliant



- Our service allows reporters to reconnect with our hotline and anonymously continue dialog if they wish.
- Reports are permanently retained and easily retrieved.
- We are an independent third-party provider. Employees feel confident that their anonymity will be maintained and respected.
- Improve your risk management and reinforce your ethical tone from the top.
- Manage reports with a comprehensive web-based Case Management System.
- We provide the entire IT infrastructure for your reporting requirements without the need to host software.

## PROTECT YOUR COMPANY

Protect your corporate assets, board of directors, shareholders, management, and employees.

- We're here when your employees need us 24/7/365.
- Our professionally trained representatives are available in English and Spanish as well as over 140 languages.
- Toll-free phone access eliminates concerns over confidentiality and cost barriers.

## We provide:

- Submission 24/7/365 via -
  - Toll-free live operator services
  - Client branded website
  - Fax, mail, e-mail and SMS text
- 3 levels of reporter anonymity
- Domestic call center
- Dedicated customer service representative
- Web-based case management system
- Next-day setup
- Promotional & instructional materials







# LIGHTHOUSE

Delivering the Best Reporting Solutions for Your Organization

At Lighthouse Services, our mission is to deliver a high-level client experience that enables your organization to attain a world-class standard of ethical performance.

By helping you develop best practices in obtaining information through anonymous third-party hotline reporting, you will be able to rapidly respond to ethical dilemmas as they occur.

Call 215-884-6150 / 844-709-6000 today, or visit [www.Lighthouse-Services.com](http://www.Lighthouse-Services.com)



**LIGHTHOUSE**  
Obtaining Information. Delivering solutions.

Here are just a few of the ways your organization will benefit by partnering with Lighthouse:

## INTEGRITY

Develop an ethical corporate culture that truly reflects your organization's core values.

- Develop a corporate culture based on teamwork and trust.
- Give whistleblowers the opportunity and encouragement to "do the right thing."
- Develop a reputation as a standard setter for ethical behavior within your industry.

## PROTECTION

Protect your business as well as your most valuable asset, your employees.

- Protect whistleblowers by providing a mechanism for them to submit anonymous reports.
- Stop minor situations from escalating and prevent them from causing extensive damage through early detection.
- Develop a comprehensive paper trail to protect against potential litigation.

## EFFICIENCY

Ensure you obtain all the information you need to conduct the most efficient investigation.

- Develop a permanent record of all case activities.
- Adhere to best practices regarding ethics investigation procedures.
- Ensure that key investigation details are not overlooked.

## SUPPORT

Receive ongoing information and support to stay abreast of key ethics issues.

- **Policy templates** - create your own hotline policies with our easy-to-use templates.
- **White papers** - receive an in-depth analysis of best practices in hotline procedures.
- **Newsletters** - get the latest on ethics trends and law changes that directly impact your business.
- **Other Related Services:**
  - **eLearning training** - provide hands-on ethics training to some or all of your employees.
  - **Online suggestion box** - available as an additional feature to your web reporting web page.

## EXPERIENCE

Lighthouse's proven track record of success allows you to offer an anonymous reporting hotline to your employees with complete confidence.

- We've been providing third-party hotline services to organizations of all sizes since 2003.
- Our client roster consists of more than 3,000 organizations in all industries.

Lighthouse provides you with all the tools you need to obtain information that leads to the best outcome. Don't get caught short when it comes to your organization's ethics and compliance program.

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# 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 HMRM	EI	KF	01	02	03	04	05	06	07	08	09	10	11	12	Enrollment Total
21CC	All	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
	21CC Total	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
AACS	All	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
	AACS Total	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
ADM	All	6	0	0	0	0	0	0	0	0	0	0	0	0	0	
	ADM Total	6	0	0	0	0	0	0	0	0	0	0	0	0	0	
AGCC	All	0	1	0	3	0	1	0	2	1	2	3	4	3	2	
	AGCC Total	0	1	0	3	0	1	0	2	1	2	3	4	3	2	
AHCC	All	0	0	0	0	0	0	0	0	0	0	1	1	0	1	
	AHCC Total	0	0	0	0	0	0	0	0	0	0	1	1	0	1	
BES	All	0	55	51	51	64	63	68	0	0	0	0	0	0	0	
	BES Total	0	55	51	51	64	63	68	0	0	0	0	0	0	0	
CCAC	All	0	6	7	4	4	1	4	5	6	10	6	2	4	4	
	CCAC Total	0	6	7	4	4	1	4	5	6	10	6	2	4	4	
CPDL	All	0	1	0	0	0	0	0	1	0	0	0	0	0	0	
	CPDL Total	0	1	0	0	0	0	0	1	0	0	0	0	0	0	
EAAC	All	0	0	3	5	1	2	0	0	0	0	0	0	0	0	
	EAAC Total	0	0	3	5	1	2	0	0	0	0	0	0	0	0	
ECCS	All	0	0	0	0	0	0	0	0	1	2	1	3	1	2	
	ECCS Total	0	0	0	0	0	0	0	0	1	2	1	3	1	2	
EEAC	All	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
	EEAC Total	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
EHN	All	0	0	0	0	0	0	0	0	0	0	247	246	254	230	
	EHN Total	0	0	0	0	0	0	0	0	0	0	247	246	254	230	
EHS	All	0	0	0	0	0	0	0	0	0	0	331	332	338	307	
	EHS Total	0	0	0	0	0	0	0	0	0	0	331	332	338	307	
ESE	All	0	86	97	116	131	104	121	0	0	0	0	0	0	0	
	ESE Total	0	86	97	116	131	104	121	0	0	0	0	0	0	0	
HOME	All	0	0	11	4	5	5	3	7	9	0	9	4	5	5	
	HOME Total	0	0	11	4	5	5	3	7	9	0	9	4	5	5	
IPCC	All	0	2	0	1	2	4	2	5	2	6	2	2	1	0	
	IPCC Total	0	2	0	1	2	4	2	5	2	6	2	2	1	0	
IU20	All	0	16	10	15	14	13	5	9	13	12	12	10	11	14	
	IU20 Total	0	16	10	15	14	13	5	9	13	12	12	10	11	14	
JMH	All	0	79	59	62	91	73	78	0	0	0	0	0	0	0	
	JMH Total	0	79	59	62	91	73	78	0	0	0	0	0	0	0	
JTL	All	0	0	0	0	0	0	0	311	318	314	0	0	0	0	
	JTL Total	0	0	0	0	0	0	0	311	318	314	0	0	0	0	
LIS	All	0	0	0	0	0	0	0	215	249	220	0	0	0	0	
	LIS Total	0	0	0	0	0	0	0	215	249	220	0	0	0	0	
LLAC	All	0	0	0	0	0	1	0	2	1	0	2	1	0	1	
	LLAC Total	0	0	0	0	0	1	0	2	1	0	2	1	0	1	
LVAR	All	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
	LVAR Total	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
LVCS	All	0	0	0	0	0	0	0	0	0	0	3	1	1	1	
	LVCS Total	0	0	0	0	0	0	0	0	0	0	3	1	1	1	

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BLDG	GRADE HMRM	GRADE														TOTAL	
		EI	KF	01	02	03	04	05	06	07	08	09	10	11	12		
MSE	All	0	49	64	68	84	73	90	0	0	0	0	0	0	0	0	0
	MSE Total	0	49	64	68	84	73	90	0	0	0	0	0	0	0	0	0
NPUB	All	0	19	17	17	22	24	12	26	19	26	24	28	19	17		
	NPUB Total	0	19	17	17	22	24	12	26	19	26	24	28	19	17		
PACC	All	0	1	3	0	1	1	2	3	4	4	7	3	2	6		
	PACC Total	0	1	3	0	1	1	2	3	4	4	7	3	2	6		
PADL	All	0	0	0	0	0	2	1	2	1	1	1	0	1	0		
	PADL Total	0	0	0	0	0	2	1	2	1	1	1	0	1	0		
PALC	All	0	1	0	0	1	0	2	3	0	0	0	0	1	0		
	PALC Total	0	1	0	0	1	0	2	3	0	0	0	0	1	0		
PAVC	All	0	1	1	0	0	0	0	1	2	0	1	0	3	1		
	PAVC Total	0	1	1	0	0	0	0	1	2	0	1	0	3	1		
RCCS	All	0	1	1	1	2	3	1	5	7	1	3	6	4	2		
	RCCS Total	0	1	1	1	2	3	1	5	7	1	3	6	4	2		
RES	All	0	61	84	82	64	86	86	0	0	0	0	0	0	0		
	RES Total	0	61	84	82	64	86	86	0	0	0	0	0	0	0		
SMI	All	0	44	64	59	60	69	66	0	0	0	0	0	0	0		
	SMI Total	0	44	64	59	60	69	66	0	0	0	0	0	0	0		

NOTES:

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