East Stroudsburg Area School District
COVID-19 Health and Safety Plan

The East Stroudsburg Area School District Health and Safety Plan outlines our school district's instructional and non-instructional school reopening activities for the 2020-2021 school year and was created in consultation with our school physician and the Intermediate Unit 20 Emergency Planning Committee, which includes Pandemic Coordinators from its member districts, the Bethlehem Bureau of the Pennsylvania Department of Health, St. Luke's Health Network, Monroe County Office of Emergency Management, and the Northampton County Emergency Management Agency. As with all emergency plans, the Health and Safety Plan developed for each school entity is tailored to the unique needs of our school district and was informed by Governor Wolf's Process to Open Pennsylvania and surveys of stakeholders, including parents/guardians, students and staff of the school district.

The Governor's plan has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions. Depending upon the public health conditions in our county, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating either of our counties as being in the red, yellow, or green phase. There may be times that a county may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen in our local area. The East Stroudsburg Area School District Health and Safety Plan accounts for changing conditions to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

PROTOCOLS, POLICIES, AND PROCEDURES that have been developed reflect the current recommendations and considerations put forth by the Center for Disease Control, Local Health Departments, Pennsylvania Department of Health, the Pennsylvania Department of Education, and by orders and considerations of the Commonwealth of Pennsylvania. These items may be revised in the future to ensure compliance with future orders, recommendations, and considerations from the Center for Disease Control, Local Health Departments, Pennsylvania Department of Health, the Pennsylvania Department of Education, and the Commonwealth of Pennsylvania

EAST STROUDSBURG
AREA SCHOOL DISTRICT

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COVID-19 Health and Safety Plan

Addressing Community Spread in K-12 Schools ***LEVEL OF COMMUNITY SPREAD (AS DETERMINED BY STATE AND LOCAL HEALTH OFFICIALS)***		
Red Phase (Substantial Spread)	**Yellow Phase** (Minimal/Moderate Spread)	**Green Phase** (Low/No Spread)
• Schools are closed. Implement remote learning using digital and/or non-digital platforms. • Provisions for student services such as school meal programs will continue.	ALL measures indicated in the Green Phase in addition to the following: • Schools utilize remote learning as needed to reduce in-person contact.	• Schools Subject to CDC and Commonwealth Guidance • Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the board of directors and posted on the school entity's publicly available website. • Establish and maintain communication with local and state DOH officials • Participate in contact tracing efforts as directed by local health officials (to the extent feasible) • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. • Isolate and deep clean impacted classrooms and spaces • Implement COVID-19 symptom screening, preventative measures (including staying home when sick), and good hygiene procedures. • Implement a protocol for students/staff who feel ill/experience symptoms when they come to school. • Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. • Schools may resume sports-related activities after developing a written Athletics Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/ trustees) and posted on the school entity's publicly available website

For additional guidance on addressing community spread, see the CDC's Consideration for Schools.

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East Stroudsburg Area School District Decision Tree

The East Stroudsburg Area School District Path to Reopening for K-12 Schools not only provides considerations **for school leaders as they develop plans for restarting school this fall but provides a flexible framework to address challenges that may develop *throughout the 2020-2021 school year. Instead of a one-size-fits-all approach, the below East Stroudsburg Area School District Decision Tree provides a menu of instructional models to ensure the continued success and safety of students and staff members.***

Level of Community Spread *(as determined by state and local health officials)*	**Red Phase** (Substantial Spread)	**Yellow Phase** (Minimal/Moderate Spread)		**Green Phase** (Low/No Spread)	
	⇓	⇓	⇓	⇓	⇓
Instructional Model *(as determined by local school entity)*	***Remote Learning*** *All students will be enrolled in the <u>new</u> Learn from Home Program and receive daily instruction at their regularly scheduled class times using Google Classroom.*	***In-Person and Remote Learning*** *Students will be assigned to Group A or Group B, with consideration given to family preference for assignment of household members to the same or opposite Group.* *Groups will alternate between in person instruction and remote learning.* *(See Emergency Instructional Time Schedule on page 29.)*		***In-Person*** *In person instruction will occur at school each day.* *(See Emergency Instructional Time Schedule on page 29.)*	

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Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Mr. Eric D. Forsyth (Coordinator)	Administrator, Pandemic Coordinator	Plan Development and Response Team
Dr. William R. Riker	Administrator, Community Involvement	Plan Development and Response Team
Mr. Ryan Moran	Administrator, Curriculum and Instruction	Plan Development and Response Team
Mr. Brian Baddick	Administrator, Pupil Services	Plan Development and Response Team
Dr. John Bart	School Physician	Plan Development and Response Team
Mr. Paul Kernan	Teacher	Health and Safety Plan Development
Mr. Donald Halker	Support Staff	Health and Safety Plan Development
Mr. Benjamin Brenneman	Administrator	Plan Development and Response Team
Ms. Gail Kulick	Administrator	Plan Development and Response Team
Mr. Scott Hnasko	Teacher	Health and Safety Plan Development
Mr. Craig Reichl	Administrator	Plan Development and Response Team
Mr. Matthew Hirsch	Supervisor	Plan Development and Response Team
Mr. Rob Romagno	Supervisor	Plan Development and Response Team
Dr. Mary Olszewski	Director of Pupil Services	Plan Development and Response Team
Ms. Melissa Colevechio	Director of Food Services	Plan Development and Response Team

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Key Strategies, Policies, and Procedures

The action plan documents the East Stroudsburg Area School District's plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools. The table belows identifies a detailed summary describing the key strategies, policies, and procedures the East Stroudsburg Area School District' will employ to ensure the health and safety of every stakeholder in the local education community. The information below provides key information that staff, students, and families will require to clearly understand the East Stroudsburg Area School District's local plan for the reopening and operating of schools during the COVID-91 pandemic.

Requirements *Level of Community Spread (as determined by state and local health officials)*	**Red Phase** (Substantial Spread)	**Yellow Phase** (Minimal/Moderate Spread)	**Green Phase** (Low/No Spread)	**Lead Individual and Position**	**PD Y/N**
	⇓	⇓	⇓	⇓	⇓
Prevention Practices	***See the East Stroudsburg Area School District Environmental Services Manual*** *(See Attached)* • Schools (for in-person instruction) are closed. **Cleaning, Sanitizing, Disinfecting, and Ventilation** *Within 24-hours of the beginning of Red Phase:* • *All facilities will be closed to students, non-essential staff and the public.* • *HVAC systems placed in unoccupied mode.*	***See the East Stroudsburg Area School District Environmental Services Manual*** **Daily Cleaning Process:** Continue daily deep cleaning, disinfecting, and sanitizing procedures in buildings. All cleaning supplies and procedures will be in accordance with local, state, federal, CDC and Department of Health recommendations. **Cleaning, Sanitizing, Disinfecting, and Ventilation** *The following must be disinfected after each use/event:* • *Exam rooms/spaces/cots in the school nurse's office* (excluding common reception areas) • *Shared student computers* • *Athletic and gym locker rooms* • *Athletic equipment (in accordance with the Athletic Health and Safety Plan)* • *Common eating/assembly areas (auditoriums, cafeterias, field house,*		**Cleaning, Sanitizing, Disinfecting, and Ventilation** Custodial staff assigned Directors of Athletics/Custodial Staff Director of Transportation/Bus Drivers	 Y Y Y

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	At least 24-hours prior to the end of Red Phase: • *All facilities will be sanitized, including but not limited to: learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation vehicles)* • *HVAC systems returned to occupied mode*	*indoor bleachers, multi-purpose rooms, etc.)* • *Pupil transportation vehicles* • *Driver education vehicles* *The following must be disinfected at least 4x each work/school day:* • *Touchpoints (doorknobs, handrails, panic bars, drinking fountains, etc.) as set forth in the **East Stroudsburg Area School District Environmental Services Manual**.* *The following must be disinfected after each work/school day:* • *Student learning spaces* • *Restrooms* **Distribution of Cleaning Supplies to Guests and Public Areas:** Hand sanitizer will be made available at all main entrances and at all building offices.. **Distribution of Cleaning Products/Supplies to Staff:** Disinfectant wipes, gloves, and/or sanitizer will be issued to staff upon request to the main office. Any cleaning products/supplies brought to school must be registered with the district using the Cleaning Product Registration Form. (See the ***East Stroudsburg Area School District Environmental Services Manual***) **Cleaning Supply Storage:** Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students. **Positive Test Result and Isolation Area:** Close off areas of the building used by a sick person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. **Building HVAC and Air Circulation:** *Fresh air intake will be increased by permitting the opening of exterior windows with screens in occupied spaces (weather permitting).* **Cleaning Material Standards:** All cleaning supplies will meet or exceed local, state, federal, and CDC recommendations and guidelines. **Disinfection Process:** Custodial staff use approved disinfectant and a cleaning process that ensures proper standing time. Cleaning and disinfecting of high-touch		Y Y Y

		surfaces and horizontal surfaces, including increasing cleaning frequency in common gathering and public visited areas. **Protective Barriers:** Visual floor signage will instruct staff and visitors on proper social distancing, where applicable. **Training and Instruction for Staff**: Custodial staff have and will continue to receive training and instruction relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review this plan and be informed about daily disinfection procedures. All buildings will have proper notification and COVID-19 prevention signage throughout the buildings and office areas. Teach and reinforce the use of face coverings for staff. All staff are required to wear face coverings following the latest Order from the Department/Secretary of Health. **Symptom Screening**: Staff and students should not come to school and must notify school officials if they are experiencing: • Any **one** of the following: ○ Fever (100.4 or higher) ○ Cough ○ Shortness of breath ○ Difficulty breathing • or any **two** or more of the following: ○ Sore throat ○ Runny nose/congestion ○ Chills ○ New lack of smell or taste ○ Muscle pain ○ Nausea or Vomiting ○ Headache ○ Diarrhea • or are taking fever reducing medication. **Daily Reminders and Messaging:** The PA system, email, two-way radio and/or mass-notification system will be used to provide daily reminders regarding proper hand washing and sanitizing, as well as reminders regarding social distancing using a uniform announcement provided by the administration. **Face Coverings:** "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around		Y Y Y

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		the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. • While employees may choose to provide their own face covering, one face shield per year and two washable masks will be provided to staff, upon request, each marking period. • Families will provide their own face coverings for their student(s). If a family is unable to provide a face covering for their student, the district will issue two washable masks per marking period to the student. Face coverings are required in accordance with the latest Order from the Pennsylvania Department of Health, with the following exceptions (current as of July 1, 2020): • Individuals who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition, or disability; • Individuals for whom wearing a mask while working world create an unsafe condition in which to operate equipment or execute a task as determined by local, state, or federal regulators or workplace safety guidelines; • Individuals who would be unable to remove a mask without assistance; • Individuals who are under two years of age; • Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication; • Individuals are not required to show documentation that an exception applies. (See How to Safely Wear and Take Off a Cloth Face Covering, in the Appendix.) **Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices**: Staff and students are expected to adhere to hygiene practices set forth by the CDC and DOH. Hand soap and/or alcohol-based hand sanitizer will be provided.. Paper towels, and no-touch trash cans will be provided in all bathrooms, classrooms, and frequently trafficked areas • Staff and students will be required to wash hands both before and after eating lunch/snacks. **Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs:** Signage will be posted at		Y Y Y

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		entrances, bathrooms, and throughout the facility in predetermined locations to ensure consistency between buildings throughout the district. Custodial staff will do weekly inspections to ensure each sign remains in its intended locations. **Limiting the sharing of materials among staff and students:** To reduce the spread of infection, items should not be shared between staff and/or students.. Items that may need to be shared will be disinfected in accordance with CDC and DOH guidelines after each use. Personal issuance of materials will be completed to the degree feasible. • Students and staff should avoid any sharing of food **Materials, Resources and/or Supports Needed** CDC Hand Hygiene: https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html CDC Disinfecting Your Facility: Cleaning and Disinfecting Your Facility CDC Protect Yourself: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html CDC Symptoms: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html CDC COVID-19 and Children: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children CDC Communication Resources: https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html		
	Points-of-Dispensing (POD) In the event a vaccine or treatment for COVID-19 is deployed, the school district shall operate its established Pennsylvania Department of Health POD sites at JT Lambert Intermediate School, Lehman Intermediate School and Resica Elementary School at the direction of the DOH.		School District Response Team and PA DOH	
Entering School Buildings	**Identifying and restricting non-essential visitors and volunteers** Only *essential staff* will be permitted to access school district facilities to perform essential functions that cannot be completed using virtual tools..	**Identifying and restricting non-essential visitors and volunteers** All visitors shall have a scheduled appointment for *essential business* and verbally answer the questions on the COVID-19 Daily Self-Checklist for Visitors form upon initial entry to any school facility. (See **Virtual Tools** below.)	School Security/School Police/Front Desk Receptionist	Y

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Human Resources	**Essential Staff:** (Essential staff designated as urgent by the administration) • are expected to report to work • are required to complete a self-assessment prior to coming to work • are required to follow the prescribed steps in the Procedure for Reporting Absences (see Appendix), if the self- assessment indicates they are not to report to work. An employee, by entering the work site, acknowledges that s/he has complied with the school entity's protocols concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site. https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf **Virtual Tools:** School staff will utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures. **Healthy Environment:** Employees will abide by all occupancy requirements, social distance rules and shared equipment rules issued by the school entity. **Prevention Practices** Use social media	**Essential Staff** only, up to yellow occupancy maximums: • are expected to report to work. • are required to complete a self-assessment prior to coming to work. • are required to follow the prescribed steps if the Procedure for Reporting Absences (see Appendix), if the self-assessment indicates they are not to report to work. An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by the school entity concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site. https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf **Virtual Tools:** School staff will utilize virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures. **Healthy Environment:** Employees will abide by all occupancy requirements, social distance rules and shared equipment rules issued by the school entity. **Hygiene practices** for staff including the manner and frequency of	**All staff:** • are expected to report to work: • are required to complete a self-assessment prior to coming to work. • are required to follow the steps prescribed in the Procedure for Reporting Absences (see Appendix), if the self-assessment indicates they are not to report to work. An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by the school entity concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site. https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19_CAREKit_ENG.pdf **Staff Not Reporting to Work:** the school entity will initiate a review process for staff who indicate they are unable to report to work due to a COVID-19 related circumstance following leave rights, absence protocols and the school entity's policy. **Virtual Tools:** School staff will utilize virtual tools and platforms wherever possible to conduct essential business to minimize in-person contact with the public. **Healthy Environment:** Employees will abide by all occupancy requirements,	Superintendent/Director of Human Resources	

	and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school specific protocols. Encourage COVID-19 testing when signs are presented **Posting of Employment Rights.** All federal and state employment postings relating to COVID will be followed. https://www.dol.gov/general/topics/posters	hand-washing and other best practices will be communicated and encouraged as set forth by CDC and DOH. https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf https://www.youtube.com/watch?v=CxWj1XD_YF4 Encourage COVID-19 testing when signs are presented Hand soap and alcohol-based hand sanitizer, paper towels, and no-touch trash cans will be provided in all bathrooms, classrooms, and frequently trafficked areas **Posting of Employment Rights.** All federal and state employment postings relating to COVID will be followed. https://www.dol.gov/general/topics/posters	social distance rules and shared equipment rules issued by the school entity. **Hygiene practices** for staff including the manner and frequency of hand-washing and other best practices will be communicated and encouraged as set forth by CDC and DOH. https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf https://www.youtube.com/watch?v=CxWj1XD_YF4 Encourage COVID-19 testing when signs are presented. Hand soap and alcohol-based hand sanitizer, paper towels, and no-touch trash cans will be provided in all bathrooms, classrooms, and frequently trafficked areas. **Posting of Employment Rights.** All federal and state employment postings relating to COVID will be followed. https://www.dol.gov/general/topics/posters		Y
Transportation	Schools (for in-person instruction) are closed, therefore transportation will not be provided.	**Cleaning, sanitizing, disinfecting, and ventilating all school vehicles used by students.** All school district owned and contracted transportation vehicles will be cleaned and sanitized daily. <u>During the day/between transportation runs:</u> Touch points of each school bus/vehicle will be cleaned and sanitized (all handrails, tops of student seats, window ledges, etc.)		School bus drivers, contracted drivers, mechanics	Y

		<u>End of school day/after school activities:</u> Thorough sanitation of all buses/school vehicles. All cleaning, sanitizing, and disinfecting will be conducted in accordance with the ***East Stroudsburg Area School District Environmental Services Manual.*** School vehicles will operate with windows and vents open, when feasible. There will be no more than 2 students assigned to a multi-passenger seat. Riders will be assigned to seats so as to stagger the loading of vehicles in a manner that minimizes the length of time any two persons must share a seat. Where feasible, members of the same household will be assigned to sit together. **Professional Development and Training Plan for transportation staff** The professional development and training will occur prior to the start of the school year for all transportation staff regarding any changes to the school district's policies and procedures in response to COVID-19.			Y
Serving Meals	Packaged school meals will be delivered by the school district to student bus stops on days schools would have been open.	Packaged school meals will be served in the classroom/learning space and delivered to student bus stops on days school is in session.	School meals will be served in the cafeteria and/or congregate eating locations using every other fixed seat and at least 3 feet between movable seats. Seats will be assigned to avoid face-to-face seating, where feasible.	Director of Food Services Building Administration	Y
Social Distancing and Other Safety Protocols	**Classroom/learning space occupancy** In-person instruction will not occur.	**Classroom/learning space occupancy** Classroom occupancy shall not exceed 25 persons, including instructor(s). Small group and one-to-one instruction shall be conducted so as to maintain 6 ft. social distancing, where feasible. **Other social distancing and safety practices** All arrivals and dismissals will occur at a designated outdoor location at each school, including individuals dropping-off/picking-up students, which may be delayed in the event of severe or inclement weather. *Avoid the use of shared instructional materials not disinfected between uses.*		Building Administration/ Instructional/Support Staff	Y

Class Changes and Common Areas	**Schools will be closed.** N/A	• Directional walking paths will be designated, where feasible. • Interior and Classroom doors may be propped open during class changes only to minimize unnecessary touching of the door knobs/handles.	Building Administration/Instructional/Support Staff	Y
Large Group Gatherings	School facilities (including outdoor spaces) will be closed to public gatherings.	School facilities (including outdoor spaces) will be closed to public gatherings until authorized by the Board. Student performances and competitions may be delivered by video streaming service.		
Teaching and Learning	Schools (for in-person instruction) will be closed All instruction must be provided via remote learning, whether using digital or non-digital platforms	Maximum of (25) students, including the instructor(s) in a classroom Instruction in Art, Music, Library, and Health will occur in a students regular classroom, where feasible. Physical Education classes will be conducted outside when feasible. Social distancing will be practiced during recess. No shared equipment, including playground equipment, will be used.		
Protecting Students and Staff at High Risk for Severe Illness	Schools (for in-person instruction) will be closed ***Materials, Resources and/or Supports Needed*** *https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html*	**Protecting students and staff at higher risk for severe illness** Staff must complete a COVID-19 Daily Self-Checklist prior to entering school facilities. Limit or cancel all non-essential travel: • field trips, non-essential travel between buildings are suspended Families must not send their child(ren) to school if they are ill, or display any symptoms associated with COVID-19 **Strategic deployment of staff**	Building Administration/ Staff Director/Supervisors of Facilities	Y

		Custodial shifts will reduce from three shifts to two shifts resulting in an increased number of custodial staff in buildings during the school day, allowing greater attention to the cleaning, disinfecting, and sanitizing procedures outlined in this plan.		
When a Student,Staff Member, or Visitor Becomes Sick at School	Schools (for in-person instruction) will be closed	**Monitoring students and staff for symptoms and history of exposure** People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea This list does not include all possible symptoms. Families are encouraged to self-monitor for symptoms daily. (See CARE - Check and Record Everyday, ver. 3:3.11.20 from the CDC in the Appendix.) Schools will designate an isolation area to separate anyone who exhibits COVID-19 like symptoms until the individual is able to go home, or to a healthcare provider. School nurses will maintain adequate personal protective equipment for use when individuals become ill: • Gowns, N95 masks, eye protection, gloves **Isolating students, staff, or visitors if they become sick or demonstrate a history of exposure** Staff, students, and/or visitors that present symptoms of COVID-19 during the school day will be: • Immediately separated into a designated isolation area • Any area(s) used by an individual that presents COVID-19 symptoms will be immediately closed off and not utilized again until cleaning and	Building Administration/School Nurses School Nurses	Y Y

		sanitizing procedures have occurred. Students who are suspected of having COVID-19 by the school nurse and all members of their households shall be excluded from school for the period indicated by the Department of Health and/or CDC as set forth below. (See Pol. 203.) Individuals who are sick or have a fever must go home or to a healthcare facility. Prior to leaving school, guidance for self-isolation at home and guidance for returning to school must be provided by the school nurse. If an individual requires transportation by an ambulance, alert the ambulance and hospital that the person may have COVID-19		

Returning isolated or quarantined staff, students, or visitors to school		**One can be around others (and end home isolation) in accordance with the CDC's recommendations below for each circumstance.**
		
		<u>When one has been around a person with COVID-19:</u>
		
		Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness. [A close contact is someone who was within 6 feet of an infected person for at least 15 minutes within the previous 48 hours.]
		
		<u>When one thinks or knows they had COVID-19, and had symptoms:</u>
		
		One can be with others after:
		
		• 3 days with no fever **and**;
		• Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**;
		• Either of the following:
		  ○ It has been 10 days since symptoms first appeared or;
		  ○ Depending on one's healthcare provider's advice and availability of testing, one might get tested to see if they had, or still have COVID-19. If one is tested, one can be around others when one has no fever, respiratory symptoms have improved, and receives two negative test results in a row, at least 24 hours apart.
		
		<u>I tested positive for COVID-19 but had no symptoms:</u>
		
		If you continue to have no symptoms, you can be with others after:
		
		• Either of the following:
			Director of Human Resources/School Nurse	Y

		○ 10 days have passed since the test or; ○ Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart. • If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms." Employees should review the East Stroudsburg Area School District COVID-19 Leave FAQ for additional information. (See Appendix.)		
Sports and ExtraCurricular Activities	Schools (for in-person instruction) will be closed	**See the East Stroudsburg Area School District Athletic Health and Safety Plan** **Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports** "The decision to resume sport-related activities, including conditioning, practices and games, is the discretion of a school entity's governing body." (Governor Issued Document, June 10, 2020)	Directors of Athletics Building Administration/Faculty	

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. Professional learning plans is documented with the following components listed in the table below:

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
Review of Health and Safety Plan (H&SP)	Building Administration	Superintendent	In-person/Administrative Retreat	Copies of Plan, Department Planning Requirements	July 22	July 23
Deep Cleaning Process	Custodians	Director/Supervisors of Custodians	In-person	Copies of Environmental Services Manual	August 17	August 21
Ventilation Options	Teachers	Building Administration	In-person/Zoom/Google Meet	Guidance on appropriate time(s)/places to allow for ventilation	August 24	August 27
Frequency of Cleaning, Disinfecting, Sanitizing	Custodians	Director/Supervisors of Custodians	In-person	Accountability document demonstrating frequencies and locations as per the H&SP/Fuller Brush	July 8	August 21
Process of replenishing hand sanitizers	Custodians	Director/Supervisors of Custodians	In-person	Inspection Log of checks/refills	August 17	August 21
Positive Test Results/Isolation Area	Building Administration	Superintendent	In-person/Administrative Retreat	Copies of Health and Safety Plan	July 22	July 23
HVAC Set Points	Maintenance	Director of Facilities	In-person	Daily Set-Points/HVAC purge in any area(s) with an identified case/symptoms	August 17	August 31
Face Coverings (including exceptions)	Building Administration/Teachers/Support Staff	Nurse	In-person/Zoom/Google Meet	CDC Guidance	August 24	August 27
Limit Sharing of Materials (Staff and	Teachers	Building	In-person/Zoom/Google Meet	Guidance on building practices	August 24	August 27

Students)		Administration				
Restricting Non-Essential Visitors and Volunteers	Building Administration/Secretaries/Front Desk Receptionist	Central Administration/Building Administration	In-person/Zoom/Google Meet	Guidance on Building Procedures/Practices to Minimize Non-Essential Visitors and Volunteers in our school buildings (during and after school hours)	July 22	August 27
Human Resources (Reporting/Non-Reporting Procedures)	All Employees	Director of Human Resources	In-person/Zoom/Google Meet/Email communication(s)	District Procedures for Reporting/Non-Reporting due to COVID-19	July 22	August 27
CDC Training Video on Wearing a Mask	All Employees and All Students	Directors/Supervisors/Building Administration/Faculty	In-person	ALL EMPLOYEES/STUDENTS will be required to view the CDC Training Video on Proper Wearing/Handling of Masks https://www.youtube.com/watch?v=CxWj1XD_YF4	July 22	September 30
Blood Borne Pathogens	Phillip Roseneu Company	Custodians	Zoom/Google Meet	How to handle Blood and other bodily fluids.	August 3	August 7
Disinfecting Response to COVID-19	Supervisor of Custodians	Custodians	In-person	Proper Disinfecting (Specific to COVID-19)	March 9	March 9
Cleaning and Sanitation of School Buses	Director of Transportation	Bus Drivers	In-person	Proper cleaning/disinfecting of school buses	August 17	August 18
Proper Loading Procedures	Director of Transportation	Bus Drivers	In-person	Loading Procedures and Seating Charts	August 17	August 18
Serving Meals	Director of Food Services/Building Administration	Cafeteria Monitors	In-person	Procedures for seating of students to promote social distancing, and alternate location procedures	August 24	August 27
New Arrival/Dismissal Locations	Building	Specified Staff	In-person	Outdoor location for	August 24	August 27

EAST STROUDSBURG AREA SCHOOL DISTRICT

	Administration			arrivals/dismissals to minimize access to school facilities		
Interior Directional Walking Paths	Building Administration	Staff/Students	In-person	Guidance on any directional walking paths to be followed during school hours	August 24	September 30
Monitoring Students/Staff for symptoms of COVID-19	Human Resources/Building Administration/Nurse	Staff/Students	In-person	Response guidance on staff/students displaying symptoms that may be related to COVID-19	August 24	August 27
Identify Isolation Area(s) within each school building	Building Administration/Nurse	Faculty/Custodians	In-person	Communicate where identified isolation area(s) are located and related cleaning practices of each area.	August 24	August 27

East Stroudsburg Area School District
COVID-19 Health and Safety Plan

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules is critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community. Health and Safety Plan Communications is documented with the following components listed in the table below:

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health and Safety Plan	Community	Director of Technology	District Website	July 21st	July 21st
Health and Safety Plan	Families of Student	Director of Administrative Services	Blackboard Connect Message	July 21st	July 21st
Health and Safety Plan	Community	Superintendent	Video via Social Media and Email	Week of July 20	Week of July 20
Health and Safety Plan (Proper Hygiene)	Students	Building Administration	Daily Morning Announcements	August 31st	Last Day of School
Proper Hygiene and Use of Face Coverings	Students	School Nurse	In-Person with students	August 31st	September 30th
Health and Safety Plan/Hygiene and use of Face Coverings (masks/shields)	Teachers	Building Principal/Nurse	In-Person/Zoom	August 24th	August 28
Exclusions for COVID-19 Symptoms	Community	Director of Administrative Services	District Website	August 31	TBD

RESOURCES:

Regional Members of Pandemic Committees:

Committees included members from Colonial Intermediate Unit 20, the 13 school districts in the CIU20 region, 3 career technical schools in the CIU20 region, and local health officials. The purpose of the committees was to plan and prepare for reopening schools for the 2020-21 school year. Due to COVID-19, reopening schools needed to be adapted/modified to incorporate safety and health guidance for all students, staff, and school community. The committees examined guidance and routines used to prepare for the 2020-21 school year and develop alternative means for accomplishing the needed outcomes. The plans incorporated social distancing and remote learning alternatives to provide education and services throughout the various phases of re-opening directed by the state of Pennsylvania and the Department of Health and recommendations by CDC. Special accommodations were considered and implemented for students and staff that are at high risk for exposure to infectious disease.

- Superintendent's Advisory Council
  - Christopher Wolfel, Executive Director, Colonial Intermediate Unit 20
  - William Haws, Superintendent, Bangor Area School District
  - Joseph Roy, Superintendent, Bethlehem Area School District
  - John Bell, Superintendent, Delaware Valley Area School District
  - William Riker, Superintendent, East Stroudsburg Area School District
  - David Piperato, Superintendent, Easton Area School District
  - Dennis Riker, Superintendent, Nazareth Area School District
  - Joseph Kovalchick, Superintendent, Northampton Area School District
  - Walter Schlegell, Superintendent, Pen Argyl Area School District
  - Lee Lesisko, Superintendent, Pleasant Valley Area School District
  - Elizabeth Robison, Superintendent, Pocono Mountain Area School District
  - Craig Butler, Superintendent, Saucon Valley Area School District
  - Cosmos Curry, Superintendent, Stroudsburg Area School District
  - Douglaas Wagner, Superintendent, Wilson Area School District
  - Adam Lazarchick, Executive Director, Bethlehem Area Vocational-Technical School
  - Adrianne Jones, Administrative Director, Career Institute of Technology
  - Dennis Virga, Administrative Director, Monroe Career and Technical Institute

- Teaching and Learning
  - Michelle Bozzini, Director of Professional Learning and Curriculum, CIU20
  - Heather Heimer, Supervisor of STEM and School Improvement, CIU20
  - Denise Kaminski, Assistant Director of Professional Learning and Curriculum, CIU20
  - Renee Harris, Supervisor of Online and Cyber Services, CIU20
  - Susan Kandianis, Supervisor of Educational Technology, CIU20
  - Ariel Hartman, TaC, CIU20
  - Ryan Moran, Assistant Superintendent, East Stroudsburg SD
  - Wanda Lesoine, Assistant Superintendent, Stroudsburg Area SD
  - Kristine Rosenberger, Assistant Superintendent, Saucon Valley SD
  - David Wright, Assistant Superintendent, Wilson SD
  - Isabel Resende, Assistant Superintendent, Nazareth SD
- Special Education and Pupil Services
  - Jackie Bartek, Director of Special Education, CIU20
  - James McDonald, Director of Resolve Behavioral Health Services
  - Lynda Hopkins, Director of Special Education, Stroudsburg Area School District
  - Tricia Viglione, Director of Special Education, Pen Argyl Area School District
  - Claire Hogan, Chief Pupil Services Office, Bethlehem Area School District
- Technology
  - Adam S. Lazarchak, Executive Director, Bethlehem Area Vocational Technical School
  - Alex Sterenchock, Network Administrator, Pleasant Valley School District
  - Ann Bauer, Child Accounting Coordinator, East Stroudsburg Area School District
  - Anne McEntire, Supervisor of Education Technology K-5, Easton Area School District
  - Beth Rajan Sockman, Assistant Professor Media Communication and Technology, East Stroudsburg University
  - Brian Borosh, Director of Technology, East Stroudsburg Area School District
  - Brian Dravecz, Supervisor of Technology, Colonial IU 20
  - Carise Comstock, Principal, Lehigh Valley Charter High School for the Arts
  - Craig Brown, Technology Services, Delaware Valley School District
  - Cristal McCollum, Director of Technology Integration, K-12, Lehigh Valley Academy
  - David Ifkovits, Supervisor of Management Information Systems, Pen Argyl School District
  - Dr. David Wright, Assistant Superintendent, Wilson Area School District
  - Dr. David Wright, Assistant Superintendent, Wilson Area School District
  - Garry Musselman, Technology Coordinator, Wilson Area School District
  - Garry Musselman, Technology Coordinator, Wilson Area School District
  - Guylaine Campbell, Technology Administrator, Bethlehem Catholic High School
  - Heather Heimer, Assistant Director of Professional Learning, Colonial IU 20

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- James Colbert, Instructional Technology, Saucon Valley School District
- Jamie Quick, Technology Coordinator, Bethlehem Area Vocational Technical School
- JD Eates, Assistant Director of Information Technology, Nazareth Area School District
- Jennifer Levernier, Executive Office & Technology Manager, Student Support Associate, Lehigh Valley Charter High School for the Arts
- Jeremy Sawicki, Director of Technology Services, Pocono Mountain School District
- Joann McCarthy, Technology Coordinator, Career Institute of Technology
- Joann McCarthy, Technology Coordinator, Career Institute of Technology
- Joe Curran, Network Administrator, Stroudsburg Area School District
- Joe Robinson, Technology Manager, Lehigh Valley Academy
- Kathleen DePietro-Covey, Director of Instructional Technology, Stroudsburg Area School District
- Kathleen H. Bondi, Assistant Superintendent of Instructional Technology / Government Programs, Allentown Diocese
- Kurt Paccio, Director of Technology, Northampton Area School District
- Lee Gaudreau, Director, Network Administration, Moravian Academy
- Lee Lesisko, Superintendent, Pleasant Valley School District
- Marie E. Bachman, Chief Technology Officer, Bethlehem Area School District
- Michael Peck, PAACA Cyber Coordinator, Pen Argyl School District
- Michael Uelses, Director of Information Technology, Nazareth Area School District
- Michael Uelses, Director of Information Technology, Nazareth Area School District
- Mr. Kristopher Dorshimer, Supervisor of Technology, Monroe Career and Technical Institute
- Mrs. Jaime Arnts, Supervisor of Education Technology 6-12, Easton Area School District
- Ms. Dolores Notari , Business Instructor, Pocono Mountain School District
- Patti Hannon, Tech Support, Delaware Valley School District
- Patti Hannon, Tech Support, Delaware Valley School District
- Paul Bien, Tech Support, Moravian Academy
- Renee Harris, Supervisor of Online Teaching & Learning, Colonial IU 20
- Scott Best, Supervisor of IT Support Services, Bethlehem Area School District
- Stacy Famoso, Director of Instructional Technology, Stroudsburg Area School District
- Stephen Spengler, Director of Instructional Technology, Pocono Mountain School District
- Susan Kandianis, Supervisor of Educational Technology, Colonial IU 20
- Susan Stem, Director of Information Technology, Easton Area School District
- Tim Curran, Technology Director, Bangor Area School District
- Tom Kalinoski, Director of Technology and Operations, Colonial IU 20
- Victoria McNeely, Director of Technology and Elementary Education, Delaware Valley School District

EAST STROUDSBURG
AREA SCHOOL DISTRICT

- Transportation
  - Robert Sutjak, Director of Transportation, CIU20
  - Thomas Hendel, Coordinator of Transportation, CIU20
  - Sandy McKeon, Transportation Manager, Bethlehem
  - Dawn Rohrer, Director of Transportation, East Stroudsburg
  - Ron Pacchioli, Director of Transportation, Easton
  - Patricia Quinn, Supervisor of transportation, Nazareth
  - Brian Leskowich, Director of Transportation, Northampton
  - William Gasper, Director of Operations, Pleasant Valley
  - Patricia Diehl, Admin Asst. to Supervisor of Operations, Saucon Valley
  - Stacy Polak, Admin. Asst. to Supervisor of Operations, Saucon Valley
  - John McCabe, Supervisor of campus operations, Saucon Valley
  - Kevin Aul, Supervisor of Transportation, Stroudsburg
  - Ken Case, Director of Operations, Wilson
  - Dora LeBar, Liason for West Campus Transportation, Pocono Mt.
  - Barb Hufnagel, Liason For East Campus Transportation, Pocono Mt.
  - Jean Cantania Supervisor Of Transportation, Pocono Mt. First Student
  - Jennifer Kulp ,Asst. Supervisor of Transportation, Nazareth
  - Dana Farace, Coordinator of Transportation, Pen Argyl
- Facilities
  - Brad Pensyl, exec director of support staff services, Pocono Mountain
  - John McCabe, Supervisor of Campus Operations, Saucon Valley
  - Jonathan Jenny, Director of Maintenance, Northampton
  - Ken Case, Supervisor of Facilities Operations, Wilson
  - Mark Stein, Chief Facilities and Operations Officer, Bethlehem
  - Marvin Eversdyke, Director of Support Services, Delaware Valley
  - Mr. Frank Pecci, Supervisor of Buildings and Grounds, Monroe Career and Technical Institute
  - Mr. Michael Farace, Supervisor of Buildings and Grounds, Pen Argyl
  - Mr. William Gasper, Director of Operations, Pleasant Valley
  - Mrs. Katie Vietro, Supervisor of District Operations, Easton
  - Nick Kornafel, , CIT
  - Robert P. Zemanick, Director of Facilities & Operations, Nazareth
  - Ron Baker, , Bangor
  - Ryan Davis, Supervisor of Buildings & Grounds, BAVTS
  - Scott Ihle, Director of Facilities, East Stroudsburg
  - Terry Eilber, Supervisor of Buildings and grounds, Stroudsburg

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AREA SCHOOL DISTRICT

- Safety, Health, Dining and Security: Emergency Preparedness
  - Frank DeFelice, Assistant Executive Director, CIU20
  - Christina Williams, Supervisor of Health and Wellness, CIU20
  - Joseph Kondisko, Director of Student Services, Bangor ASD
  - Adam Lazarchak, Executive Director, BAVT
  - Todd Repsher, Coordinator School Safety / Emerg. Mgmt, Bethlehem ASD
  - Kathy Halkins, Supervisor Health Services, Bethlehem
  - Kim Zsitek-Brannan, Supervisor Health Services, Bethlehem
  - Angela Cummings, Dietary, Bethlehem
  - Carolyn Krotowski, Principal,Colonial Academy/ CIU20
  - Mike Halmar, Assistant Principal, Colonial Academy/ CIU20
  - Chris Lordi, Director of Administrative Services, Delaware Valley SD
  - Eric Forsyth, Director of Administrative Services, East Stroudsburg Area SD
  - John Remaley, Chief Security Officer,
  - Easton SD
  - Jill Mahad, Chief Security Officer, Nazareth SD
  - Kathleen E. Ott, Director of Data, Grants, and Special Programs, Northampton
  - Robert Steckel, Assistant Superintendent, Northampton
  - Walter Schlegel, Superintendent, Pen Argyl
  - Karen Waitz, Food Service Coordinator, Pen Argyl SD
  - Dana Farace, Transportation Coordinator, Pen Argyl SD
  - Jamie Achenbach, Business Administrator Pen Argyl SD
  - Mai Korinchak. School Nurse, Pen Argyl SD
  - Lynn Courtright, Chief of Police & Security, Pleasant Valley
  - Brad Pensyl, Executive Director of Student and Support Staff Services, Pocono Mountain School District
  - Beth Delay, Director, Health/Physical Education,Guidance & Nursing Services, Pocono Mountain School District
  - David Bonenberger, Business Manager,Saucon Valley School
  - Keith Albert, Chief of School Security/Safety, Stroudsburg SD
  - Douglas Wagner, Superintendent, Wilson
  - Garry Musselman, Technology Director, Wilson
  - Laura Sampson, Supervisor of Student Services, Wilson SD
  - Todd Weaver, Director NEMS, Northampton County
  - Sherri Penchishen, Bethlehem Dept of Health
  - Alycia Walty, Chief Medical Director, StarWellness

- Human Resources
  - Frank DeFelice, Assistant Executive Director, CIU20
  - Franchesca Phalen, Supervisor of HR & Research Services, CIU 20
  - Braden Hendershot, Assistant to the Superintendent, Bangor SD
  - Russell Giordano, Chief Human Resources Officer, Bethlehem SD
  - Stephen Zall, Director of HR, East Stroudsburg SD
  - Alyssa Emili, Assistant Superintendent, Easton SD
  - Dennis Riker, Superintendent, Nazareth SD
  - Donna Teklits, Supervisor of HR & Child Accounting, Northampton SD
  - Walter Schlegel, Superintendent, Pen Argyl SD
  - David Bonenberger, Business Manager, Saucon Valley SD
  - Laura Connolly, Assistant Superintendent for Personnel, Stroudsburg SD
  - Douglas Wagner, Superintendent, Wilson SD
  - Adam Lazarchak, Executive Director, BAVTS
  - Stephen Curran, Business Manager, CIT
  - Diane Serfass, Business Manager, MCTI
  - John Burrus, Chief Human Resources Officer, Easton SD
  - Kathleen Smith, Executive Director of HR, Pocono Mountain SD
  - Margaret Schaffer, Director of HR & Curriculum, Delaware Valley SD
  - Robert Mauro, Interim Director of HR, Pleasant Valley SD

Resources:

- CDC Considerations for Schools: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html
- CDC the Schools Decision Tree: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf
- Process to Reopen Pennsylvania: https://www.governor.pa.gov/process-to-reopen-pennsylvania/
- CDC People Who Need Extra Precautions: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html
- CDC Print Resources: https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc
- CDC Considerations for Youth Sports: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html
- DOH Guidance on Home Isolation or Quarantine and Returning to Work: https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf
- PA COVID-19 PPE and Supplies Business-2-Business Interchange Directory: https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/
- CDC How to clean and disinfect: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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East Stroudsburg Area School District
COVID-19 Health and Safety Plan

Health and Safety Plan Governing Body Affirmation Statement

The East Stroudsburg Area School District Board of Education reviewed and approved the COVID-19 Health and Safety Plan on July 20, 2020.

The plan was approved by a vote of:

_____Yes
_____No

Affirmed on:**July 20, 2020**

By:

_____
Richard Schlameuss, President

_____
Patricia Rosado, Secretary

EAST STROUDSBURG
AREA SCHOOL DISTRICT

East Stroudsburg Area School District
COVID-19 Health and Safety Plan

Emergency Instructional Time Schedule

Green Phase: 100% Return - Regular Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Groups A and B: In-School/In-Person	Groups A and B: In-School/In-Person	Groups A and B: In-School/In-Person	Groups A and B: In-School/In-Person	Groups A and B: In-School/In-Person

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Yellow Phase: 50% Return - Hybrid Schedule				
Monday	Tuesday	Wednesday*	Thursday	Friday
Groups A: In-School/In-Person Group B: Remote Learning	Groups A: In-School/In-Person Group B: Remote Learning	Groups A and B: Remote Learning	Groups A: Remote Learning Group B: In-School/In-Person	Groups A: Remote Learning Group B: In-School/In-Person

*Note: Wednesdays are remote learning days with teachers allowed to teach from home or school.

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APPENDIX

Process to Reopen Pennsylvania

Last updated: 1:08 p.m., July 2, 2020

The 2019 Novel Coronavirus (COVID-19) pandemic is an unprecedented event that has impacted every part of the globe. Pennsylvania has seen a similar unprecedented burden of COVID-19 and has taken equally unprecedented measures to save lives and reduce morbidity of the COVID-19 virus.

The commonwealth has responded aggressively to the spread of COVID-19, first by working to contain the virus through contact tracing and quarantines for residents who came in contact with someone who tested positive for the virus to slow sustained community spread. When sustained community spread was established, the commonwealth moved to mitigation efforts early in the response by issuing orders to close schools and non-life-sustaining businesses; and to restrict large gatherings. This decision to respond aggressively has proven to be an essential and effective measure to reduce the spread of COVID-19 and ultimately save an unrealized number of Pennsylvanians' lives.

Mitigation efforts have helped to curtail the spread of COVID-19 so our hospitals can treat patients without overwhelming our limited supplies of personal protective equipment (PPE), ventilators, or beds. Throughout the pandemic, we have closely monitored our hospital system capacity through the creation of a public dashboard, and we have built and distributed millions of goods and materials to help our health care system manage the influx of patients.

PA DOH and PEMA have worked together to develop plans and stand up alternative care sites in the northeast and southeast so when our health care system becomes overwhelmed, we can load balance patients and supplies by keeping patient safety top of mind. At this point, alternative care sites have been identified in other areas of the commonwealth and can quickly stand up should there be a surge in other areas of the state.

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As the situation stabilizes, we are planning a measured and strategic approach to allowing Pennsylvanians to return to work safely to prevent a resurgence of the virus. This must be done in the most effective, efficient, and risk-adverse method possible to balance our return to economic stability, while at the same time continuing to keep Pennsylvanians safe by controlling the spread of disease.

We are planning for the days and weeks ahead when we will not only safely return Pennsylvanians to work but return to a different and more resilient Pennsylvania. While we cannot be certain of the future path of this disease, our decisions will be driven first by prioritizing the health and safety of all Pennsylvanians.

To that end, the commonwealth is partnering with Carnegie Mellon University (CMU) to create a data-driven decision support tool that will enable a balance between maximizing the results of our economy while minimizing public health risks. This tool will help better understand the current health and economic status, as well as the inherent risks and benefits to easing restrictions by sector and region.

In consultation with Team PA, PA DOH, PEMA, the Department of Community and Economic Development, the Department of Labor & Industry, and others, the administration will develop guidance for businesses, local governments, workers, and customers with the goal of guiding a safe and iterative reopening process.

Pennsylvania plans to proceed with returning to work cautiously. Broad reopenings or reopenings that are not structured around ongoing social distancing, universal masking, or other public health guidance would likely result in a spike of cases and new stay-at-home and closure orders.

Throughout this process, the administration will have guidance in place to support best public health practices. This guidance will reinforce and build on existing worker and building safety orders. It will also be able to adapt to the changing nature of the pandemic, as well as lessons learned from communities that return to work strategically.

Discussed in greater detail below, the administration will utilize a three-phase matrix to determine when counties and/or regions are ready to begin easing some restrictions on work, congregate settings, and social interactions.

The red phase has the sole purpose of minimizing the spread of COVID-19 through strict social distancing, non-life sustaining business, school closures, and building safety protocols.

Red Phase

Work & Congregate Setting Restrictions

- Life Sustaining Businesses Only
- Masks Are Required in Businesses
- Congregate Care and Prison Restrictions in Place
- Schools (for in-person instruction) and Most Child Care Facilities Closed

Social Restrictions

- Stay at Home Orders in Place
- Large Gatherings Prohibited
- Masks Are Required in all Public Spaces
- Restaurants and Bars Limited to Carry-Out and Delivery Only
- Only Travel for Life-Sustaining Purposes Encouraged

- Reiterate and reinforce safety guidance for businesses, workers, individuals, facilities, update if necessary
- Monitor public health indicators, adjust orders and restrictions as necessary

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As regions or counties move into the yellow phase, some restrictions on work and social interaction will ease while others, such as closures of schools, gyms, and other indoor recreation centers, hair and nail salons, as well as limitations around large gatherings, remain in place. For example, retail locations will be able to open with forthcoming guidance in place that is substantially similar to the worker safety and building safety order. Otherwise retail will be able to allow for curbside pickup. The purpose of this phase is to begin to power back up the economy while keeping a close eye on the public health data to ensure the spread of disease remains contained to the greatest extent possible.

Yellow Phase

Work & Congregate Setting Restrictions

- Telework Must Continue Where Feasible
- Businesses with In-Person Operations Must Follow Business and Building Safety Orders
- Masks Are Required in Businesses
- Child Care May Open Complying with Guidance
- Congregate Care and Prison Restrictions in Place
- Schools may provide in-person instruction only in accordance with Department of Education guidance.

Social Restrictions

- Stay at Home Order Lifted for Aggressive Mitigation
- Large Gatherings of More Than 25 Prohibited
- Masks Are Required in all Public Spaces
- In-Person Retail Allowable, Curbside and Delivery Preferable
- Indoor Recreation, Health and Wellness Facilities and Personal Care Services (such as gyms, spas, hair salons, nail salons and other entities that provide massage therapy), and all Entertainment (such as casinos, theaters) Remain Closed
- Restaurants and Bars May Open Outdoor Dining, in Addition to Carry-Out and Delivery (effective 6/5/2020)

- All businesses must follow CDC and DOH guidance for social distancing and cleaning
- Monitor public health indicators, adjust orders and restrictions as necessary

After a county transitions to the yellow phase, we will closely monitor for increased risk, such as significant outbreaks. If overall risk remains mitigated for fourteen days, we will transition the county to the green phase.

The green phase eases most restrictions with the continued suspension of the stay at home and business closure orders to allow the economy to strategically reopen while continuing to prioritize public health.

While this phase will facilitate a return to a "new normal," it will be equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum.

Green Phase

Work & Congregate Setting Restrictions

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- Continued Telework Strongly Encouraged
- Businesses with In-Person Operations Must Follow Updated Business and Building Safety Requirements
- All Businesses Operating at 50% Occupancy in the Yellow Phase May Increase to 75% Occupancy
- Masks Are Required in Businesses
- Child Care May Open Complying with Guidance
- Congregate Care Restrictions in Place
- Prison and Hospital Restrictions Determined by Individual Facilities
- Schools Subject to CDC and Commonwealth Guidance

Social Restrictions

- Large Gatherings of More Than 250 Prohibited
- Masks Are Required in all Public Spaces
- Restaurants and Bars Open at 50% Occupancy
- Personal Care Services (including hair salons and barbershops) Open at 50% Occupancy and by Appointment Only
- Indoor Recreation, Health and Wellness Facilities, and Personal Care Services (such as gyms and spas) Open at 50% Occupancy with Appointments Strongly Encouraged
- All Entertainment (such as casinos, theaters, and shopping malls) Open at 50% Occupancy
- Construction Activity May Return to Full Capacity with Continued Implementation of Protocols

- All businesses must follow CDC and DOH guidance for social distancing and cleaning
- Monitor public health indicators, adjust orders and restrictions as necessary

History

The first confirmed case of the 2019 novel coronavirus in the United States was reported in Washington state on January 21; on January 30, the World Health Organization declared the virus a global health emergency.

The Pennsylvania Department of Health (PA DOH) began daily leadership meetings on January 26, to carefully track the disease, prepare a response, and coordinate with federal and hospital partners.

On February 1, PA DOH stood up its DOC, or Department Operations Center, on a 12 hour, 7 days a week activation status at the Pennsylvania Emergency Management Agency (PEMA). Staffed by PA DOH epidemiologists, public health nurses, physicians, logistical, planning and communication support, the Pennsylvania Department of Human Services and PEMA to closely monitor the spread of the disease, and begin containment strategies in furtherance of the state's preparedness plans.

On March 4, due to the continued spread of the virus throughout the United States, PEMA partially activated its Commonwealth Response Coordination Center (CRCC) to provide planning and logistical support for PA DOH and to coordinate situational awareness across state agencies and all 67 counties within the commonwealth.

On March 6, Pennsylvania recorded its first two cases of COVID-19 and Governor Tom Wolf signed a Disaster Declaration to ensure the state had the resources and authority to plan the process of containment and mitigation in Pennsylvania, assuring Pennsylvanians that the commonwealth was prepared to face this crisis.

On March 7, PEMA elevated the activation level of its CRCC to a full activation during daylight hours to provide for additional support for PA DOH and to coordinate planning and response operations across state agencies and federal, state, and local jurisdictions.

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From the beginning of the pandemic, the administration undertook a measured, regional strategy to mitigation and containment, and protecting Pennsylvanians with the assurance that they could receive testing and treatment for COVID-19 without any financial burden. Decisions and actions were taken on a state, county, and regional basis in coordination with local elected officials, public health experts, and other stakeholders.

On March 10, PEMA, with assistance from PA DOH, conducted a COVID-19 planning workshop and tabletop exercise for all state agencies to discuss preparations, potential impacts, and agency Continuity of Operations Plans (COOP) related to operations during a pandemic.

On March 12, with cases rising in Montgomery County, Governor Wolf closed schools and adult day centers there for 14 days, requesting that non-essential businesses close and county residents limit travel. He also imposed limited visitation in nursing homes and correctional facilities. The mitigations would prove to be vital as cases increased in the Southeast over the next week.

On March 13, Governor Wolf announced that mitigation efforts would be extended to Delaware County and all Pennsylvania schools would be closed for 10 days beginning March 16. Additionally, on March 13 the President of the United States issued a National Emergency, which included Emergency Disaster Declarations for all 50 states for emergency protective measures for COVID-19 response operations that was retroactive to January 20.

On March 14, with cases in Pennsylvania nearing 50, Governor Wolf announced additional closures in Bucks and Chester counties.

On March 16, because of the continued spread of the virus across the commonwealth and increasing case counts, PEMA began 24/7 operations of its CRCC in support of PA DOH and to maintain situational awareness, coordinate resource support, and provide planning support across the state agencies and federal, state, and local jurisdictions.

Under guidance from Health Secretary Dr. Rachel Levine, Governor Wolf ordered all Allegheny, Bucks, Chester, Delaware, and Montgomery county bars and restaurants to cease dine-in operations beginning March 16 for 14 days.

On March 18, PA DOH announced the first death from COVID-19 in the state.

On March 19, Governor Wolf ordered all non-life-sustaining businesses to close across the commonwealth to help stop the spread of the virus. The administration provided guidance, refined parameters, and designed an exemption process that could allow some businesses to remain open under strict guidance from the state. Additionally, on March 19 the governor received notification of approval of his request for a Small Business Administration (SBA) disaster declaration for the Economic Injury Disaster Loan (EIDL) program to provide much-needed aid to businesses impacted by the COVID-19 mitigation procedures.

On March 23, Governor Wolf and Dr. Levine began the process of issuing additional stay-at-home orders based on county cases and modeling of the possible spread.

Timeline of County Stay-at-Home Orders:

- March 23 Allegheny, Bucks, Chester, Delaware, Monroe, Montgomery, and Philadelphia counties;
- March 24 Erie County;
- March 25 Lehigh and Northampton counties;
- March 27 Berks, Butler, Lackawanna, Lancaster, Luzerne, Pike, Wayne, Westmoreland and York counties;
- March 28 Beaver, Centre, Washington counties;
- March 30 Carbon, Cumberland, Dauphin and Schuylkill counties;
- March 31 Cameron, Crawford, Forest, Franklin, Lawrence, Lebanon, Somerset counties; and
- April 1 Statewide Stay-at-Home Order.

As the administration issued stay-at-home orders, it also moved to make more materials available to health care systems by working with the legislature to invest $50 million in support for hospitals and health systems. The administration also worked with the legislature to move the primary election from April 28 to June 2.

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Federal support and aid have been critical in the state's response. On March 29, to seek all available aid, Governor Wolf requested a federal major disaster declaration. On March 31, the federal government granted approval. Beginning with early assurances that COVID-19 testing and treatment would be covered for all Pennsylvanians at no cost, Governor Wolf took additional steps to ensure everyone in the state was treated fairly and without discrimination amid the pandemic.

On April 3, to reinforce mitigation and safety surrounding the COVID-19 pandemic, Governor Wolf called for universal masking and requested that religious leaders consider alternate forms of worship.

Additionally, on April 3, Pennsylvania was one of the first states to receive statewide approval from the Federal Emergency Management Agency (FEMA) to conduct non-congregate sheltering in response to the COVID-19 emergency in the commonwealth.

On April 5, Governor Wolf announced that Dr. Levine issued an Order to make the buildings Pennsylvanians work in safer.

To successfully mitigate a surge that could overwhelm the state's health care system, the administration sought information, capabilities, and needs from manufacturers that could ramp up to supply necessary personal protective equipment (PPE) and others supplies. In addition, health care facilities began the process of transferring supplies to help secure preparedness for those areas with greater needs. The state issued an order for the ability to transfer supplies around the commonwealth, as necessary to load balance the system.

On April 9, Governor Wolf announced the closure of schools through the end of the academic year and a temporary reprieve program for non-violent state correctional facility inmates amid Department of Corrections plans to keep inmates safe while incarcerated.

Communication and collaboration with other states have been vital as people typically travel between neighboring states for work, to visit family, and to vacation under non-pandemic circumstances. On April 13, Governor Wolf joined six other governors (NY, NJ, CT, RI, DE, MA) in a council to plan how states can work together to safely reopen and begin the process of recovery.

On April 15, the Secretary of Health issued an Order requiring safety measures in all businesses permitted to maintain in-person, physical operations except for health care providers. These measures included standards for cleaning and disinfecting high-touch areas, establishing protocols for businesses exposed to a probable or confirmed case of COVID-19, limiting the numbers of employees and customers on the premises, ensuring that employees have access to soap, sanitizer, and face masks, and that patrons wear face masks.

On April 17, Pennsylvania was the first state to have a Memorandum of Understanding (MOU) accepted by FEMA for purchasing and distributing food through established Food Banks in the commonwealth.

Also, on April 17, Governor Wolf outlined the standards the administration will use for reopening and on April 20, Governor Wolf announced a target date of May 8 for the beginning of phased reopening and easing of restrictions.

Standards

- Our approach will be data driven and reliant upon quantifiable criteria to drive a targeted, evidence-based, regional approach to reopenings in Pennsylvania.
- We will put forth guidance and recommendations for employers, individuals, and health care facilities and providers for assured accountability as we reopen.
- Reopening necessitates that adequate personal protective equipment and diagnostic testing are available.
- Reopening requires a monitoring and surveillance program that allows the commonwealth to deploy swift actions for containment or mitigation.
- Protections for vulnerable populations must remain steadfast throughout the reopening process, such as limitations on visitors to congregate care facilities and prisons.
- Limitations on large gatherings unrelated to occupations should remain in place for the duration of the reopening process.

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Our approach will be data driven and reliant upon quantifiable criteria to drive a targeted, evidence-based, regional approach to reopenings in Pennsylvania.

To help inform decisions about what regions to reopen, and on what timeline, the commonwealth has partnered with Carnegie Mellon University and other institutions of higher education, to develop a data dashboard. This dashboard, as well as demographic and health criteria described further below, such as population density, mobility, availability of testing, and health care resources will inform formal recommendations made jointly by the Secretary of Health, the PEMA Director, and the Secretary of the Department of Community and Economic Development to the governor regarding when a region may safely move from one phase of reopening to the next. In preparing recommendations, the secretaries and PEMA director will meet to review the data sources described more fully below, balance risks to public health, and benefits to the economy, and agree unanimously as to the phase in which each region should safely be categorized.

First, DOH, in coordination with PEMA, other commonwealth agencies, and stakeholders in the areas of public health, economics, and emergency management, has developed criteria that will help guide decisions about reopenings and the easing of restrictions.

A target goal for reopening was initially set at having fewer than 50 new confirmed cases per 100,000 population reported to DOH in the previous 14 days.

So, for example, an area with a population of 800,000 people would need to have fewer than 400 new confirmed cases reported in the past 14 days to meet the target. An assessment then determines if the target goal has been met, and the administration works closely with county and local governments to enable the communities to reopen and transition back to work.

With the commonwealth dramatically increasing its testing capacity, as of May 22, the fewer-than-50 new cases per 100,000 population measure will be considered, but it will be reviewed in the context of various other factors that are indicative of risk.

Additionally, the commonwealth must ensure there is:

- Enough testing available for individuals with symptoms and target populations, such as those at high risk, health care personnel, and first responders.
- Robust case investigation and contact tracing infrastructure is in place to facilitate early identification of any cluster outbreaks and to issue proper isolation and quarantine orders.
- Identification of area's high-risk settings, including correctional institutions, personal care homes, skilled nursing facilities, and other congregate care settings, and assurance that facilities have adequate safeguards in place such as staff training, employee screening, visitor procedures and screening, and adequate supplies of PPE to support continued operations.

The Pennsylvania COVID-19 Dashboard shows up-to-date data on case counts and demographics, hospital preparedness, and testing. Having trouble viewing the dashboard? View the full screen version.

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The dashboard will help with questions such as: What will be the likely public health and economic implications associated with opening an industry? What impact might reopening have on vulnerable workers and businesses? The data from the dashboard will also provide insights and recommendations at the industry and county level to inform state policy decisions.

The analysis will link data sources together to build an understanding of the current and real time state of Pennsylvania's economy and the impact of the spread of COVID-19. The model will help to predict and understand what types of individuals, businesses, and industries will be more at risk, most vulnerable, and impacted by COVID-19. The model will apply what-if scenarios that will allow the state to understand the impact of potential re-opening decisions. The analysis will allow the commonwealth to monitor changes over time and the impact of decisions. The purpose is not to make decisions but rather to inform decision makers. For example, all indicators could point to opening a specific county, but other factors such as population density around a hotspot, availability of supplies to ensure workers are protected, either PA DOH criteria or proximity to a hotspot in another county could make the county unfit to open.

Regions

Just as the administration took a measured, county-by-county approach to the Stay at Home order before expanding the order statewide, it will do the same to ease restrictions and reopen the state.

As regions meet the measures described earlier, the commonwealth will ease restrictions with the goal of broad reopenings as soon and as safely as possible. Certain regions have seen less case density than others. In these regions, it is important to account for hospital capacity as reopenings and the easing of restrictions begin. This information is part of the data and modeling project. For example, in the north central region there is less population density and fewer cases, but there is less hospital capacity if cases and hospitalizations were to surge. These factors will be considered on an ongoing basis and employers will be responsible for developing and demonstrating compliance with criteria in consultation with PA DOH and other relevant state agencies. At any point, the Governor, in consultation with PA DOH and PEMA may revise reopening standards to adjust for the spread of disease.

Industries

The reopening and the easing of restriction approach will primarily focus on regions, however certain industries are more susceptible to the spread of COVID-19. Other industries are more vulnerable to changing economic conditions. These factors are also part of the data and modeling project and will be closely considered as part of the reopening and the easing of restriction process. The first or "Yellow" phase of reopening will focus on businesses with low and moderate risk profiles, including those with low worker density, those that take place in outdoor settings, and those that can successfully implement the Governor and Secretary of Health's Worker Safety and Building Safety Orders, while encouraging those who can telework to continue to do so (see later section on "Phases"). When reopened, these businesses will have to adhere to strict guidelines for density and procedures. The administration will work with stakeholders in various industry sectors, as well as labor representatives and health professionals to craft guidance with tailored and appropriate safeguards in place.

We will put forth guidance and recommendations for employers, individuals, and health care facilities and providers for assured accountability as we reopen.

Since the beginning of the pandemic, the Wolf Administration has provided general safety guidance for businesses, organizations, and individuals. As the administration begins the reopening and the easing of restriction process, this guidance will be refined and strengthened so businesses and organizations can continue to prioritize public health and safety while attracting new business and getting the economy back on track.

All Pennsylvanians should continue to maintain social distancing even as the reopening and easing of restriction process begins. With few exceptions, Pennsylvanians should maintain a distance of six feet from each other, gatherings of more than 25 people will be prohibited, and non-essential travel should be avoided. In addition, individuals should engage in frequent hand washing and sanitizing, and surfaces should be disinfected as often as possible.

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For employers, remote or telework should be the primary option if possible. Employers should expand technology where possible to provide remote or telework options. If remote or telework are not possible, employers must follow the guidance developed by the commonwealth in order to reduce the risk of coronavirus spread and to ensure workers are kept safe.

Guidance

Working across agencies, the commonwealth provided broad guidance for businesses and individuals that will enable employers to use their own expertise to decide what is best for their business while reporting on outcomes to the commonwealth. This guidance re-emphasizes and builds on existing orders previously issued to protect employees and customers, specifically the building safety and workers' safety orders. The guidance formalizes and builds on CDC recommendations and other best practices in states across the country.

Communicating COVID-19 Safety Procedures to Employees and Customers

Organizations will be required to make employees and customers aware of the guidance provided by the commonwealth to keep people at their establishment safe. Similar to Workers' Compensation or OSHA regulations, the commonwealth will require commonwealth-created "COVID-19 Safety Procedures for Businesses" flyer to be clearly displayed at workplaces, along with publicly posted acknowledgement by the employer that the guidance is being followed. There is also a requirement to name a "Pandemic Safety Officer" who would be in charge of carrying out the COVID-19 safety procedures set forth in this guidance.

The business reopening guidance will provide more information about expectations for communicating safety procedures to employees and customers.

Supplier Directory

The administration recognizes the difficulty of procuring materials businesses need to safely resume operations. In order to address this concern, the Department of Community and Economic Development created a supplier directory for protective materials.

To view the supplier directory.

Reopening necessitates that adequate personal protective equipment and diagnostic testing are available.

Personal Protective Materials and Hospital Stockpiles

Ensuring adequate supplies of Personal Protective Equipment (PPE) and other supplies needed to conduct diagnostic testing, care for COVID-19 patients, and support other normal health care functions is critical to resuming normal operations. The global nature of the COVID-19 pandemic has adversely impacted the normal supply chain for these materials as the demand has significantly outpaced the ability to produce or acquire the PPE and supplies needed. Since early March the Wolf Administration has worked tirelessly to procure and distribute PPE and other supplies to hospital systems, long-term care facilities, first responders and emergency management agencies throughout the commonwealth to respond to the COVID-19 crisis

As of April 22, the Wolf Administration has distributed 3 million N95 masks, approximately 231,000 gowns, approximately 1.36 million procedure masks, more than 1.32 million gloves, more than 68,000 face shields, and more than 5,300 coveralls to more than 900 unique places.

The Wolf Administration continues to monitor PPE and stockpile levels at our health systems, and takes that information into consideration as it makes decisions.

Diagnostic Testing

As of April 21, 2020, over 163,000 Pennsylvanians have been tested for COVID-19 at 67 unique testing sites, including our own State Public Health laboratory and two county public health labs. Over 700 tests a day can be done at the PA DOH State Public Health laboratory and PA DOH has deployed 14 rapid testing machines to vulnerable congregate settings including correctional facilities and

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health care and state hospitals. Additionally, during the course of the pandemic, the Wolf Administration supported the establishment of three community-based testing sites which were located in Montgomery, Philadelphia, and Luzerne counties. The Luzerne County site is currently open and can test up to 250 people per day.

As the administration takes steps toward reopenings and the easing of restrictions, diagnostic testing capacity will be a critical factor in early identification of new infections or cluster outbreaks, changes in the spread of the virus, the extent of virus spread throughout the commonwealth, and whether healthy individuals who were previously exposed to the virus have developed immunity.

The commonwealth's testing plan consist of a multilayered approach comprised of the following components:

1. Community based testing available through:
   a. Existing health care institutions;
   b. State managed, locally executed community based or mass testing sites; and,
   c. Corporate managed and supported testing sites such as those available through commercial pharmacies and other providers.
2. Point of Care (POC) testing available through:
   a. Primary Care Physicians (PCP);
   b. Hospital Emergency Departments, urgent care, or other acute care centers;
   c. County health departments;
   d. Institutions with congregate care settings that have their own health care capability; and,
   e. Outbreak response teams responding to congregate care settings to identify spread of virus within institutions.
3. Serology testing as it becomes commercially available to determine the extent of the population that may have been exposed to COVID-19 and have developed antibodies to the virus and potentially have immunity.

The testing strategy also includes a plan to test underserved populations and those that have limited availability of transportation by employing a mobile community-based testing strategy as applicable.

More information about current coronavirus testing in the commonwealth can be found here.

Reopening requires a monitoring and surveillance program that allows the commonwealth to deploy swift actions for containment or mitigation.

The administration will use the data and modeling tools available as well as other indicators to determine if changes in the reopening and the easing of restriction process must take place.

Robust surveillance, case investigation, contact tracing, and isolation of positive cases or quarantine of close contacts can slow and stop the transmission of COVID-19. Pennsylvania's public health infrastructure of epidemiologists, community health nurses, and county and municipal health departments are the backbone of this work. These public health professionals are supported by surveillance and case management technology tools to track, manage, and evaluate efforts.

To scale our surveillance and monitoring infrastructure the commonwealth has:

- Partnered with Department of Human Service's eHealth Authority and the regional Health Information Exchange to monitor rate of emergency department visits and inpatient admissions.
- Established alerts from EpiCenter, Pennsylvania's syndromic surveillance system, for early identification of an increase in disease activity.
- Provided county-level and zip code level data through a public facing dashboard.
- Daily detailed analysis of surveillance data related to cases and test results, analysis of geospatial clusters of cases.
- Twice weekly reconciliation with surveillance data and electronic death data to provide more accurate counting of deaths related to COVID-19.
- Improving access to testing and timeliness for reporting for symptomatic close contacts in regions where this containment strategy is being implemented.

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View CMU Risk-Based Decision Support Tools PDF (July 2, 2020).

Second, the commonwealth will use a modeling dashboard under development and evaluation by Carnegie Mellon University to take a regional and sector-based approach to reopenings, the easing of restrictions, and response.

The administration will use this data-driven decision support tool to better understand the current health and economic status, as well as the inherent risks and benefits to reopening certain businesses and industry areas. Using data that considers worker exposure and spread risks, health care capacity, economic impact, and supply chain impact, we will prioritize reopening where it has the potential for the most positive impact on the economy for workers and businesses while mitigating risk to public health and safety.

In order to arrive at results through this dashboard, the Commonwealth of Pennsylvania is providing access to data from several commonwealth agencies including the Departments of Labor & Industry, Human Services, Community and Economic Development, Revenue, and Health.

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As counties return to work the department will use these tools and the complete case investigation and contact tracing plan of positive cases to stamp out disease transmission. Positive cases will be isolated, and their close contacts counseled and quarantined. The department will continue to conduct investigations of outbreaks at businesses, correctional facilities, and long-term or other congregate care facilities. This work will be done in partnership with local health departments and other health care infrastructure in the region. Existing public health systems and new technology tools will be utilized to support these boots on the ground efforts.

Protections for vulnerable populations must remain steadfast throughout the reopening process, such as limitations on visitors to congregate care facilities and prisons.

Pennsylvanians in congregate care and prisons are especially vulnerable to outbreaks. Until the pandemic is controlled, the commonwealth must continue measures designed to protect outbreaks in facilities like nursing homes, long-term care facilities, residential treatment facilities, and prisons. As the commonwealth reopens and eases restrictions on a regional basis, restrictions on visitors in congregate care settings and prisons will remain in place. These restrictions will be among the last restrictions eased to ensure resident health and safety. We are committed to alternative means of communication for residents with their family, friends, community members, and advocates while we take necessary health and safety precautions.

While the administration has needed to take unprecedented action in limiting visitation for vulnerable populations in congregate care settings, we are doing all we can to create new opportunities for social connectedness. For example, the Department of Aging through its Office of the Long-Term Care Ombudsman has developed a strategic partnership with the AARP to re-establish lines of communication with nursing home residents in targeted facilities throughout the commonwealth. As this disaster emergency continues over the next weeks and months, this critical technology, when strategically placed, will help meet the psychosocial needs of these already vulnerable individuals.

Congregate Care Facilities

On March 16, the Department of Human Services closed LIFE day centers to avoid congregate settings and to practice social distancing. The closure applies to the day center portion only. LIFE Provider Organizations should continue to use discretion when utilizing the clinic and therapy areas to see participants. FAQs are provided here.

On March 18, PA DOH issued guidance for nursing facilities on COVID-19 mitigation. This guidance required visitor limitations, personnel restrictions, and other measures to reduce the spread of COVID-19 in nursing facilities. This guidance will continue.

On March 29, the Department of Human Services issued guidance restricting all visitations in Personal Care Homes and Assisted Living Residences except for medically necessary visits and compassionate care situations, such as end-of-life situations. This guidance will continue.

On March 31, the Department of Human Services issued guidance for residential providers under the Office of Mental Health and Substance Abuse Services including Long-Term Structured Residences, Community Residential Rehabilitation Services, Residential Treatment Facilities, and Crisis Residences recommending all providers develop temporary modifications to their visitation policies that prohibit all non-employee visitors unless it is a medical necessity, required by court order, adult protective services or older adult protective services staff as outlined in guidance issued under applicable protective services laws. At the discretion of the facility director, additional exceptions may be made where a visit is deemed to be necessary. This guidance will continue.

On April 4, the Department of Human Services temporarily suspended all transfers to state-run juvenile justice facilities. This step was taken to allow staff to create two ten-bed intake units to mitigate risk of spread at the state-run facilities. Youth awaiting transfer to the state-run juvenile justice system will be admitted to the intake unit on the same day and remain in the unit for 14 days until they are cleared for entry into their designated program. If any youth test positive for COVID-19 during this 14-day period, they will be moved into isolation and the youth who are in the intake unit will restart their 14 days in the unit to make sure that they do not develop symptoms of COVID-19. Youth in the intake unit will have access to a counselor, psychological and medical services, physical activity, and other individualized recreational activities. Social distancing will be enforced, and youth will be able to maintain contact with their family through phone calls, video conferencing, and letters. The previously issued guidance will continue.

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On April 7, the Department of Human Services issued procedures that must be followed for admission of an individual to one of the department's state facilities. Requirements include individuals be screened for COVID-19 prior to admission to state operated psychiatric hospitals, the long-term care facility (South Mountain Restoration Center), state centers, and Youth Development Centers or Youth Forestry Camps. Any individual who meets screening criteria for indication of infection but does not have documentation of a negative test result for COVID-19, may not be admitted. A medical clearance attestation from a physician within 72 hours prior to the requested admission date is acceptable for admission if the individual was screened with a negative result. If there was a positive screening, regardless of a COVID-19 test result, the individual must not be admitted until 7 days have passed since symptom onset, and 3 days (72 hours) after the resolution of fever without fever reducing medicines and improvement of other symptoms. If an individual has had a close contact with someone suspected to have, or diagnosed with, COVID-19, the individual should quarantine for 14 days from the last admission to a facility should not occur until after the 14-day quarantine is complete. This guidance will continue.

State Correction Institutions

On March 12, the DOC started their mitigation efforts by screening all staff across the state and canceled in person visitation before statewide mitigation was ordered. On March 28, the DOC shifted all new inmate intakes to one centralized location at SCI Retreat to allow for a period of quarantine before assigning their home institution.

At 10 p.m. on March 29, the DOC began a statewide inmate quarantine in response to the COVID-19 pandemic.

Since the quarantine began, inmates have been fed in their cells, and afforded out-of-cell time only for video visits, phone calls, access to the law library, as well as in-cell programming. All inmate movement is controlled to conform to social distancing recommendations. This guidance will continue.

To expand inmate interaction with their loved ones, video visits are being held seven days a week. To date, DOC has conducted almost 16,000 video visits with more scheduled every day. This number will continue to increase due to daily scheduling happening at state prisons. In addition, DOC officials have begun reducing the population where they can. Steps taken include:

- Furloughing paroled individuals from centers to home plans;
- Working with the parole board to maximize parole releases; and,
- Reviewing parole detainers for individuals in county jails and state prisons.

On April 10th, the governor issued reprieves for inmates who met criteria for the Temporary Program to Reprieve Sentences of Incarceration.

Learn more about the comprehensive mitigation efforts in state correction institutions.

Limitations on large gatherings unrelated to occupations should remain in place for the duration of the reopening process.

At this time, the commonwealth continues to follow federal guidance on restrictions on large gatherings. The CDC continues to recommend against larger gatherings of people, particularly gatherings where vulnerable populations may be present. This guidance will stay in place for the duration of the reopening process until there is robust testing, community-wide surveillance, contact tracing, or other means to mitigate the spread of the virus.

Support Systems

As reopenings and easing of restrictions begin, we need to provide adequate support systems for workers. That includes reopening of programs that support individuals' ability to return to work such as schools, child care facilities, adult day facilities, summer camps and afterschool programs, community recreational facilities, and more.

Child Care

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The COVID-19 related school closure has created a gap in child care that may not have existed just a few months ago. We know this gap may potentially be a barrier for many Pennsylvanians preparing to transition back to work outside of the home. To address this barrier, the Departments of Education and Human Services are working with stakeholders to identify child care and school age care needs across the commonwealth. A primary focus will be exploring and creating options that will work best for families within their community. We will also look to our many partners to help us design a realistic plan that not only re-opens and expands these services if necessary, but also creates a restored sense of confidence in these environments as safe and healthy options when caregivers return to work.

K-12 Schools

On April 9, Governor Wolf and the Pennsylvania Department of Education announced that school buildings would be closed for the remainder of the 2019-2020 academic year. The Department of Education worked with Intermediate Units (IUs) and the Pennsylvania Training and Technical Assistance Network (PATTAN) to develop guidance and evidence-based resources around continuity of education to ensure all schools provide continuity of education for all students in the most accessible and appropriate ways possible. Working with the General Assembly, the Governor signed Act 13 of 2020 to waive the School Code requirement for a minimum 180-day school term, an action that builds on the administration's earlier commitment that no district or school would be penalized for falling short of the 180-day school term requirement.

In addition, Pennsylvania sought and received approvals from the federal government to allow schools the option to distribute meals to children age 18 and under at no cost while schools are closed. Although not required, participating schools are strongly encouraged to continue distributing and/or delivering school meals during breaks.

Higher Education

On April 9, the Governor and the Pennsylvania Department of Education announced that all postsecondary institutions in Pennsylvania must suspend in-person instruction at least through the end of the spring 2020 term. Postsecondary institutions may not resume in-person instruction until the governor permits them to open or lifts the closure of non-life-sustaining businesses.

Government Services

Local Government

Since the beginning of the COVID-19 outbreak, the Governor's Office has been in close collaboration with local leadership at the county and municipal level. Early on, the Governor's Office consulted with and informed county commissioners and municipal leadership about starting mitigation efforts in their jurisdictions. The Governor's Office shared public health concerns and information and took local feedback into account when making decisions around mitigation. This collaboration led to a strong, coordinated effort to prevent the spread of COVID-19 across the commonwealth.

As we look to reopen regions of the commonwealth, the Governor's Office will be undertaking that same coordinated approach to relaxing the governor's mitigation efforts. Local feedback, knowledge, and expertise will be critical as we move through all phases of reopening. The Governor's Office will continue to coordinate with local officials directly, when appropriate, and through their statewide representative organizations.

In the 10 jurisdictions with local county or municipal health departments, PA DOH will continue to coordinate closely with local health officials to ensure that there is a shared understanding of the public health rationale behind reopening decisions. In the remaining areas without countywide health departments, PA DOH will continue to discuss public health realities directly with county commissioners.

The shared goal of the state and local governments is, and should continue to be, a united front in which all levels of government are prepared to lead the citizens of Pennsylvania through this pandemic and to a safe, efficient, and effective reopening.

State Government

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The COVID-19 global pandemic has created an unprecedented situation within our workforce. The Commonwealth is not excluded from this as it is the second-largest employer in the state. Throughout the COVID-19 crisis, state workers have continued to provide essential services to ensure public safety and the public health of all Pennsylvanians, specifically our most vulnerable populations. Roughly 43,000 employees continue to report onsite daily to perform vital work while roughly 18,000 employees remain teleworking in a full-time capacity.

As the state looks to reopen, it will do so in a phased approach in consultation with PA DOH. Bringing back our workforce and reopening public-facing offices at the appropriate time will be done through cooperation with state agencies, employees, and our unions. The staff that is already teleworking will be encouraged to do so where appropriate. Social distancing and facility cleaning measures will be in place to protect both staff and customers. Staff working onsite will be required to wear a mask.

Phases

As we progress through the process of reopening and the easing of restrictions, we will work in phases, taking a regional approach, with the expectation that this will not necessarily be a linear process. If indicators and criteria point to a spike in cases, the commonwealth, in coordination with local officials, will need to revert to previous restrictions and orders. Throughout all phases, there must be strict guidance in place to encourage social distancing.

Throughout this process, the commonwealth will remain flexible and respond to the conditions on the ground in specific areas. The commonwealth will work with local governments to help inform and make decisions that are best for their communities.

The phases were developed through the commonwealth's six standards for reopening as well as the federal government's Opening Up America Guidelines. The phases are intentionally expansive to allow for flexibility and decisions will be driven by health indicators as well as the Carnegie Mellon University data tool and metrics from the Department of Health to determine safety for regions and industries taking into account economic vulnerability. *Within each of these phases there could be additional actions, orders, or guidance depending on the public health and economic conditions facing regions or counties.*

Red Phase

Work & Congregate Setting Restrictions

- Life Sustaining Businesses Only
- Masks Are Required in Businesses
- Congregate Care and Prison Restrictions in Place
- Schools (for in-person instruction) and Most Child Care Facilities Closed

Social Restrictions

- Stay at Home Orders in Place
- Large Gatherings Prohibited
- Masks Are Required in all Public Spaces
- Restaurants and Bars Limited to Carry-Out and Delivery Only
- Only Travel for Life-Sustaining Purposes Encouraged

- Reiterate and reinforce safety guidance for businesses, workers, individuals, facilities, update if necessary
- Monitor public health indicators, adjust orders and restrictions as necessary

Yellow Phase

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Work & Congregate Setting Restrictions

- Telework Must Continue Where Feasible
- Businesses with In-Person Operations Must Follow Business and Building Safety Orders
- Masks Are Required in Businesses
- Child Care May Open Complying with Guidance
- Congregate Care and Prison Restrictions in Place
- Schools may provide in-person instruction only in accordance with Department of Education guidance.

Social Restrictions

- Stay at Home Order Lifted for Aggressive Mitigation
- Large Gatherings of More Than 25 Prohibited
- Masks Are Required in all Public Spaces
- In-Person Retail Allowable, Curbside and Delivery Preferable
- Indoor Recreation, Health and Wellness Facilities and Personal Care Services (such as gyms, spas, hair salons, nail salons and other entities that provide massage therapy), and all Entertainment (such as casinos, theaters) Remain Closed
- Restaurants and Bars May Open Outdoor Dining, in Addition to Carry-Out and Delivery (effective 6/5/2020)

- All businesses must follow CDC and DOH guidance for social distancing and cleaning
- Monitor public health indicators, adjust orders and restrictions as necessary

Green Phase

Work & Congregate Setting Restrictions

- Continued Telework Strongly Encouraged
- Businesses with In-Person Operations Must Follow Updated Business and Building Safety Requirements
- All Businesses Operating at 50% Occupancy in the Yellow Phase May Increase to 75% Occupancy
- Masks Are Required in Businesses
- Child Care May Open Complying with Guidance
- Congregate Care Restrictions in Place
- Prison and Hospital Restrictions Determined by Individual Facilities
- Schools Subject to CDC and Commonwealth Guidance

Social Restrictions

- Large Gatherings of More Than 250 Prohibited
- Masks Are Required in all Public Spaces
- Restaurants and Bars Open at 50% Occupancy
- Personal Care Services (including hair salons and barbershops) Open at 50% Occupancy and by Appointment Only
- Indoor Recreation, Health and Wellness Facilities, and Personal Care Services (such as gyms and spas) Open at 50% Occupancy with Appointments Strongly Encouraged
- All Entertainment (such as casinos, theaters, and shopping malls) Open at 50% Occupancy
- Construction Activity May Return to Full Capacity with Continued Implementation of Protocols

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- All businesses must follow CDC and DOH guidance for social distancing and cleaning
- Monitor public health indicators, adjust orders and restrictions as necessary

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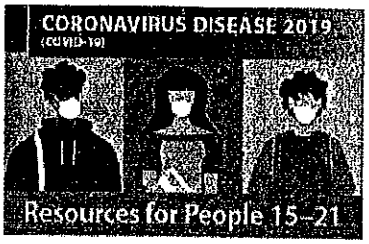
Pennsylvania COVID-19 Dashboard

CMU Risk-Based Decision Sup... by Governor Tom Wolf on Scribd

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Considerations for Schools

Updated May 19, 2020 Print



As some communities in the United States open K-12 schools, CDC offers the following considerations for ways in which schools can help protect students, teachers, administrators, and staff and slow the spread of COVID-19. Schools can determine, in collaboration with state and local health officials to the extent possible, whether and how to implement these considerations while adjusting to meet the unique needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community. School-based health facilities may refer to CDC's Guidance for U.S. Healthcare Facilities and may find it helpful to reference the Ten Ways Healthcare Systems Can Operate Effectively During the COVID-19 Pandemic. These considerations are meant to supplement—**not replace**—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which schools must comply.

After reviewing the considerations listed on this page, school administrators can use CDC's K-12 Schools Readiness and Planning Tool [9 pages] to protect students, staff and communities.

Guiding Principles to Keep in Mind

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

Promoting Behaviors that Reduce Spread

Schools may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home when Appropriate**

- Educate staff and families about when they/their child(ren) should stay home and when they can return to school.
  - Actively encourage employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options if feasible

- Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.
- Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

- CDC's criteria can help inform when employees should return to work:
  - If they have been sick with COVID-19
  - If they have recently had close contact with a person with COVID-19

- **Hand Hygiene and Respiratory Etiquette**
  - Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
  - Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

- **Cloth Face Coverings**
  - Teach and reinforce use of cloth face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
    - Note: Cloth face coverings should not be placed on:
      - Children younger than 2 years old
      - Anyone who has trouble breathing or is unconscious
      - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
  - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

- **Adequate Supplies**
  - Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.

- **Signs and Messages**
  - Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
  - Broadcast regular announcements on reducing the spread of COVID-19 on PA systems.
  - Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).
  - Find free CDC print and digital resources on CDC's communications resources main page.

Maintaining Healthy Environments

Schools may consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**
  - Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.

- If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for bus transit operators.
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection criteria.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

- **Shared Objects**
  - Discourage sharing of items that are difficult to clean or disinfect.
  - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
  - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
  - Avoid sharing electronic devices, toys, books, and other games or learning aids.

- **Ventilation**
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

- **Water Systems**
  - To minimize the risk of Legionnaire's disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.

- **Modified Layouts**
  - Space seating/desks at least 6 feet apart when feasible.
  - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
  - Create distance between children on school buses (g., seat children one child per row, skip rows) when possible.

- **Physical Barriers and Guides**
  - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one way routes" in hallways).

- **Communal Spaces**
  - Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use.
  - Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.

- **Food Service**
  - Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.
  - Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
  - If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food allergies.

Maintaining Healthy Operations

Schools may consider implementing several strategies to maintain healthy operations.

- **Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19**
  - Offer options for staff at higher risk for severe illness that limit their exposure risk (e.g., telework, modified job responsibilities).
  - Offer options for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities).
  - Consistent with applicable law, put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.

- **Regulatory Awareness**
  - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.

- **Gatherings, Visitors, and Field Trips**
  - Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
  - Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
  - Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
  - Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.

- **Identifying Small Groups and Keeping Them Together (Cohorting)**
  - Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
  - Limit mixing between groups if possible.

- **Staggered Scheduling**
  - Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
  - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.

- **Designated COVID-19 Point of Contact**
  - Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them.

- **Participation in Community Response Efforts**
  - Consider participating with local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).

- **Communication Systems**
  - Put systems in place for:
    - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 (e.g. see "Notify Health Officials and Close Contacts" in the **Preparing for When Someone Gets Sick** section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
    - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

- **Leave (Time Off) Policies and Excused Absence Policies**

- Implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.
  - Examine and revise policies for leave, telework, and employee compensation.
  - Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- Develop policies for return-to-school after COVID-19 illness. CDC's criteria to discontinue home isolation and quarantine can inform these policies.

- **Back-Up Staffing Plan**
  - Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.

- **Staff Training**
  - Train staff on all safety protocols.
  - Conduct training virtually or ensure that social distancing is maintained during training.

- **Recognize Signs and Symptoms**
  - If feasible, conduct daily health checks (e.g., temperature screening and/or or symptom checking) of staff and students.
  - Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for screening children and CDC's General Business FAQs for screening staff.

- **Sharing Facilities**
  - Encourage any organizations that share or use the school facilities to also follow these considerations.

- **Support Coping and Resilience**
  - Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
  - Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
  - Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
  - Consider posting signages for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746

Preparing for When Someone Gets Sick

Schools may consider implementing several strategies to prepare for when someone gets sick.

- **Advise Staff and Families of Sick Students of Home Isolation Criteria**
  - Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.

- **Isolate and Transport Those Who are Sick**
  - Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
  - Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
  - Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
  - Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have

COVID-19.

- **Clean and Disinfect**
  - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
  - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

- **Notify Health Officials and Close Contacts**
  - In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
  - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

After reviewing the considerations listed on this page, school administrators can use CDC's K-12 Schools Readiness and Planning Tool [9 pages] to protect students, staff and communities.

Other Resources

Latest COVID-19 Information

Cleaning and Disinfection

Guidance for Businesses and Employers

Guidance for Schools and Childcare Centers

COVID-19 Prevention

Handwashing Information

Face Coverings

Social Distancing

COVID-19 Frequently Asked Questions

People at Higher Risk

Managing Stress and Coping

HIPAA and COVID-19

CDC Communication Resources

Community Mitigation

OSHA Guidance on Preparing Workplaces for COVID-19

Page last reviewed: May 19, 2020

East Stroudsburg Area School District
Environmental Services
Manual

The mission of East Stroudsburg Area School District Custodial Department is to provide a clean and safe environment for students, faculty, staff and visitors while maintaining facilities at the highest standard possible with the resources allotted.

EAST STROUDSBURG
AREA SCHOOL DISTRICT

Prepared by Robert Romagno, Custodial Supervisor

28BBB

East Stroudsburg Area School District

28 CCC

OUR DISTRICT, OUR DUTY

A clean school ensures a positive and healthy environment for everyone involved. Show your school pride with a clean facility that fosters productive learning and positivity. Work together as a team to ensure that everyone does their part to make your school a clean and safe place to learn.

As custodians, you are the "first line of defense" not only when it comes to environmental services but also preventative maintenance. All custodians are responsible for changing ceiling tiles and light bulbs in their assigned areas. If you notice a maintenance issue anywhere in building it is your duty to report the issue to your immediate supervisor.

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 DDD

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*** Always wear protective gloves, face masks and eye protection if needed. ***

28 EEE

DAILY CLASSROOM CLEANING ROUTINE

- Check lights – if any are out, please replace.
- Empty trash receptacles – liners must be changed every day
- Empty pencil sharpeners
- Sanitize sinks, counters and restock paper towels
- Clean whiteboard using whiteboard cleaner or streak-free cleaner
- Straighten desks and chairs
- Sanitize desktops and chairs with disinfectant
- Dust mop the entire room
- Spot mop floors when needed
- Vacuum floor, where carpeted, 2-3 times a week
- Spot clean carpets as needed
- Clean classroom door glass
- Close and lock all windows, turn off lights and lock doors
- Report any maintenance issues in writing to your custodial supervisor
- Sanitize all classroom touch points with disinfectant

    - Door knobs
    - Faucet knobs
    - Cabinet knobs
    - Light switches
    - Desk tops
    - Chairs
    - Pencil sharpeners
    - Locker/cubby area
    - Hand sanitizer pumps

WEEKLY CLASSROOM CLEANING ROUTINE

- Dust all surfaces, including all bookshelves, ledges and window sills, ledges
- Clean marks off walls
- Clean classroom windows
- Dust blinds and shelves
- Clean trash receptacles with disinfectants
- Use backpack sprayer to fog classroom with disinfectant

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 FFF

DAILY RESTROOM CLEANING ROUTINE

- Check lights and replace burnt out bulbs
- Restock paper towels, toilet tissues and soap dispensers
- Empty all trash receptacles and change liners
- Girls restroom – replace bags and sanitary napkin receptacles
- Clean mirrors and any stainless surface with streak-free glass cleaner
- Clean and disinfect sinks
- Clean and disinfect toilets and urinals
- Clean marks off walls and stalls
- Disinfect touch points on stall doors and walls
- Mop floors with a disinfectant cleaner
- Disinfect door handles and hand dryers
- Spray all sinks, toilets, urinals and trash receptacles with disinfectant spray

DAILY LOCKER ROOM CLEANING ROUTINE

- Check lights and replace burnt out bulbs
- Restock paper towels, toilet tissues and soap dispensers
- Empty all trash receptacles and change liners
- Girls restroom – replace bags and sanitary napkin receptacles
- Clean mirrors and any stainless surface with streak-free glass cleaner
- Clean and disinfect sinks
- Clean and disinfect toilets and urinals
- Clean marks off walls and stalls
- Disinfect touch points on stall doors and walls
- Mop floors with a disinfectant cleaner
- Disinfect door handles and hand dryers
- Spray all sinks, toilets, urinals and trash receptacles with disinfectant spray
- Disinfect all shower fixtures including shower handles
- Disinfect locker touch points

WEEKLY LOCKER ROOM CLEANING ROUTINE

- Clean out drains in shower area
- Dust tops of lockers using dust mop
- Use backpack sprayer to fog room with disinfectant

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 GGG

DAILY MAIN ENTRANCE, EXITS AND VESTIBULES CLEANING ROUTINE

- Check lighting including exit signs – replace burnt out bulbs
- Clean all doors and windows
- Vacuum all entry mats and carpets
- Mop all floors
- Disinfect door handles and vestibule touch points
- Clean all showcase glass, if applicable

WEEKLY MAIN ENTRANCE, EXITS AND VESTIBULES CLEANING ROUTINE

- Dust all ledges, heaters and vents
- Dust tops of showcases, if applicable
- Use backpack sprayer to fog with disinfectant

DAILY OFFICE/ADMINISTRATION CLEANING ROUTINE

- Check lights – replace burnt out lightbulbs, when needed
- Empty trash receptacles, including paper shredder can
- Change trash liners
- Disinfect counters and sinks
- Clean windows and window sills
- Vacuum all areas 2 to 3 times a week as needed
- Disinfect all touch points
    - Door knobs
    - Ledges
    - Chairs
    - Communal desk tops
    - All areas of copy machines, including touch pads and keyboard
    - Communal cabinet knobs
    - Communal refrigerator door handle
    - Light switches

WEEKLY OFFICE CLEANING ROUTINE

- Dust mini blinds, vents, tops of cabinets and baseboards
- Use backpack sprayer to fog with disinfectant

*** Always wear protective gloves, face masks and eye protection if needed. ***

DAILY HALLWAY CLEANING ROUTINE

- Walls – clean all marks off walls
- Clean windows, window sills and showcases, if applicable
- Empty trash receptacles
- Change trash liners
- Clean and disinfect water fountains, including nozzle and buttons
- Check lights and replace burnt out bulbs
- Dust mop all halls
- Spot mop or auto scrub
- Disinfect all locker touch points, if applicable

WEEKLY HALLWAY CLEANING ROUTINE

- Dust tops of lockers, vents and showcases, if applicable
- Use backpack sprayer to fog with disinfectant

STAIRCASE CLEANING ROUTINE

- Dust mop/vacuum/wet mop daily
- Clean all ledges and handrails with disinfectant daily
- Remove marks from walls and kickplates daily
- Clean windows with streak-free glass cleaner daily
- Disinfect all door panic bars or door handles
- Use backpack sprayer to fog with disinfectant

*** Always wear protective gloves, face masks and eye protection if needed. ***

28III

SCHOOL EVENTS CLEANING ROUTINE

Prior to event:

- Set up event as per approved Use of Facilities form
- Spot clean and disinfect restrooms in effected areas
- Hallways – dust mop or auto scrub
- Clean and disinfect water fountains
- Empty trash cans – replace trash can liners
- Spot clean and extra rooms needed for event
- Make sure all doors are open and lights are on at least one-half hour prior to event

**** THE ABOVE TASK SHOULD BE DONE AS A TEAM/ALL INDIVIDUALS ON EACH SHIFT SHOULD PARTICIPATE TO PREPARE FOR EVENT ****

During event:

- Introduce yourself to activity coordinator and establish a form of communication
- Disinfect touch points every thirty (30) minutes
- Disinfect touch points in bathrooms every thirty (30) minutes and restock paper towels/toilet tissues as needed
- Empty garbage cans as needed
- Disinfect touch points on garbage cans
- Touch points include:
    - Door panic bars and handles
    - Bleacher railings
    - Staircase railings
    - Elevator buttons, if applicable
    - Water fountains
    - Bathroom faucet handles
    - Hand dryers
    - Soap dispensers and hand sanitizer pumps
    - Touch points on bathroom stall doors

After event:

- Clean and disinfect restrooms in areas affected by the event, in accordance with the aforementioned Daily Bathroom Cleaning Routine
- Hallways- dust mop or auto scrub – clean and disinfect water fountains
- Clean any additional rooms affected by the event in accordance with the aforementioned Daily Classroom Cleaning Routine
- Empty trash and change trash can liners

Use backpack sprayer to fog affected areas with disinfectant

*** Always wear protective gloves, face masks and eye protection if needed. ***

02555

GYMNASYUM CLEANING ROUTINE

- Check all lights, including exit signs, and replace all burnt out bulbs
- Empty trash and replace trash can liners
- Dust mop floors and only use properly treated mop heads
- Damp mop when needed
- Use BONA system to properly clean floors as needed
- Clean and disinfect water fountains
- Use backpack sprayer to fog with disinfectant weekly

WEIGHT ROOMS CLEANING ROUTINE

- Check all lights, including exit signs, and replace all burnt out bulbs
- Empty trash and replace trash can liners daily
- Clean mirrors with streak-free glass cleaner daily
- Disinfect weight benches and exercise machines daily
- Sweep and spot mop floors daily
- Use backpack sprayer to fog with disinfectant biweekly

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 KKK

LIBRARY CLEANING ROUTINE

- Check all lights and replace burnt out bulbs
- Empty trash and replace trash can liners daily
- Vacuum thoroughly daily
- Dust shelves bi-weekly
- Use backpack sprayer to fog with disinfectant weekly
- If the library has a lounge area - Use disinfectant spray to disinfectant spray to disinfect sofas/fabric furniture daily
- Disinfect all touchpoints daily
    - Desktops
    - Door handles/panic bars
    - Chairs
    - Ledges
    - Light switches
    - Printer/copy machines

DISINFECTING COMMUNAL ELECTRONICS ROUTINE

When cleaning and disinfecting communal electronic devices, such as computers and/or Chromebooks, use Fullsan II Disinfectant Cleaner. Spray Fullsan II on a microfiber cloth and wipe the device clean. **Do not** spray cleaning products directly on electronic devices.

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 LLL

CUSTODIAL CLOSET STANDARD

- Custodial closets should be cleaned daily at the end of each shift
- Mop heads and buckets must be cleaned after each and every shift
- Large garbage cans must be disinfected weekly
- Slop sinks must be cleaned weekly
- The below listed items should be in your cart at all times:
    - Dust mop
    - Broom
    - Dust pan/whisk broom
    - Rubber gloves
    - Rags
    - One spray bottle clearly labeled **"FULLSPARKLE GLASS CLEANER"**
        - **Full Sparkle Glass Cleaner** – use on windows, mirrors, glass, stainless steel, chrome.
    - One spray bottle clearly labeled **"FULLSPARKLE HEAVY DUTY CLEANER"**
        - **Full Sparkle Heavy Duty Cleaner** – cleans and removes greases, oil, dirt, grime, etc.
    - One spray bottle clearly labeled **"FULLSAN II DISINFECTANT CLEANER"**
        - **Fullsan II Disinfectant Cleaner** – use for disinfecting areas as indicated above
    - Can liners
    - Feather duster
    - Plunger
    - Whiteboard cleaner
    - Cleaning swab clearly labeled **"TOILETS AND URINALS ONLY"**
    - Cleaning swab clearly labeled **"SINKS ONLY"**
    - Vacuum cleaner
- ESASD standard cleaning products are as follows:
    - Fullstan
    - Fullsparkle Heavy Duty Cleaner
    - Fullsparkle Glass Cleaner
    - Concur
- Make sure your cart is stocked at the end of your shift
- Make sure all buckets and spray bottle contents are marked clearly
- Vacuum bags must be emptied weekly
- Electrical panels should not be blocked in custodial closets
- Make sure your closet has an SDS book and it is up to date

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 MMM

CLEANING PRODUCTS

All cleaning products at ESASD have an SDS (Safety Data Sheet) in a binder located in the custodial closet. Please make sure that you review these documents because they contain very important safety information such as product name, emergency contact numbers and health hazard data. If you discover a cleaning product in your inventory that does not have an SDS, notify your immediate supervisor immediately and I will provide the necessary information.

All custodial closets are set up with automatic dilution control systems for dispensing chemicals. Please use these systems so the proper dilution rate is achieved. Overuse of chemicals will cause unacceptable build-up, hazy finishes and will cost the district extra money in supplies. Always handle chemicals safely by reading and following all directions. Annually every dilution control system, district wide, will be serviced by a licensed vendor. **Again, please read and follow all directions. NEVER mix chemicals together. Keep all containers cleary labeled.**

When using cleaning products and equipment, it is important to follow safety guidelines and the product/equipment instructions. Some cleaning products, such as disinfectants, have a specific contact time. A disinfectant contact time is the time necessary for the product to be on a surface in order to kill bacteria/viruses. At ESASD, we use Fullsan II Disinfectant Cleaner that has a contact time of ten (10) minutes.

*** Always wear protective gloves, face masks and eye protection if needed. ***

28NNN

DAILY CLEANING RECORD

Every room in each building will have a DAILY CLEANING RECORD. This checklist is to be filled out any time a custodian cleans the area and/or disinfects touchpoints. Once the record page is full it must be given to your immediate supervisor. A blank one is then to be put in its place. The supervisor will retain the records until the end of the fiscal year. (See resource pages for copy of the Daily Cleaning Record)

TIME MANAGEMENT

One of the important keys to success in cleaning your assigned area is to understand and use proper time management. You must prioritize your duties and spread them out over the workday. If you are unable to complete all duties in your area on your assigned shift, you must prioritize the cleaning routines. For instance, disinfecting classroom touch points and cleaning bathrooms take priority over vacuuming and dusting. It is very important to use your time efficiently and manage your area wisely.

On nights that activities or events take place at your building, it should be common practice to touch up that area prior to the event at the start of your shift. The rule of thumb for the evening of an event would be to touch up your classrooms and hallways knowing that you will need to spend more time cleaning up the event area. The minimum requirements for your assigned area on the nights of an event are: (1) all trash is to be emptied and can liners changed; (2) that restrooms are thoroughly cleaned and disinfected; (3) hallways are thoroughly cleaned, and (4) office/classroom touch points are disinfected. Under no circumstances should you compromise restroom cleanliness and disinfecting touchpoints throughout your assigned area. The toilets/urinals/sinks must be properly sanitized, mirrors need to be cleaned and the floor sanitized by thoroughly mopping or auto scrubbing.

One other function of time management is to make the least number of extra trips through your area. Plan your shift by making sure you have enough supplies on your cart. All of the equipment you need should be with you. The fewer trips you make back and forth to the supply closet will always result in more time to accomplish your assigned tasks.

*** Always wear protective gloves, face masks and eye protection if needed. ***

28000

CUSTODIAL EQUIPMENT PROTOCOL

Before using equipment such as carpet cleaners/extractors or auto scrubbers, you must fill out the provided Pre-Operation Checklist. This process is to ensure that the equipment is in proper working order before beginning your task. Before return the equipment you must clean it thoroughly after every use and fill out the provided Post-Operation Checklist.

Name: _____

Equipment: _____

PRE-OPERATION CHECKLIST

- Check the battery fluid and charge level
- Check the tank cover seals for damage and wear
- Check the condition of the scrubbing brushes (Remove any string, banding, plastic wrap, or other debris wrapped around them)
- Check the squeegees for damage, wear and for deflection adjustment
- Check the vacuum hose for debris or blockage
- Drain and clean the recovery tank

POST-OPERATIONAL CHECKLIST

- Clean the solution and recovery tanks
- Clean the vacuum fan inlet filter
- Check the scrub head and brushes for banding, plastic wrap and twine
- Check the squeegees for damage or wear
- Check the vacuum hoses for debris or blockage
- Check the battery charge levels to determine if the batteries need charging
- Check the fluid level of all battery cells and place the machine on the charger, if needed

List below any problems that occurred during operation.

OPERATOR _____ **DATE** _____

SUPERVISOR _____ **DATE** _____

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 PPP

DAILY CLEANING RECORD

Area: _____

Date/Time	Print Name	Daily Cleaning	Touch Points	Signature
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

When record is full, please submit to your immediate supervisor.

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 QQQ

Fullsan II

• Cleaner • Disinfectant • Deodorizer

Effective Against the Following Pathogens:

BACTERIA:
*Campylobacter jejuni
*Corynebacterium ammoniagenes
*Enterobacter aerogenes
*Enterococcus faecalis
*Escherichia coli
*Klebsiella pneumoniae
*Listeria monocytogenes
*Pseudomonas aeruginosa
*Salmonella enterica
*Salmonella schottmuelleri
*Salmonella typhi
*Shigella dysenteriae
*Staphylococcus aureus
*Staphylococcus aureus (Methicillin resistent)
*Streptococcus salivarius

Fungi:
*Aspergillus niger
*Trichophyton mentagrophytes

VIRUSES:
*Canine Distemper Virus
*Canine Coronavirus
*Equine Arteritis Virus
*Infectious Bovine Rhinotracheitis virus (IBR)
*Infectious Bronchitis Virus
*Newcastle disease virus
*Transmissible Gastroenteritis virus (TGE)
*Human Coronavirus
*Hepatitis B Virus(HBV)
*Hepatitis C Virus (HCV)
*Herpes Simplex Type 1
*HIV-1 (AIDS Virus)
*Norovirus (Norwalk-like virus)
*Influenza A2/Japan Virus
*Pseudorabies virus
*(Duck) Hepatitis B Virus (HBV)
*Bovine Viral Diarrhea Virus BVDV
*Kills Pandemic 2009 H1N1 influenza A virus (formerly called swine flu).

**Canine adenovirus
**Canine Parainfluenza virus
**Infectious Canine Hepatitis virus
**Feline Calicivirus
**Feline Panleukopenia Virus
**Feline Leukemia virus
**Feline Rhinotracheitis Virus
**Feline Picornavirus
**Murine Parainfluenza virus type 1
**Rabies virus
***Canine Parvovirus (CPV)
***Porcine Parvovirus

USE-DILUTION RATES
*At 2 oz per gallon
**At 2.5 oz per gallon
***At 8 oz per gallon

USE INFORMATION:
For Hospitals, Nursing Homes, Institutional and Industrial Use.

PRODUCT SPECIFICATIONS:

pH (concentrate)	12.0
Appearance	Clear Blue Liquid
Fragrance	Light Citrus
Freezing Point	About 32°F
Solubility in Water	Complete
Flash Point	200°F

ACTIVE INGREDIENTS:

Alkyl (C_{14} 60%, C_{16} 30%, C_{12} 5%, C_{18} 5%) dimethyl benzyl ammonium chloride	2.25%
Alkyl (C_{12} 68%, C_{14} 32%) dimethyl ethylbenzyl ammonium chloride	2.25%
INERT INGREDIENTS:	95.50%
TOTAL:	100.00%

DIRECTIONS FOR USE:
For specific directions see the product label or technical data sheet (TDS).

PRODUCT AVAILABILITY:

9471	4/1 Gal.
9475	1/5 Gal. Pail
94755	1/55 Gal. Drum

Fuller Commercial Products
One Fuller Way
Great Bend, KS 67530
United States
CHEMTREC (800) 424-9300
Emergency (620) 792-1711
24 hour Emergency (800) 424-9300
www.fullercommercial.com

94765-0418

EPA Registered:
EPA Reg. No. 10324-83-62511 EPA Est. No. 62511-KS-1

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 RRR

Fullsparkle®

Industrial Glass & Window Cleaner

Fullsparkle® is a highly concentrated spray-on, wipe-off glass and window cleaner. Dries fast - leaves no streaks or smears. Dissolves the most stubborn accumulation and makes glass come crystal clean and sparkling new. Works so easily and quickly - leaves no unsightly streaks or dirt-trapping film. Also, a good cleaner for chrome, porcelain and ceramic tile.

Powerful Formulation:
Ammoniated formula for extra cleaning power.

Streak Free Formula:
Leaves glass clean and streak free.

USDA Rated C2:
Authorized by USDA for use in federally inspected meat and poultry plan

Multiple Uses:
Can also be used on chrome, porcelain and ceramic tile.

USE INFORMATION:
Recommended for glass, chrome, porcelain, ceramic tile, mirrors, stainless steel and baked enamel surfaces. For use in schools, hospitals, hotels, factories, grocery stores and other public buildings.

PRODUCT SPECIFICATIONS:

pH	10.2
Appearence	Clear Blue Liquid
Fragrance	Ammonia
Freezing Point	-10°F
Solubility in Water	Complete
Flash Point	66°F

INGREDIENTS:

Water	7732-18-5
Isopropyl Alcohol	67-63-0
2-Butoxyethanol	111-76-2
Ammonia	7664-41-7
Ammonium Laureth Sulfate	67762-19-0

DIRECTIONS FOR USE:
CLEANING
Always remove sand and grit with a water rinse when cleaning acrylic and Plexiglas®. Never spray into electrical circuits.

1. **SPRAY** a fine mist onto the entire surface to be cleaned.
2. **WIPE** and **POLISH** the surface until dry with a clean lint free cloth or paper towel.

PRODUCT AVAILABILITY:

9061	4/1 Gal.

Fuller Commercial Products
One Fuller Way
Great Bend, KS 67530
United States
CHEMTREC (800) 424-9300
Emergency (620) 792-1711
24 hour Emergency (800) 424-9300
www.fullercommercial.com

9068S-0618

*** Always wear protective gloves, face masks and eye protection if needed. ***

28555

Fullsparkle®

Heavy Duty Cleaner/Degreaser

Fullsparkle® is a concentrated non-butyl heavy duty cleaner and degreaser. Its wide range dilutability provides superior cleaning with unsurpassed cost effectiveness. Fullsparkle® is biodegradable, and contains none of the hazardous solvents typically found in products with comparable cleaning capabilities. Recommended for use on any washable surface. Fullsparkle® takes on all types of challenges from cleaning washable wall coverings to stripping built-up floor finishes.

Low Foaming:
Can be easily rinsed. Excellent in automatic scrubbers and low to heavy soil general cleaning.

Alkaline Builders:
Breaks up greases and oils for easy removal.

USDA Rated A-4:
Complies with requirements for use in federally inspected meat and poultry plants.

Versatile:
Can be used as a cleaner and / or degreaser with several dilution rates depending on surface conditions.

USE INFORMATION:
Fullsparkle® is recommended for cleaning and degreasing floors, concrete, walls and other non-porous environmental surfaces. Effective in schools, nursing homes, hotels/motels, industries, factories and food service establishments. Ideal as a spray cleaner.

PRODUCT SPECIFICATIONS:

pH (concentrate)	13.3 ± 0.2
Appearance	Clear Violet Liquid
Fragrance	Sassafras
Freezing Point	About 32°F
Solubility in Water	Complete
Flash Point	None to Boiling

INGREDIENTS:

Water	7732-18-5
Sodium Metasilicate	6834-92-0
Tetrapotassium Pyrophosphate	7320-34-5
Propylene Glycol	57-55-6
Sodium Salt of Linear Alkylbenzene Sulfonate	25155-30-0

DIRECTIONS FOR USE:
Always dust mop floor first. Remove gum, labels and other attached soil deposits with a putty knife or long handled scraper.
1. **DILUTE Fullsparkle®** according to the soil conditions: Light Cleaning: 1:128 (1 oz. per gallon of water), Medium Cleaning: 1:64 (2 oz. per gallon of water), Heavy Cleaning: 1:32 (4 oz. per gallon of water), Extra-Heavy Cleaning: 1:10 (12 oz. per gallon of water)
2. **APPLY** the diluted product with a sprayer, foam gun, pressure washer, mop & bucket, or autoscrubber. AGITATE, machine scrub or brush soiled areas if necessary.
3. **RINSE** the cleaned surface with potable water for best results.

PRODUCT AVAILABILITY:

9181	4/1 Gal.

Fuller Commercial Products
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Great Bend, KS 67530
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24 hour Emergency (800) 424-9300
www.fullercommercial.com

9188S-0418

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 TTT

Concur™

No-Rinse Neutral Cleaner

Concur™ is a neutral cleaner designed for every day use providing labor and cost savings with its no rinse applications. It is formulated to work with floor finish without dulling gloss. Concur™ is excellent for removing routine soilage with automatic scrubbing equipment or wet mop applications. For use on resilient tile, concrete, terrazzo, properly sealed or painted wood, walls, countertops, or any nonporous washable surface. Ideal for schools, hospitals, hotels, factories, grocery stores and other public buildings.

Reduces Labor:
Cuts labor costs and time by eliminating rinsing procedure.

Environmentally Friendly:
Formulated with biodegradable surfactants. Contains no butyl. Concentrate is safe in drain and sewer systems.

Low Foaming:
Excellent for use in automatic scrubbing machines or mop-on applications.

USE INFORMATION:
Recommended to cut the time and labor costs of daily floor cleaning by not requiring a rinse step. Its neutral low foaming formulation won't obscure the shine with a dulling film. **Concur™** is excellent for use on resilient tile, concrete, terrazzo, properly sealed or painted wood, walls, counter tops, or any nonporous washable surface.

PRODUCT SPECIFICATIONS:

pH (concentrate)	7.7 ± 0.3
Appearance	Clear Yellow Liquid
Fragrance	Citrus
Freezing Point	About 32°F
Solubility in Water	Complete
Flash Point	None to Boiling

INGREDIENTS:

Water	7732-18-5
Undeceth-7	34398-01-1
Sodium xylene sulfonate	1300-72-7
Sodium Hexametaphosphate	10124-56-8
Sodium Tripolyphosphate	7758-29-4

DIRECTIONS FOR USE:

AUTOSCRUB CLEANING
1. **DILUTE** at 2 ounces per gallon (1:64 ratio) of cold water.
2. **CLEAN:** Scrub with red pad. Apply **Concur™** solution, scrub and pick up in one operation. Rinsing not required.
3. **PICK UP TRAILS:** No rinse required.

DAMP MOPPING
1. **DILUTE** at 3 ounces per gallon (1:42 ratio) of cold water in a bucket.
2. **CLEAN:** Use a clean mop and damp mop the floor. Change the cleaning solution frequently. No rinse required.
3. **PICK UP TRAILS:** No rinse required.

GENERAL CLEANING
1. **DILUTE** at 3 ounces per gallon (1:42 ratio) in a spray bottle, pail or bucket.
2. **APPLY:** Spray or apply with a sponge, cloth or brush.
3. **WIPE DRY.**

PRODUCT AVAILABILITY:

9221	4/1 Gal.
9225	1/5 Gal. Pail
92255	1/55 Gal. Drum

Fuller Commercial Products
One Fuller Way
Great Bend, KS 67530
United States
CHEMTREC (800) 424-9300
Emergency (620) 792-1711
24 hour Emergency (800) 424-9300
www.fullercommercial.com

92255-0418

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 UUU

Copy of Google Form Document Titled "Cleaning Product Registration Form"

This document will be used by non-custodial personnel in the event that they are requesting to introduce a new cleaning product into ESASD environment.

Cleaning Product Registration Form

ESASD requires cleaning products to be registered with the Facilities Department before introducing it to our environment.

Your email address (robert+romagno@esasd.net) will be recorded when you submit this form. Not you? Switch account

* Required

Person(s) registering product? *

Your answer

Assigned Building? *

Choose

Current position in ESASD *

Choose

Name of Product? *

Your answer

What is the intended use of this product? *

Your answer

EPA registration number? (you can find the registration number on the product label - look for "EPA Reg. No.") *

Your answer

Send me a copy of my responses.

Submit

Never submit passwords through Google Forms.

This form was created inside of East Stroudsburg Area School District. Report Abuse

Google Forms

*** Always wear protective gloves, face masks and eye protection if needed. ***

28 VVV

Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19)

Hand Hygiene Recommendations

Guidance for Healthcare Providers about Hand Hygiene and COVID-19

Updated May 17, 2020 Print

This information complements the Infection Control Guidance and includes additional information about hand hygiene.

Background

- **Hand hygiene is an important part of the U.S. response** to the international emergence of COVID-19. Practicing hand hygiene, which includes the use of alcohol-based hand rub (ABHR) or handwashing, is a simple yet effective way to prevent the spread of pathogens and infections in healthcare settings. CDC recommendations reflect this important role.
- **The exact contribution of hand hygiene** to the reduction of direct and indirect spread of coronaviruses between people is currently unknown. However, hand washing mechanically removes pathogens, and laboratory data demonstrate that ABHR formulations in the range of alcohol concentrations recommended by CDC, inactivate SARS-CoV-2. [1,2]
- **ABHR effectively reduces the number of pathogens** that may be present on the hands of healthcare providers after brief interactions with patients or the care environment.

Hygiene

Methods

- **CDC recommends using ABHR with 60-95% alcohol** in healthcare settings. Unless hands are visibly soiled, an alcohol-based hand rub is preferred over soap and water in most clinical situations due to evidence of better compliance compared to soap and water. Hand rubs are generally less irritating to hands and are effective in the absence of a sink. [3]
- **Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom.** Learn more about hand hygiene in healthcare settings.

Impact to Operations

- **Healthcare organizations that encounter severe shortages of ABHR** (and have exhausted supply chain access to efficacious products) may consider local production of formulations as described by the temporary FDA Policy for Compounding of Certain Alcohol-Based Hand Sanitizer Products. Healthcare organizations should return to using a commercially produced, FDA-approved product when supplies become available.
  - The FDA policy allows for ethanol or isopropyl to be used as the active ingredient in ABHR manufactured by entities that are not currently registered with the FDA to manufacture drugs.
  - ABHR must be properly formulated with emollients to protect the health of the skin, reduce pathogens on the hands, and avoid inadvertent exposure to organisms not killed by alcohol (e.g., spores).
  - Formulations included in the FDA guidance are consistent with World Health Organization Production Guidance. These locally produced products are intended for routine healthcare personnel hand cleaning, must not contain active ingredients other than those specified in the FDA guidance, and should not take the place of other regulated skin antiseptics (e.g., surgical hand rub).
  - To avoid contamination with spore-forming organisms, WHO formulations require a 72-hour post-production quarantine.
- **CDC does not have a recommended alternative** to hand rub products with greater than 60% ethanol or 70% isopropanol as active ingredients. Benzalkonium chloride, along with both ethanol and isopropanol, is deemed eligible by FDA for

use in the formulation of healthcare personnel hand rubs.[2] However, available evidence indicates benzalkonium chloride has less reliable activity against certain bacteria and viruses than either of the alcohols.[3,4]

- The USP hand sanitizer toolkit formulas have final concentrations of 80% ethanol or 75% isopropyl alcohol concentrations. A final concentration of 80% ethanol or 75% isopropyl alcohol recommended in the USP hand sanitizer toolkit are aligned with World Health Organization (WHO) formulations.
  - These formulations have been defined at a single concentration value that falls within the range recommended by CDC.
  - WHO formulations have been manufactured in countries that do not have access to commercially available ABHR, evaluated internationally, and are recommended by WHO for use in response to an emerging viral pathogen, including viruses that are genetically related to, and with similar physical properties as, the SARS-CoV-2.

References

1. Kratzel A, Todt D, V'kovski P, Steiner S, Gultrom M, Thao TTN, et al. Inactivation of severe acute respiratory syndrome coronavirus 2 by WHO-recommended hand rub formulations and alcohols. *Emerg Infect Dis.* 2020 Jul [*date cited*]. https://doi.org/10.3201/eid2607.200915
2. Siddharta A, Pfaender S, Vielle NJ, Dijkman R, et al. Virucidal activity of World Health Organization recommended formulations against enveloped viruses include Zika, Ebola, and emerging Coronaviruses. *J Infect Dis.* 2017
3. CDC Core Practices for Infection Prevention in All Healthcare Settings (2017).
4. Food and Drug Administration. Safety and effectiveness for health care antiseptics: Topical antimicrobial drug products for over-the-counter human use (final rule).
5. Centers for Disease Control and Prevention. Guidelines for hand hygiene in healthcare settings (2002).
6. Kampf G, Todt D, Pfaender S, Steinmann E. Persistence of coronaviruses on inanimate surfaces and its inactivation with biocidal agents. *J Hosp Infect.* 2020.

Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

Updated April 28, 2020 Print

How to clean and disinfect

Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.**
- **Practice routine cleaning** of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Recommend use of EPA-registered household disinfectant** .
  Follow the instructions on the label to ensure safe and effective use of the product.
  Many products recommend:
  - Keeping surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

See EPA's 6 steps for Safe and Effective Disinfectant Use

Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. To learn more about reducing asthma triggers: https://www.cdc.gov/asthma/reduce_triggers.html

- **Diluted household bleach solutions may also be used** if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.
    Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
    Leave solution on the surface for at least 1 minute.

    To make a bleach solution, mix:

  - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
    OR
  - 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items (if possible)** according to the manufacturer's instructions.Use the warmest appropriate water setting and dry items completely.

  OR
- **Disinfect with an EPA-registered household disinfectant.** These disinfectants meet EPA's criteria for use against COVID-19.
- Vacuum as usual.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- **Consider putting a wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting

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and dry items completely.

- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
  - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours before you clean or disinfect.** If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
  - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected, it can be opened for use.**
  - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- **If more than 7 days since** the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.



Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks generally require normal routine cleaning**, but do **not require disinfection.**
  - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected.**
  - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.



When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
  - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the

surrounding area.

- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a person who is sick.
  - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

See FDA's Tips for Safe Sanitizer Use and CDC's Hand Sanitizer Use Considerations

- **Additional key times to wash hands** include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional considerations for employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus.
- **Develop policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).
- **Comply with OSHA's standards** on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

Alternative disinfection methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
  - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the surface disinfectants identified on List N against the virus that causes COVID-19.

For facilities that house people overnight

For facilities that house people overnight

- Follow CDC's guidance for colleges and universities. Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on disinfecting your home if someone is sick.

More details: Detailed Disinfection Guidance for Community Facilities

More information

Transport Vehicles

Page last reviewed: April 28, 2020

Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19)

How to Protect Yourself & Others

Updated April 24, 2020 Print Page

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness. More information on Are you at higher risk for serious illness.



Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone Should



Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your cloth face covering
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



Avoid close contact

- **Inside your home:** Avoid close contact with people who are sick.
  - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.



Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a facemask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.



Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants ↗ will work.



Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

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Stop the Spread of Germs

COVID-19 Stop the Spread of Germs

Help stop the spread of COVID-19 and other respiratory illnesses by following these steps.

Handwashing Resources



Handwashing tips



Hand Hygiene in Healthcare Settings

More information

Symptoms

What to do if you are sick

If someone in your house gets sick

Frequently asked questions

Travelers

Individuals, schools, events, businesses and more

Healthcare Professionals

10 Things You Can Do to Manage COVID-19 at Home

10 Things You Can Do to Manage COVID-19 at Home (ASL Version)

Social Distancing (ASL Video)

ASL Video Series: What You Need to Know About Handwashing

Page last reviewed: April 24, 2020

COVID-2019 Menu

- Coronavirus Home
- Your Health
- Community, Work & School
- Healthcare Workers
- Laboratories
- Health Departments
- Cases, Data & Surveillance
- More Resources

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Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19)

Symptoms of Coronavirus

Updated May 13, 2020 Print

What you need to know

- Anyone can have mild to severe symptoms.
- **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.



Self-Checker

A guide to help you make decisions and seek appropriate medical care.

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Caring for yourself or others

- How to protect yourself
- How to care for someone who is sick
- What to do if you are sick

What is the difference between influenza (Flu) and COVID-19?

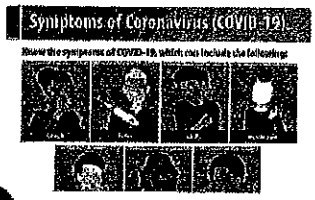
Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2) and flu is caused by infection with influenza viruses. Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and testing may be needed to help confirm a diagnosis. Flu and COVID-19 share many characteristics, but there are some key differences between the two.

While more is learned every day, there is still a lot that is unknown about COVID-19 and the virus that causes it. This table compares COVID-19 and flu, given the best available information to date.

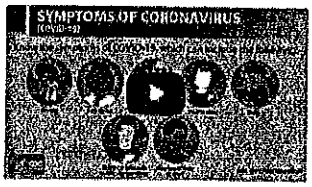
To learn more about COVID-19, visit Coronavirus (COVID-19).

To learn more about flu, visit Influenza (Flu).

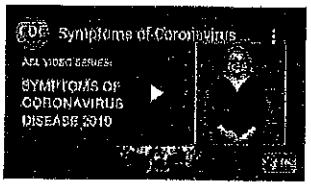
Digital Resources



Symptoms of COVID-19 (PDF)
Patients with COVID-19 have experienced mild to severe respiratory illness.



Symptoms of COVID-19 (Video)
Symptoms can include fever, cough and shortness of breath.



Symptoms of COVID-19: ASL (Video)
American Sign Language Video about symptoms.



Stop the Spread of Germs (PDF)
Help prevent the spread respiratory diseases, like coronavirus disease 201

More Information

Older Adults

People at Higher Risk for Severe Illness

Travelers

Healthcare Professionals

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- Coronavirus Home
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Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19)

Frequently Asked Questions

Updated July 3, 2020 Print

What are you looking for?

Enter a word or phrase below to locate questions and answers that match.

Search all FAQs Go

Basics

What is a novel coronavirus?

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

Why is the disease being called coronavirus disease 2019, COVID-19?

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

Spread

How does the virus spread?

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

Can the virus that causes COVID-19 be spread through food, including restaurant take out, refrigerated or frozen packaged food?

Coronaviruses are generally thought to be spread from person to person through respiratory droplets. Currently, there is no evidence to support transmission of COVID-19 associated with food. Before preparing or eating food it is important to always wash your hands with soap and water for at least 20 seconds for general food safety. Throughout the day use a tissue to cover your coughing or sneezing, and wash your hands after blowing your nose, coughing or sneezing, or going to the bathroom.

Will warm weather stop the outbreak of COVID-19? +

It is not yet known whether weather and temperature affect the spread of COVID-19. Some other viruses, like those that cause the common cold and flu, spread more during cold weather months but that does not mean it is impossible to become sick with these viruses during other months. There is much more to learn about the transmissibility, severity, and other features associated with COVID-19 and investigations are ongoing.

What is community spread? +

Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected. Each health department determines community spread differently based on local conditions. For information on community spread in your area, please visit your health department's website.

Can mosquitoes or ticks spread the virus that causes COVID-19? +

At this time, CDC has no data to suggest that this new coronavirus or other similar coronaviruses are spread by mosquitoes or ticks. The main way that COVID-19 spreads is from person to person. See How Coronavirus Spreads for more information.

Prevention

How can I protect myself? +

Visit the How to Protect Yourself & Others page to learn about how to protect yourself from respiratory illnesses, like COVID-19.

Does CDC recommend the use of facemask or face coverings to prevent COVID-19? +

Wear cloth face coverings in public settings when around people not living in your household and particularly where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies, and gas stations. Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. That's why it's important for everyone to practice social distancing (staying at least 6 feet away from other people) and wear cloth face coverings in public settings. Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

More information about cloth face coverings can be found on our cloth face coverings site.

- How to Wear
- How to Wash
- How to Make

Is it safe to get care for my other medical conditions during this time?

- It is important to continue taking care of your health and wellness.
- Continue your medications, and do not change your treatment plan without talking to your healthcare provider.
- Continue to manage your disease the way your healthcare provider has told you.
- Have at least a 2-week supply of all prescription and non-prescription medications.
- Talk to your healthcare provider about whether your vaccinations are up-to-date.
- Call your healthcare provider
  - If you have any concerns about your medical conditions, or if you get sick.
  - to find out about different ways you can connect with your healthcare provider for chronic disease management or other conditions.
- Do not delay getting emergency care for your health problems or *any* health condition that requires immediate attention.
  - If you need emergency help, call 911.
  - Emergency departments have infection prevention plans to protect you from getting COVID-19 if you need care for your medical condition.
- Continue to practice everyday prevention. Wash your hands often, avoid close contact, wear a cloth face covering, cover coughs and sneezes, and clean and disinfect frequently touched surfaces often.

For more information, see Groups at Higher Risk for Severe Illness.

Am I at risk for COVID-19 from mail, packages, or products?

There is still a lot that is unknown about COVID-19 and how it spreads. Coronaviruses are thought to be spread most often by respiratory droplets. Although the virus can survive for a short period on some surfaces, it is unlikely to be spread from domestic or international mail, products or packaging. However, it may be possible that people can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Learn more about safe handling of deliveries and mail.

Is it okay for me to donate blood?

In healthcare settings across the United States, donated blood is a lifesaving, essential part of caring for patients. The need for donated blood is constant, and blood centers are open and in urgent need of donations. CDC encourages people who are well to continue to donate blood if they are able, even if they are practicing social distancing because of COVID-19. CDC is supporting blood centers by providing recommendations that will keep donors and staff safe. Examples of these recommendations include spacing donor chairs 6 feet apart, thoroughly adhering to environmental cleaning practices, and encouraging donors to make donation appointments ahead of time.

Should contact lens wearers take special precautions to prevent COVID-19?

- Currently there is no evidence to suggest contact lens wearers are more at risk for acquiring COVID-19 than eyeglass wearers.
- Contact lens wearers should continue to practice safe contact lens wear and care hygiene habits to help prevent against transmission of any contact lens-related infections, such as always washing hands with soap and water before handling lenses.
- People who are healthy can continue to wear and care for their contact lenses as prescribed by their eye care professional.

Find more information about how coronavirus spreads and how to protect yourself.

Visit CDC's contact lens website for more information on healthy contact lens wear and care.

Is contact lens disinfecting solution effective against COVID-19? +

- Hydrogen peroxide-based systems for cleaning, disinfecting, and storing contact lenses should be effective against the virus that causes COVID-19.
  - For other disinfection methods, such as multipurpose solution and ultrasonic cleaners, there is currently not enough scientific evidence to determine efficacy against the virus.
- Always use solution to disinfect your contact lenses and case to kill germs that may be present.
- Handle your lenses over a surface that has been cleaned and disinfected.

Find more information about how coronavirus spreads and how to protect yourself.

Visit CDC's contact lens website for more information on healthy contact lens wear and care.

Should I use soap and water or hand sanitizer to protect against COVID-19? +

Handwashing is one of the best ways to protect yourself and your family from getting sick. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

What cleaning products should I use to protect against COVID-19? +

Clean and disinfect frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them using detergent or soap and water prior to disinfection. To disinfect, most common EPA-registered household disinfectants will work. See CDC's recommendations for household cleaning and disinfection.

If You or Someone You Know is Sick or Had Contact with Someone who Has COVID-19

What should I do if I get sick or someone in my house gets sick? +

Most people who get COVID-19 will be able to recover at home. CDC has directions for people who are recovering at home and their caregivers, including:

- Stay home when you are sick, except to get medical care.
- Use a separate room and bathroom for sick household members (if possible).
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Provide your sick household member with clean disposable facemasks to wear at home, if available, to help prevent spreading COVID-19 to others.
- Clean the sick room and bathroom, as needed, to avoid unnecessary contact with the sick person.

However, some people may need emergency medical attention. Watch for symptoms and learn when to seek emergency medical attention.

When to Seek Emergency Medical Attention

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Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

What should I do if I have had close contact with someone who has COVID-19? +

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- Take your temperature and follow CDC guidance if you have symptoms.

Children

What is the risk of my child becoming sick with COVID-19? +

Based on available evidence, children do not appear to be at higher risk for COVID-19 than adults. While some children and infants have been sick with COVID-19, adults make up most of the known cases to date. However, a few children have developed multisystem inflammatory syndrome (MIS-C). Currently, information about this syndrome is limited. CDC is working with state and local health departments to learn more about MIS-C.

How can I protect my child from COVID-19 infection? +

You can encourage your child to help stop the spread of COVID-19 by teaching them to do the same things everyone should do to stay healthy.

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue and throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Clean and disinfect frequently touched surfaces and objects, like tables, countertops, light switches, doorknobs, and cabinet handles).

You can find additional information on preventing COVID-19 at How to Protect Yourself & Others. Additional information on how COVID-19 is spread is available at How COVID-19 Spreads.

More information on Keeping Children Healthy during the COVID-19 Outbreak is available online.

Are the symptoms of COVID-19 different in children than in adults? +

No. The symptoms of COVID-19 are similar in children and adults. COVID-19 can look different in different people. For many people, being sick with COVID-19 would be a little bit like having the flu. People can get a fever, cough, or have a

hard time taking deep breaths. Most people who have gotten COVID-19 have not gotten very sick. Only a small group of people who get it have had more serious problems.

CDC and partners are investigating cases of multisystem inflammatory syndrome in children (MIS-C) associated with COVID-19. Learn more about COVID-19 and multisystem inflammatory syndrome in children (MIS-C).

Should children wear face coverings?

CDC recommends that everyone 2 years and older wear a cloth face covering that covers their nose and mouth in public settings when around people not living in your household, particularly where other social distancing measures are difficult to maintain. Cloth face coverings should NOT be put on babies or children younger than 2 because of the danger of suffocation. Children younger than 2 years of age are listed as an exception as well as anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.

How do I prepare my children in case of COVID-19 outbreak in our community?

Outbreaks can be stressful for adults and children. When you talk with your child, try to stay calm, and reassure them that they are safe. Talk to your children about COVID-19 and help them cope with stress.

What is multisystem inflammatory syndrome in children (MIS-C) and who is at risk?

Multisystem inflammatory syndrome in children (MIS-C) is a condition where different body parts can become inflamed, including the heart, lungs, kidneys, brain, skin, eyes, or gastrointestinal organs. We do not yet know what causes MIS-C. However, we know that many children with MIS-C had the virus that causes COVID-19, or had been around someone with COVID-19. MIS-C can be serious, even deadly, but most children who were diagnosed with this condition have gotten better with medical care.

Contact your child's doctor, nurse, or clinic right away if your child is showing symptoms of MIS-C. Seek emergency care right away if your child is showing any of these emergency warning signs of MIS-C or other concerning signs.

Can my child hang out with their friends?

The key to slowing the spread of COVID-19 is to practice social distancing. While school is out, children should not have in-person playdates with children from other households. If children are playing outside their own homes, it is essential that they remain 6 feet from anyone who is not in their own household. Some children with certain underlying medical conditions are at higher risk for severe illness from COVID-19.

Make sure children practice everyday preventive behaviors, such as washing their hands often with soap and water. Remember, if children meet outside of school in groups, it can put everyone at risk.

For more information, see Help Stop the Spread of COVID-19 in Children.

How can I help my child continue learning?

- Stay in touch with your child's school.
  - Many schools are offering lessons online (virtual learning). Review assignments from the school, and help your child establish a reasonable pace for completing the work. You may need to assist your child with turning on devices, reading instructions, and typing answers.
- Create a schedule and routine for learning at home, but remain flexible.
- Consider the needs and adjustment required for your child's age group.
  - The transition to being at home will be different for preschoolers, K-5, middle school students, and high school students. Talk to your child about expectations and how they are adjusting to being at home versus at school.
- Look for ways to make learning fun.

For more information, see Help Children Learn at Home.

Will kids have access to school meals?

Check with your school on plans to continue meal services during the school dismissal. Many schools are keeping school facilities open to allow families to pick up meals or are providing grab-and-go meals at a central location.

How can I keep my children healthy? +

- **Watch your child for any signs of illness.**
- **Watch for signs of stress in your child.**
- **Teach and reinforce everyday preventive actions.**
- **Help your child stay active.**
- **Help your child stay socially connected.**

For more information, see Keep Children Healthy during the COVID-19 Outbreak.

Limit time with older adults, including relatives, and people with chronic medical conditions. +

Older adults and people who have serious underlying medical conditions are at highest risk of getting sick from COVID-19.

- If others in your home are at higher risk for severe illness from COVID-19, consider extra precautions to separate your child from those people.
- If you are unable to stay home with your child during school dismissals and someone at higher risk for severe illness from COVID-19 will be providing care (older adult or someone with a serious underlying medical condition), limit your children's contact with other people.
- Consider postponing visits or trip to see older family members and grandparents. Connect virtually or by writing letters and sending via mail.

Is my child with an underlying medical condition at higher risk for severe illness from COVID-19? +

It's not known yet whether all children with underlying medical conditions are at higher risk for severe illness from COVID-19.

Although most COVID-19 cases in children are not severe, serious illness that needs to be treated at the hospital still happens. Some data on children reported that the majority who needed hospitalization for COVID-19 had at least one underlying medical condition. The most common underlying conditions reported among children with COVID-19 include chronic lung disease (including asthma), heart disease, and conditions that weaken the immune system. This information suggests that children with these underlying medical conditions may be at risk for more severe illness from COVID-19.

More data are needed to learn which underlying or complex medical conditions may put children at increased risk. CDC is monitoring new information as it becomes available and will provide updates as needed.

Learn more about caring for children with special health care needs during a disaster and people who are at higher risk for severe illness from COVID-19.

What additional steps should families that have a child with an underlying medical condition take? +

In addition to following the recommendations to prevent getting sick and running essential errands, families should take extra steps recommended for persons with higher risk of severe COVID-19 illness and steps outlined for those with potential COVID-19 exposure or confirmed illness.

- Identify potential alternative caregivers, if you or other regular caregivers become sick and are unable to care for your child. If possible, these alternative caregivers would not be at higher risk of severe illness from COVID-19 themselves.
- Try to have at least one month of medication and medical supplies on hand. Some health plans allow for a 90-day supply of prescription medications. Consider discussing this option with your child's healthcare provider.

- Review any care plans for your child, such as an asthma action plan, and make sure caregivers and backup caregivers are familiar with these plans.
- If you do not have care plans or an emergency notebook, try to make them. They typically include important information about your child's medical conditions, how to manage those conditions, how to get in touch with your child's doctors, allergies, information on medications (names, dosages, and administration instructions), preferences (food and other) or special needs, daily routines and activities, friends, and details about routines that are important to support behavioral and emotional health.
- Learn if your child's healthcare providers, including doctors and therapists, have new ways to be contacted or new ways of providing appointments. If they offer telemedicine visits, find out how those are arranged and any additional information you need.
- If your child receives any support care services in the home that need to be continued, make plans for what you will do if those direct care providers get sick, or if persons in your household are sick.
- Discuss with the support care agencies and the providers ways to minimize risk for exposure to the virus that causes COVID-19.
    - If your child or other persons in your household are sick with COVID-19 and are able to recover at home, inform your direct care providers and consider postponing or rescheduling services until the criteria for discontinuing home isolation have been met.
    - Ask service providers if they are experiencing any symptoms of COVID-19, or if they have been in contact with someone who has COVID-19.
    - Tell the service provider to:
        - Wear a cloth face covering if they will be close (less than 6 feet) to you or persons in your household. Their cloth face covering helps protect you if they are infected but do not have symptoms.
        - Ask them to wash their hands with soap and water or, if unavailable, use hand sanitizer with at least 60% alcohol when they enter your home, before and after helping your child (dressing, bathing/showering, transferring, toileting and/or diapering, feeding), after handling tissues, and after changing linens or doing laundry. Learn more about proper handwashing.
    - Service providers and families should:
        - Routinely clean and disinfect frequently touched objects and surfaces (counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, bedside tables), and equipment such as wheelchairs, scooters, walkers, oxygen tanks and tubing, communication boards, and other assistive devices. Refer to CDC's recommendations for Cleaning and Disinfecting Your Home.

What can I do if my child has difficulties adjusting to new routines and following recommendations? +

Helping children understand and follow recommendations, like social distancing and wearing cloth face coverings, can be challenging if your child has intellectual disabilities, sensory issues, or other special healthcare needs.

- Keeping children at home can lower stress created by social distancing and cloth face covering recommendations. Reach out to others for help in running essential errands.
- Behavioral techniques can be used to address behavioral challenges and to develop new routines. These include social stories, video modeling, picture schedules, and visual cues. Try rewarding your child in small ways with his or her favorite non-food treat or activities to help switch routines and to follow recommendations.
- Many of the organizations you turn to for information and support around your child's complex, chronic medical condition may have information on their websites to help families address issues related to COVID-19.
- Your child's therapist(s) and teachers may also have resources to help successfully introduce new routines to your child.
- While learning at home, continue special education services, accommodations, or services received in school through your child's 504 plan or Individualized Educational Plan (IEP), as much as possible. Many schools are continuing interventions like speech therapy, small group classes, extended time and more. Learn more about supporting children with distance learning.

Additional information on caring for children and on child development specific conditions are available.

How can my family cope with the added stress? +

Supporting children with special healthcare needs can put additional demands and stress on families, especially during emergency situations. You have likely found ways to manage the stress and challenges unique to your family's situation. It is important to continue your family's coping methods, including reaching out to other family members, friends, support groups, and organizations that have been helpful in the past.

See information on helping children cope and coping with stress (such as visiting parks, trails, or open spaces) and making your family stronger.

If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others:

- Call 911
- Visit the Disaster Distress Helpline, call 1-800-985-5990, or text TalkWithUs to 66746
- Visit the National Domestic Violence Hotline or call 1-800-799-7233 and TTY 1-800-787-3224

What if my child or someone else in the home is sick with symptoms of COVID-19? +

If your child with special healthcare needs becomes sick with symptoms of COVID-19, contact your child's healthcare provider. If your child has new or worsening emergency warning signs, such as trouble breathing, pain or pressure in the chest, confusion or inability to wake them up, or bluish lips or face, call 911. If you think your child may have COVID-19, notify the operator so that first responders may be appropriately prepared to protect themselves and others.

Notify your child's healthcare provider if someone else in your house becomes sick with COVID-19, so they can provide any advice specific for your child.

See additional information if someone in the home is sick with COVID-19 or suspected of having COVID-19.

What if my child's symptoms of their underlying medical condition or complex, chronic medical condition get worse? +

- Call your child's healthcare provider if you have any concerns about your child's medical conditions. If you need emergency help, call 911.
- Emergency departments have infection prevention plans to protect you and your child from getting COVID-19 if your child needs care for medical conditions not related to COVID-19. Do not delay getting emergency care for your child's underlying condition or complex medical condition because you are afraid of getting exposed to COVID-19 when visiting the healthcare setting.

What if my child needs to go to the hospital? +

If your child's healthcare provider tells you to go to the hospital for any health problem, including COVID-19

- Ask the healthcare provider to let the hospital know you are coming and to share important information about caring for your child.
- Visiting policies may have changed due to COVID-19. If your child's hospital policy does not allow an adult to stay with a child, ask your child's healthcare provider for a statement explaining your child's need for a familiar adult to be present.
- Bring your care plans/emergency notebook with you along with paper and pen to write down questions you have during your time at the hospital.

How can I prepare for an outbreak in my area?

Create a household plan of action to help protect your health and the health of those you care about in the event of an outbreak of COVID-19 in your community:

- Talk with the people who need to be included in your plan, and discuss what to do if a COVID-19 outbreak occurs in your community.
- Plan ways to care for those who might be at greater risk for serious complications.
  - Make sure they have access to 2 weeks of medications and supplies in case you need to stay home for prolonged periods of time.
- Get to know your neighbors and find out if your neighborhood has a website or social media page to stay connected.
- Create a list of local organizations that you and your household can contact in the event you need access to information, healthcare services, support, and resources.
- Create an emergency contact list of family, friends, neighbors, carpool drivers, health care providers, teachers, employers, the local public health department, and other community resources.

How can I prepare for COVID-19 at work?

Plan for potential changes at your workplace. Talk to your employer about their emergency operations plan, including sick-leave policies and telework options. Learn how businesses and employers can plan for and respond to COVID-19.

Should I make my own hand sanitizer if I can't find it in the stores?

CDC does not encourage the production and use of homemade hand sanitizer products because of concerns over the correct use of the ingredients and the need to work under sterile conditions to make the product. Local industries that are looking into producing hand sanitizer to fill in for commercial shortages can refer to the World Health Organization guidance. Organizations should revert to the use of commercially produced, FDA-approved product once such supplies again become available.

- To be effective against killing some types of germs, hand sanitizers need to have a strength of at least 60% alcohol and be used when hands are not visibly dirty or greasy.
- Do not rely on "Do It Yourself" or "DIY" recipes based solely on essential oils or formulated without correct compounding practices.
- Do not use hand sanitizer to disinfect frequently touched surfaces and objects. See CDC's information for cleaning and sanitizing your home.

Symptoms & Emergency Warning Signs

What are the symptoms and complications that COVID-19 can cause?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.** If you have fever, cough, or other symptoms, you might have COVID-19.

When should I seek emergency care if I have COVID-19?

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing
- Persistent pain or pressure in the chest

- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Is it possible to have the flu and COVID-19 at the same time? +

Yes. It is possible to test positive for flu (as well as other respiratory infections) and COVID-19 at the same time.

Testing

Should I be tested for a current infection? +

Maybe; not everyone needs to be tested for COVID-19.

If you have symptoms of COVID-19 and want to get tested, call your healthcare provider first. Most people will have mild illness and can recover at home without medical care and may not need to be tested.

CDC has guidance for who should be tested, but decisions about testing are made by state and local health departments and healthcare providers.

You can also visit your state or local health department's website to look for the latest local information on testing.

How can I get tested for a current infection (viral test) and what does my test mean? +

Decisions about testing are made by state and local health departments or healthcare providers. If you have symptoms of COVID-19 and are not tested, it is important to stay home. What to do if you are sick.

COVID-19 testing differs by location. If you have symptoms of COVID-19 and want to get tested, call your healthcare provider first. You can also visit your state or local health department's website to look for the latest local information on testing. The U.S. Food and Drug Administration (FDA) has authorized viral tests that let you collect either a nasal swab or a saliva sample at home. However, you will still need to send your sample to a laboratory for analysis.

If you test positive for COVID-19, know what protective steps to take if you are sick or caring for someone.

If you test negative for COVID-19, you probably were not infected at the time your sample was collected. However, that does not mean you will not get sick. The test result only means that you did not have COVID-19 at the time of testing. You might test negative if the sample was collected early in your infection and test positive later during your illness. You could also be exposed to COVID-19 after the test and get infected then. This means you could still spread the virus. If you develop symptoms later, you might need another test to determine if you are infected with the virus that causes COVID-19.

For more information about viral tests, please visit Test for Current Infection.

How can I get tested for a past infection (antibody test) and what does my test mean? +

Antibody tests for COVID-19 are available through healthcare providers and laboratories. Check with your healthcare provider to see if they offer antibody tests and whether you should get one.

A positive test result shows you might have antibodies from an infection with the virus that causes COVID-19. However, there is a chance a positive result means that you have antibodies from an infection with a virus from the same family of viruses (called coronaviruses), such as the one that causes the common cold.

Having antibodies to the virus that causes COVID-19 might provide protection from getting infected with the virus again. If it does, we do not know how much protection the antibodies might provide or how long this protection might last.

You should continue to protect yourself and others since you could get infected with the virus again.

If you test negative, you might not have ever had COVID-19. Talk with your healthcare provider about your test result and the type of test you took to understand what your result means.

Regardless of whether you test positive or negative, the results do not confirm whether or not you are able to spread the virus that causes COVID-19. Until we know more, continue to take steps to protect yourself and others.

If you want more information about antibody tests, see Test for Past Infection.

Can someone test negative and later test positive on a viral test for COVID-19? +

Yes, it is possible. You may test negative if the sample was collected early in your infection and test positive later during this illness. You could also be exposed to COVID-19 after the test and get infected then. Even if you test negative, you still should take steps to protect yourself and others. See Testing for Current Infection for more information.

People at Higher Risk for Severe Illness

Who is at higher risk for serious illness from COVID-19? +

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and **people with underlying medical conditions** are at higher risk for severe illness from COVID-19.

What should people at higher risk of serious illness with COVID-19 do? +

If you are at higher risk for severe illness from COVID-19, you should:

- Limit your interactions with other people as much as possible.
- Take precautions to prevent getting COVID-19 when you do interact with others.
- If you decide to engage in public activities, continue to protect yourself by practicing everyday preventive actions.
- Keep these items on hand and use them when venturing out: a cloth face covering, tissues, and a hand sanitizer with at least 60% alcohol, if possible.
- If possible, avoid others who are not wearing cloth face coverings or ask others around you to wear cloth face coverings.
- Delay or cancel a visit if you or your visitors have symptoms of COVID-19 or have been exposed to someone with COVID-19 in the last 14 days.
- Anyone who has had close contact with a person with COVID-19 should stay home and monitor for symptoms.
- **Continue your medicines** and do not change your treatment plan without talking to your healthcare provider.
- **Have at least a 30-day supply** of prescription and non-prescription medicines.
- **Do not delay getting emergency care for your underlying medical condition** because of COVID-19. Emergency departments have contingency infection prevention plans to protect you from getting COVID-19 if you need care.

Are people with disabilities at higher risk?

Most people with disabilities are not inherently at higher risk for becoming infected with or having severe illness from COVID-19. Some people with physical limitations or other disabilities might be at a higher risk of infection because of their underlying medical condition.

- People with certain disabilities might experience higher rates of chronic health conditions that put them at higher risk of serious illness and poorer outcomes from COVID-19. Adults with disabilities are three times more likely to have heart disease, stroke, diabetes, or cancer than adults without disabilities.

You should talk with your healthcare provider if you have a question about your health or how your health condition is being managed.

Contact Tracing

What is contact tracing?

Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily.

Contact tracing for COVID-19 typically involves

- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious,
- Notifying contacts of their potential exposure,
- Referring contacts for testing,
- Monitoring contacts for signs and symptoms of COVID-19, and
- Connecting contacts with services they might need during the self-quarantine period.

To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19.

What happens during contact tracing?

Generally, contact tracing includes the following steps:

- **Case investigation:** Public health staff work with a patient to help them recall everyone with whom they have had close contact during the time when they may have been infectious.
- **Contact tracing:** Public health staff begin contact tracing by notifying exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible, not revealing the infected patient's identity.
- **Contact support:** Contacts are provided with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill.
- **Self-quarantine:** Contacts are encouraged to stay home, monitor their health, and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to the infected patient, in case they also become ill.

Who is considered a close contact to someone with COVID-19?

For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

What can a person diagnosed with COVID-19 expect to happen during contact tracing? +

If you are diagnosed with COVID-19, a case investigator from the health department may call you to check-in on your health, discuss who you've been in contact with, and ask where you spent time while you may have been infectious and able to spread COVID-19 to others. You will also be asked to stay at home and self-isolate, if you are not doing so already.

- Your name **will not** be revealed to those you may have exposed, even if they ask.
- Self-isolation means staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible.
- Self-isolation helps slow the spread of COVID-19 and can help keep your family, friends, neighbors, and others you may come in contact with healthy.
- If you need support or assistance while self-isolating, your health department or community organizations may be able to provide assistance.

Symptoms of COVID-19 can include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. If your symptoms worsen or become severe, you should seek medical care. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

What can close contacts expect to happen during contact tracing? +

If you have been in close contact with someone who has COVID-19, a contact tracer from the health department might contact you to inform you that you've been exposed to COVID-19.

You should stay at home and self-quarantine for 14 days, starting from the last day you were possibly exposed to COVID-19. The contact tracer will help identify the dates of your self-quarantine. The contact tracer can also provide resources about COVID-19 testing in your area.

- Self-quarantine means staying home, monitoring your health, and maintaining social distancing (at least 6 feet) from others at all times.
- If you need to be around other people or animals in or outside of the home, wear a cloth face covering. This will help protect the people around you.
- If you need support or assistance with self-quarantine, your health department or community organizations may be able to provide assistance.

You should take your temperature twice a day, watch for symptoms of COVID-19, and notify your health department if you develop symptoms. You should also notify people you had close contact with recently if you become ill, so they can monitor their health. If your symptoms worsen or become severe, you should seek medical care. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

Am I considered a close contact if I was wearing a cloth face covering? +

Yes, you are still considered a close contact even if you were wearing a cloth face covering while you were around someone with COVID-19. Cloth face coverings are meant to prevent someone from transmitting the disease to others, and not to protect someone from becoming infected.

What will happen with my personal information during contact tracing? +

Discussions with health department staff are confidential. This means that your personal and medical information will be kept private and only shared with those who may need to know, like your health care provider.

Your name will not be revealed to those you came in contact with. The health department will only notify your close

What if I have been around someone who was identified as a close contact? +

If you have been around someone who was identified as a close contact to a person with COVID-19, you should closely monitor yourself for any symptoms of COVID-19. You do not need to self-quarantine.

Funerals

Am I at risk if I go to a funeral or visitation service for someone who died of COVID-19? +

There is currently no known risk associated with being in the same room at a funeral or visitation service with the body of someone who died of COVID-19.

See How to Protect Yourself & Others to learn how to protect yourself from respiratory illnesses, like COVID-19, if you decide to attend a funeral or visitation.

Am I at risk if I touch someone who died of COVID-19 after they have passed away? +

COVID-19 is a new disease and **we are still learning how it spreads.** The virus that causes COVID-19 is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. This type of spread is not a concern after death.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads.

People should consider not touching the body of someone who has died of COVID-19. Older people and people of all ages with severe underlying health conditions are at higher risk of severe illness from COVID-19. There may be less of a chance of the virus spreading from certain types of touching, such as holding the hand or hugging after the body has been prepared for viewing. Other activities, such as kissing, washing, and shrouding should be avoided before, during, and after the body has been prepared, if possible. If washing the body or shrouding are important religious or cultural practices, families are encouraged to work with their community's cultural and religious leaders and funeral home staff on how to reduce their exposure as much as possible. At a minimum, people conducting these activities should wear disposable gloves. If splashing of fluids is expected, additional personal protective equipment (PPE) may be required (such as disposable gown, face shield, or goggles and N-95 respirator).

How can loved ones safely handle belongings of someone who died from COVID-19? +

If desired, you may retrieve the belongings of a loved one who has died of COVID-19 outside their home (for example, in a hospital setting). Depending on local rules and regulations, family members may retrieve these belongings at the funeral home or the healthcare facility.

You should use gloves and practice good hand hygiene when handling your loved ones' belongings. Depending on the type of belongings, such as electronics, you should also follow the household item-specific cleaning and disinfection guidelines when handling these items.

What should I do if my family member died from COVID-19 while overseas? +

When a US citizen dies outside the United States, the deceased person's next of kin or legal representative should notify US consular officials at the Department of State. Consular personnel are available 24 hours a day, 7 days a week, to provide assistance to US citizens for overseas emergencies. If a family member, domestic partner, or legal representative is in a different country from the deceased person, he or she should call the Department of State's Office of Overseas Citizens Services in Washington, DC, from 8 am to 5 pm Eastern time, Monday through Friday, at 888-407-4747 (toll-free)

or 202-501-4444. For emergency assistance after working hours or on weekends and holidays, call the Department of

My family member died from COVID-19 while overseas. What are the requirements for returning the body to the United States? +

CDC does not require an autopsy before the remains of a person who died overseas are returned to the United States. Depending on the circumstances surrounding the death, some countries may require an autopsy. Sources of support to the family include the local consulate or embassy, travel insurance provider, tour operator, faith-based and aid organizations, and the deceased's employer. There likely will need to be an official identification of the body and official documents issued by the consular office.

CDC requirements for importing human remains depend upon if the body has been embalmed, cremated, or if the person died from a quarantinable communicable disease.

At this time, COVID-19 is a quarantinable communicable disease in the United States and the remains must meet the standards for importation found in 42 Code of Federal Regulations Part 71.55 and may be cleared, released, and authorized for entry into the United States only under the following conditions:

- The remains are cremated; OR
- The remains are properly embalmed and placed in a hermetically sealed casket; OR
- The remains are accompanied by a permit issued by the CDC Director. The CDC permit (if applicable) must accompany the human remains at all times during shipment.
    - Permits for the importation of the remains of a person known or suspected to have died from a quarantinable communicable disease may be obtained through the CDC Division of Global Migration and Quarantine by calling the CDC Emergency Operations Center at 770-488-7100 or emailing dgmqpolicyoffice@cdc.gov.

Please see CDC's guidance for additional information.

Cleaning and Disinfection

What is the difference between cleaning and disinfecting? +

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. *Disinfecting* kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Is it safe to vacuum in a school, business, or community facility after someone with suspected or confirmed COVID-19 has been present? +

The risk of transmitting or spreading SARS-CoV-2, the virus that causes COVID-19, during vacuuming is unknown. At this time, there are no reported cases of COVID-19 associated with vacuuming. If vacuuming is necessary or required in a school, business, or community facility that was used by a person with suspected or confirmed COVID-19, first follow the CDC recommendations for Cleaning and Disinfection for Community Facilities that apply, which includes a wait time of 24 hours, or as long as practical.

After cleaning and disinfection, the following recommendations may help reduce the risk to workers and other individuals when vacuuming:

- Consider removing smaller rugs or carpets from the area completely, so there is less that needs to be vacuumed.
- Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

What is routine cleaning? How frequently should facilities be cleaned to reduce the potential spread of COVID-19? +

Routine cleaning is the everyday cleaning practices that businesses and communities normally use to maintain a healthy environment. Surfaces frequently touched by multiple people, such as door handles, bathroom surfaces, and handrails, should be cleaned with soap and water or another detergent at least daily when facilities are in use. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use. Cleaning *removes* dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs, but it reduces the number of germs on a surface.

Is cleaning alone effective against the virus that causes COVID-19? +

Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. If a surface may have gotten the virus on it from a person with or suspected to have COVID-19, the surface should be cleaned and disinfected. Disinfecting kills germs on surfaces.

Who should clean and disinfect community spaces? +

Regular cleaning staff can clean and disinfect community spaces. Cleaning staff should be trained on appropriate use of cleaning and disinfection chemicals and provided with the personal protective equipment (PPE) required for the chemicals used.

How long do companies need to close for disinfection after an exposure? How long before other workers can come back to work? +

Companies do not necessarily need to close after a person with confirmed or suspected COVID-19 has been in a company facility. The area(s) used or visited by the ill person should be closed for 24 hours or as long as possible. Open outside doors and windows as much as possible ensuring that doing so does not pose a safety risk to children using the facility (i.e. make sure that children are not able to enter the closed off area through any windows or doors), and use ventilating fans to increase air circulation in the area. Once the area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person with confirmed or suspected COVID-19 can return to work immediately after disinfection is completed.

How effective are alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light? +

The efficacy of these disinfection methods against the virus that causes COVID-19 is not known. EPA only recommends use of the surface disinfectants identified on List N against the virus that causes COVID-19. EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.

Should outdoor playgrounds, like those at schools or in parks, be cleaned and disinfected to prevent COVID-19? +

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on outdoor playgrounds is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas. If practical, high touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely. Cleaning and disinfection of wooden surfaces (e.g., play structures, benches, tables) or groundcovers (e.g., mulch, sand) is not recommended.

Can sanitizing tunnels be used at building entrances or exits to prevent the spread of COVID-19? +

CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.

Should sidewalks and roads be disinfected to prevent COVID-19? +

CDC does not recommend disinfection of sidewalks or roads. Spraying disinfectant on sidewalks and roads is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. The risk of spreading the virus that causes COVID-19 from these surfaces is very low and disinfection is not effective on these surfaces.

Pets and Animals

Can I get COVID-19 from my pets or other animals?

At this time, there is no evidence that animals play a significant role in spreading the virus that causes COVID-19. Based on the limited information available to date, the risk of animals spreading COVID-19 to people is considered to be low. A small number of pets have been reported to be infected with the virus that causes COVID-19, mostly after contact with people with COVID-19.

Pets have other types of coronaviruses that can make them sick, like canine and feline coronaviruses. These other coronaviruses cannot infect people and are not related to the current COVID-19 outbreak.

However, since animals can spread other diseases to people, it's always a good idea to practice healthy habits around pets and other animals, such as washing your hands and maintaining good hygiene. For more information on the many benefits of pet ownership, as well as staying safe and healthy around animals including pets, livestock, and wildlife, visit CDC's Healthy Pets, Healthy People website.

Do I need to get my pet tested for COVID-19?

No. At this time, routine testing of animals for COVID-19 is not recommended.

Can animals carry the virus that causes COVID-19 on their skin or fur?

Although we know certain bacteria and fungi can be carried on fur and hair, there is no evidence that viruses, including the virus that causes COVID-19, can spread to people from the skin, fur, or hair of pets.

However, because animals can sometimes carry other germs that can make people sick, it's always a good idea to practice healthy habits around pets and other animals, including washing hands before and after interacting with them.

Should I avoid contact with pets or other animals if I am sick with COVID-19?

We are still learning about this virus, but it appears that it can spread from people to animals in some situations. Until we learn more about this new coronavirus, you should restrict contact with pets and other animals while you are sick with COVID-19, just like you would with people. When possible, have another member of your household care for your animals while you are sick. If you are sick with COVID-19, avoid contact with your pet, including

- Petting
- Snuggling
- Being kissed or licked
- Sharing food or bedding

If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with pets and wear a cloth face covering.

What animals can get COVID-19?

We don't know for sure which animals can be infected with the virus that causes COVID-19. CDC is aware of a small number of pets, including dogs and cats, reported to be infected with the virus that causes COVID-19, mostly after close

contact with people with COVID-19. A tiger at a zoo in New York has also tested positive for the virus.

Recent research shows that ferrets, cats, and golden Syrian hamsters can be experimentally infected with the virus and can spread the infection to other animals of the same species in laboratory settings. Pigs, chickens, and ducks did not become infected or spread the infection based on results from these studies. Data from one study suggested dogs are not as likely to become infected with the virus as cats and ferrets. These findings were based on a small number of animals, and do not show whether animals can spread infection to people.

At this time, there is no evidence that animals play a significant role in spreading the virus that causes COVID-19. Based on the limited information available to date, the risk of animals spreading COVID-19 to people is considered to be low. Further studies are needed to understand if and how different animals could be affected by the virus that causes COVID-19 and the role animals may play in the spread of COVID-19.

Should I worry about my pet cat?

+

We are still learning about this virus and how it spreads, but it appears it can spread from humans to animals in some situations. CDC is aware of a small number of pets, including cats, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Most of these animals had contact with a person with COVID-19. A tiger at a New York zoo has also tested positive for the virus that causes COVID-19.

At this time, there is no evidence that animals play a significant role in spreading the virus that causes COVID-19. Based on the limited data available, the risk of animals spreading COVID-19 to people is considered to be low. The virus that causes COVID-19 spreads mainly from person to person, typically through respiratory droplets from coughing, sneezing, or talking.

People sick with COVID-19 should isolate themselves from other people and animals, including pets, during their illness until we know more about how this virus affects animals. If you must care for your pet or be around animals while you are sick, wear a cloth face covering and wash your hands before and after you interact with pets.

Can I walk my dog during the COVID-19 pandemic?

+

Walking your dog is important for both animal and human health and wellbeing. Walk dogs on a leash, and stay at least 6 feet (2 meters) away from others. Do not gather in groups, stay out of crowded places, and avoid mass gatherings. To help maintain social distancing, do not let other people pet your dog when you are out for a walk.

See **"Can I take my dog to a dog park?"** for information on dog parks.

Can I take my dog to a dog park?

+

Dog parks provide socialization and exercise for dogs, which is an important part of their wellbeing. Because there is a small risk that people with COVID-19 could spread it to animals, CDC recommends that you do not let pets interact with people outside of your household, especially in places with community spread of COVID-19. Therefore, you should consider avoiding dog parks or other places where large numbers of people and dogs gather.

Some areas are allowing dog parks to open. If you choose to go to a dog park, follow local guidelines. There are ways to reduce the risk of you or your dog getting infected with COVID-19 if you go to a dog park.

- Do not take your dog to a dog park if you are sick or if you have recently been in close contact with a person with COVID-19.
- Do not take your dog to a dog park if your dog is sick. Signs of sickness in dogs may include fever, coughing, difficulty breathing or shortness of breath, lethargy, sneezing, discharge from the nose or eyes, vomiting, or diarrhea.
- If your dog has tested positive for the virus that causes COVID-19, talk to your veterinarian about when it is appropriate for your pet to go back to normal activities.
- Try to limit your dog's interaction with other people outside of your household while at the dog park.
- As much as possible, avoid touching common items in the dog park like water bowls. Wash your hands or use hand sanitizer after touching items from the park. To make sure your dog has fresh water, consider bringing your own portable water bowl.

- Limit other pet items brought to the dog park, such as toys. Clean and disinfect anything taken to the park and returned home (leashes, toys, water bowls).
- Do not wipe or bathe your dog with chemical disinfectants, alcohol, hydrogen peroxide, or any other products not approved for animal use.

See more information on pets and COVID-19 and recommendations for how to help keep your pet safe.

Can I take my dog to daycare or a groomer?

Until we know more about how this virus affects animals, CDC encourages pet owners to treat pets as you would other human family members to protect them from possible infection. This means limiting contact between your pets and people outside your household as much as possible and avoiding places where large numbers of people gather.

Some areas are allowing groomers and boarding facilities such as dog daycares to open. If you must take your pet to a groomer or boarding facility, follow any protocols put into place at the facility, such as wearing a cloth face covering and maintaining at least 6 feet of space between yourself and others if possible.

Limit pet items brought from home to the groomer or boarding facility, and disinfect any objects that are taken into a facility and returned home (such as leashes, bowls, and toys). Use an EPA-registered disinfectant ☑ to clean items and rinse thoroughly with clean water afterwards. **Do not wipe** or bathe your pet with chemical disinfectants, alcohol, hydrogen peroxide, or any other products not approved for animal use.

Do not put face coverings on pets, and do not take a sick pet to a groomer or boarding facility. Signs of sickness in animals may include:

- Fever
- Coughing
- Difficulty breathing or shortness of breath
- Lethargy
- Sneezing
- Nasal/ocular discharge
- Vomiting
- Diarrhea

If you think your pet is sick, call your veterinarian. Some veterinarians may offer telemedicine consultations or other plans for seeing sick pets. Your veterinarian can evaluate your pet and determine the next steps for your pet's treatment and care.

See more information on pets and COVID-19 and recommendations for how to help keep your pet safe.

What should I do if my pet gets sick and I think it's COVID-19?

There is a small number of animals around the world reported to be infected with the virus that causes COVID-19, mostly after having contact with a person with COVID-19. Talk to your veterinarian about any health concerns you have about your pets.

If your pet gets sick after contact with a person with COVID-19, **do not take your pet to the veterinary clinic yourself.** Call your veterinarian and let them know the pet was around a person with COVID-19. Some veterinarians may offer telemedicine consultations or other plans for seeing sick pets. Your veterinarian can evaluate your pet and determine the next steps for your pet's treatment and care.

Why are animals being tested when many people can't get tested?

Animals are only being tested in very rare circumstances. Routine testing of animals is not recommended at this time, and any tests done on animals are done on a case by case basis. For example, if the pet of a COVID-19 patient has a new, concerning illness with symptoms similar to those of COVID-19, the animal's veterinarian might consult with public health and animal health officials to determine if testing is needed.

and animal health officials to determine if testing is needed.

Are pets from a shelter safe to adopt?

Based on the limited information available to date, the risk of animals spreading COVID-19 to people is considered to be low. There is no reason to think that any animals, including shelter pets, play a significant role in spreading the virus that causes COVID-19.

What should I do if there are pets at my long-term care facility or assisted living facility?

Based on the limited information available to date, the risk of animals spreading COVID-19 to people is considered to be low. However, it appears that the virus that causes COVID-19 can spread from people to animals after close contact with people with COVID-19.

Until we learn more about how this virus affects animals, use similar precautions for pets and other animals in your facility as you would for other people in your facility. This will help protect both people and pets in your facility from COVID-19.

- Do not let pets in the facility interact with sick people.
- Pets or other animals should not be allowed to roam freely around the facility.
- Residents should avoid letting their pets interact with people as much as possible.
- Dogs should be walked on a leash at least 6 feet (2 meters) away from others.
- People sick with COVID-19 should avoid contact with pets and other animals.
- Do not allow pets into common areas of the facility such as cafeterias and social areas.
- Cats should be kept indoors to prevent them from interacting with other animals or people outside of the facility.

Talk to a veterinarian if a pet in your facility gets sick or if you have any concerns about the health of any pets in the facility. If you think a pet in the facility was exposed to or is showing signs consistent with COVID-19, contact your state health official to discuss guidance on testing pets or other animals for the virus that causes COVID-19.

People who are at higher risk for severe illness from COVID-19 should avoid providing care for sick pets, if possible.

For more information, visit CDC's If You Have Pets webpage.

What about imported animals or animal products?

CDC does not have any evidence to suggest that imported animals or animal products pose a risk for spreading COVID-19 in the United States. This is a rapidly evolving situation and information will be updated as it becomes available. CDC, the U. S. Department of Agriculture (USDA), and the U.S. Fish and Wildlife Service (FWS) play distinct but complementary roles in regulating the importation of live animals and animal products into the United States.

- CDC regulates animals and animal products that pose a threat to human health,
- USDA regulate ☐ animals and animal products that pose a threat to agriculture; and
- FWS regulates ☐ importation of endangered species and wildlife that can harm the health and welfare of humans, the interests of agriculture, horticulture, or forestry, and the welfare and survival of wildlife resources.

Can I travel to the United States with dogs or import dogs into the United States during the COVID-19 outbreak?

Please refer to CDC's requirements for bringing a dog to the United States. The current requirements for rabies vaccination apply to dogs imported from high-risk countries for rabies.

What precautions should be taken for animals that have recently been imported from outside the United States (for example, by shelters, rescues, or as personal pets)?

Imported animals will need to meet CDC and USDA ☐ requirements for entering the United States. At this time, there is no evidence that companion animals, including pets and service animals, can spread the virus that causes COVID-19. As

with any animal introduced to a new environment, animals recently imported should be observed daily for signs of illness. If an animal becomes ill, the animal should be examined by a veterinarian. Call your local veterinary clinic before bringing the animal into the clinic and let them know that the animal was recently imported from another country.

This is a rapidly evolving situation and information will be updated as it becomes available.

Can wild animals spread the virus that causes COVID-19 to people or pets?

Currently, there is no evidence to suggest the virus that causes COVID-19 is circulating in free-living wildlife in the United States, or that wildlife might be a source of infection for people in the United States. The first case of a wild animal testing positive for the virus in the United States was a tiger with a respiratory illness at a zoo in New York City. However, this tiger was in a captive zoo environment ,and public health officials believe the tiger became sick after being exposed to a zoo employee who was infected and spreading the virus.

If a wild animal were to become infected with the virus, we don't know whether the infection could then spread among wildlife or if it could spread to other animals, including pets. Further studies are needed to understand if and how different animals, including wildlife, could be affected by COVID-19. Because wildlife can carry other diseases, even without looking sick, it is always important to enjoy wildlife from a distance.

Take steps to prevent getting sick from wildlife in the United States:

- Keep your family, including pets, a safe distance away from wildlife.
- Do not feed wildlife or touch wildlife droppings.
- Always wash your hands and supervise children washing their hands after working or playing outside.
- Leave orphaned animals alone. Often, the parents are close by and will return for their young.
- Consult your state wildlife agency's guidance if you are preparing or consuming legally harvested game meat.
- Do not approach or touch a sick or dead animal – contact your state wildlife agency instead.

Can bats in United States get the virus that causes COVID-19, and can they spread it back to people?

Other coronaviruses have been found in North American bats in the past, but there is currently no evidence that the virus that causes COVID-19 is present in any free-living wildlife in the United States, including bats. In general, coronaviruses do not cause illness or death in bats, but we don't yet know if this new coronavirus would make North American species of bats sick. Bats are an important part of natural ecosystems, and their populations are already declining in the United States. Bat populations could be further threatened by the disease itself or by harm inflicted on bats resulting from a misconception that bats are spreading COVID-19. However, there is no evidence that bats in the United States are a source of the virus that causes COVID-19 for people. Further studies are needed to understand if and how bats could be affected by COVID-19.

Is hunter-harvested game meat safe to eat during the COVID-19 pandemic?

Currently, there is no evidence that you can get infected with the virus that causes COVID-19 by eating food, including wild hunted game meat. However, hunters can get infected with other diseases when processing or eating game. Hunters should always practice good hygiene when processing animals by following these food safety recommendations:

- Do not harvest animals that appear sick or are found dead.
- Keep game meat clean and cool the meat down as soon as possible after harvesting the animal.
- Avoid cutting through the backbone and spinal tissues and do not eat the brains of any wild animal.
- When handling and cleaning game:
  - Wear rubber or disposable gloves.
  - Do not eat, drink, or smoke.
- When finished handling and cleaning game:

- Wash your hands thoroughly with soap and water.
- Clean knives, equipment, and surfaces that were in contact with game meat with soap and water and then disinfect them. While these recommendations apply to general food safety practices, if you are concerned about COVID-19, you may use a product on the EPA list of disinfectants for use against the COVID-19 virus .

- Cook all game meat thoroughly (to an internal temperature of 165°F or higher).
- Check with your state wildlife agency regarding any testing requirements for other diseases and for any specific instructions regarding preparing, transporting, and consuming game meat.

How can I safely run my equestrian facility?

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You should follow your state and/or local jurisdictional guidance regarding continuing operations at your facility. There have not been any reports of horses testing positive for the virus that causes COVID-19. Based on the limited information available to date, the risk of animals spreading the virus that causes COVID-19 to people is considered to be low. COVID-19 is primarily spread from person to person, so steps should be taken to reduce the risks for people visiting your facility.

- **Encourage employees and other visitors, including boarders, owners, farriers, veterinarians, and those taking lessons, not to enter the facility if they are sick.** Employees should not return to work until the criteria to discontinue home isolation are met, after talking with their doctor. Implement sick leave policies that are flexible, nonpunitive, and consistent with public health guidance, allowing employees to stay home if they have symptoms of respiratory infection.
- **Consider conducting daily health checks (e.g., symptom and/or temperature screening) of employees and others visiting the facility before they enter the premises.** People with a fever of 100.4°(38.0°C) or above or other signs of illness should not be admitted to the premises. If implementing health checks, conduct them safely and respectfully. See General Business FAQs for more information.
  - Employees or visitors who appear to have symptoms upon arrival or who become sick during their visit should immediately be separated from other employees and visitors and sent home.
- **Limit the number of people entering the facility.** Consider staggering lesson and visiting times to limit the number of people in the facility and potential for person-to-person contact. If possible, you can also take steps to decrease high-traffic areas by limiting areas open to visitors/owners or staggering use of common areas like grooming or wash stalls and tack rooms.
- **Increase distance and limit duration of contact between employees and visitors in the facility.** Whenever possible, people should maintain at least 6 feet of distance between each other at the facility, including instructors teaching lessons. Allow for social distancing and avoid large numbers of people within the facility, including in employee-only areas.
- **Visitors and employees should wear cloth face coverings** to protect others especially where social distancing measures are difficult to maintain. Wearing a cloth face covering does NOT replace the need to practice social distancing.
- **Set up hand hygiene stations at the entrance and within the facility, so that employees and people entering can clean their hands before they enter. Employees should wash hands regularly with soap and water for at least 20 seconds.** An alcohol-based hand sanitizer containing at least 60% alcohol can be used, but if hands are visibly dirty, they should be washed with soap and water before using an alcohol-based hand sanitizer. Examples of hand hygiene stations may be a hose and soap located at entrances to allow for handwashing before entry.
- **Clean and disinfect frequently touched surfaces such as grooming tools, halters, lead ropes, shared tack and equipment, and door handles/gates (including those to stall doors and pasture/turn out areas) on a routine basis.** To disinfect, use products that meet EPA's criteria for use against the virus that causes COVID-19 and are appropriate for the surface, diluted household bleach solutions prepared according to the manufacturer's label for disinfection, or alcohol solutions with at least 70% alcohol. Follow manufacturer's directions for use, especially regarding product contact time and protections from chemical hazards posed by cleaners and disinfectants.
- **Follow local guidance on shelter in place and travel recommendations when traveling for showing, training, or trail riding.**
- **If traveling to a new facility, limit contact between people, horses, tack, equipment, and other supplies** from different facilities, and maintain a distance of at least 6 feet between horses and riders.
  - Follow state and local guidance on travel. People who are sick should not travel to other facilities.
  - People visiting other facilities should follow the same precautions as they would normally, including maintaining at least 6 feet of distance between each other, wearing a cloth face covering to protect others, and washing

hands frequently with soap and water.

- If other animals, such as barn cats, are present at the facility, be aware that a small number of pets have been reported to be infected with the virus that causes COVID-19, mostly after contact with people with COVID-19.

For more information, see Guidance on Preparing Workplaces for COVID-19 and Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19).

> **See also:** Pets and Other Animals

Community Mitigation

What is community mitigation?

Community mitigation activities are actions that people and communities can take to slow the spread of infectious diseases, and prepare for it if it occurs, including COVID-19. Community mitigation is especially important before a vaccine or drug becomes widely available.

For more information, see Community Mitigation Framework.

What are community mitigation actions for COVID-19?

For individuals

- Washing hands often
- Avoiding close contact with people who are sick, and practicing social distancing
- Covering mouth and nose with a cloth face cover when around others
- Covering coughs and sneezes
- Cleaning and disinfecting frequently touched surfaces daily

For communities

- Promoting behaviors that prevent spread
- Maintaining healthy environments
- Maintaining healthy operations
- Preparing for when someone gets sick
- Closing businesses and schools and limiting other services

For more information, see Community Mitigation Framework.

Who is involved in community mitigation actions?

Individual people, communities, schools, businesses, and healthcare organizations have a role to play in community mitigation. Policies*, which include limits on large gatherings, restrictions on businesses, and school closures are often needed to fully put in place community mitigation strategies.

Each community is unique. Because some actions can be very disruptive to daily life, mitigation activities will be different depending on how much disease has spread within the community, what the community population is like, and the ability to take these actions at the local level. To identify appropriate activities, all parts of a community that might be affected need to be considered, including populations most vulnerable to severe illness, and those who might be more affected socially or economically. When selecting mitigation activities, states and communities need to consider the spread of disease locally, characteristics of the people who live in the community (for example, age groups, languages

28 GGGGG

Should wastewater workers take extra precautions to protect themselves from the virus that causes COVID-19?

Recently, the virus that causes COVID-19 has been found in untreated wastewater. While data are limited, there is no information to date that anyone has become sick with COVID-19 because of exposure to wastewater.

Standard practices associated with wastewater treatment plant operations should be sufficient to protect wastewater workers from the virus that causes COVID-19. These standard practices can include engineering and administrative controls, hygiene precautions, specific safe work practices, and personal protective equipment (PPE) normally required when handling untreated wastewater. No additional COVID-19–specific protections are recommended for workers involved in wastewater management, including those at wastewater treatment facilities.

See Information for Wasterwater and Sanitation System Workers on COVID-19 for additional information.

If my utility has issued a Boil Water Advisory, can I still use tap water to wash my hands?

In most cases, it is safe to wash your hands with soap and tap water during a Boil Water Advisory. Follow the guidance from your local public health officials. If soap and water are not available, use an alcohol-based hand sanitizer containing at least 60% alcohol.

Other Frequently Asked Questions and Answers About

- Travel
- Healthcare Professionals
- Healthcare Infection
- Laboratory Viral Panels
- Laboratory Biosafety
- General Business
- Personal Protective Equipment
- K-12 Schools and Child Care Program Administrators
- Retirement Communities and Independent Living Facilities
- Correctional and Detention Facilities
- Event Organizers & Individuals
- Funeral Home Workers

Help control the spread of rumors and be aware of fraud schemes.

- Coronavirus Rumor Control (FEMA)
- COVID-19 Fraud Alert (Office of the Inspector General)

Footnotes

[1]Fever may be subjective or confirmed

[2]Close contact is defined as—

a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case

– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

If such contact occurs while not wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection), criteria for PUI consideration are met"

See CDC's updated Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus.

Data to inform the definition of close contact are limited. Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk as does exposure to a severely ill patient). Special consideration should be given to those exposed in health care settings.

Page last reviewed: July 3, 2020

COVID-2019 Menu

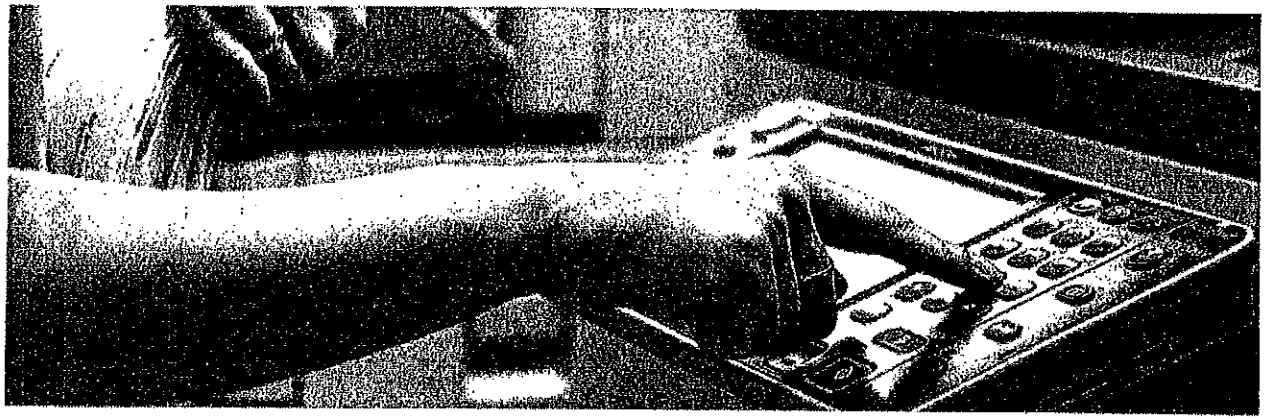
- Coronavirus Home
- Your Health
- Community, Work & School
- Healthcare Workers
- Laboratories
- Health Departments
- Cases, Data & Surveillance
- More Resources

Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19)

Communication Resources

Updated April 30, 2020 Print

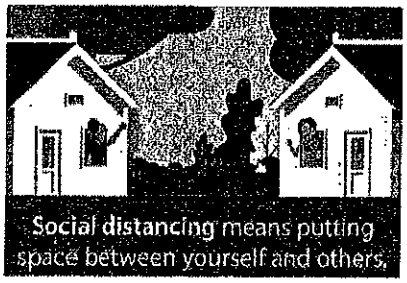


Guidance Documents

Search for specific guidance across CDC web pages and documents.

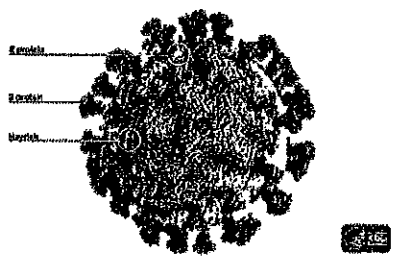
- COVID-19 One-Stop Shop Toolkits
- Guidance Documents
- Videos
- Image Library
- Print Resources
- Public Service Announcements
- Resources for Travelers
- Resources for Limited-English-Proficient-Populations
- CDC's Responder Stories

Communication Tools



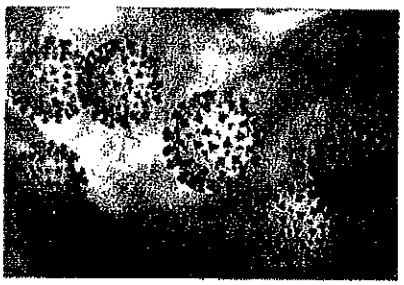
Social Media Toolkit

Toolkit to help localize efforts in responding to the virus that causes COVID-19.
Español



COVID-19 Microsite

Real-time COVID-19 information added to your website.
Español



Digital Press Kit

A collection of media resouces on COVID-19 response, published online.

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Page last reviewed: April 30, 2020

COVID-2019 Menu

- Coronavirus Home
- Your Health
- Community, Work & School
- Healthcare Workers
- Laboratories
- Health Departments
- Cases, Data & Surveillance
- More Resources

28 KKKKK

East Stroudsburg Area School District
Carl T. Secor Administration Center
50 Vine Street
East Stroudsburg, PA 18301
Phone: (570) 424-8500 Fax (570) 421-4968
www.esasd.net

Mr. Stephen C. Zall
Director of Human Resources

Dr. William R. Riker, Superintendent

Mr. Ryan K. Moran, Assistant Superintendent for Curriculum and Instruction Grades K-12

Mr. Brian Baddick, Assistant Superintendent for Pupil Services

Mr. Thomas McIntyre, Chief Financial Officer

MEMORANDUM

TO: ESASD Employees

FROM: Stephen Zall, Director of Human Resources

RE: **PROCEDURE FOR REPORTING ABSENCES**

The procedures established for reporting absences are as follows:

East Stroudsburg Area School District is using an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Aesop. The Aesop service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

1. You can interact with Aesop through our district website at **www.esasd.net**. Under the Staff Dashboard, Section A, you will see **Aesop/Time & Attendance For Employees** for the link to log-in. Here, you will be able to enter absences, check your absence schedule, and exercise other features such as uploading your lesson plans for substitutes to view online.

2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this press Option 5, and follow the prompts.

Your ID and PIN numbers for accessing Aesop will be provided to you by the Human Resources Office.

*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

ANY EMPLOYEE NEEDING A SUBSTITUTE AFTER 5:00 A.M. OR LESS THAN 2 HOURS PRIOR TO START TIME SHOULD CALL HIS/HER BUILDING PRINCIPAL OR IMMEDIATE SUPERVISOR.

For Absences Possibly Attributed to COVID-19 (Through December 31, 2020)

Employees will use their accrued time and submit their absence as outlined above, but may be eligible for leave under the Families First Corona Response Act (FFCRA). Please contact Steve Zall, Director of Human Resources at 570-424-8500 x10320, 570-807-7002 (cell) or stephen-zall@esasd.net to discuss further.

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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

C·A·R·E

Check and Record Everyday

VERSION 3: 3.11.2020



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

28 MMMMM

Check and Record Everyday

C A R E

You have received this booklet of important health information because you traveled from a country with an outbreak of COVID-19. COVID-19 is a respiratory illness caused by a virus that can spread from person to person.

If you have returned from a country where quarantine orders are required such as Hubei Province China, you will be monitored by the public health department in your destination state. Monitoring will include agreements or legal orders such as a quarantine order.

Under these agreements or quarantine orders:

- You must stay at your home, or at a location chosen by your state or local health department or the U.S. government for a 14-day period from the time.
- Follow the directions in the quarantine order and the directions provided by your health department and the U.S. government.

If you have returned from a country with widespread transmission of COVID-19, stay home and self-monitor for 14 days from the time you left the country. Take these steps to monitor your health:

1. Take your temperature with a thermometer two times a day and watch for cough or difficulty breathing (see instructions in this booklet).
2. Stay home from school.
3. Do not take public transportation, taxis, or ride-shares.
4. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
5. Keep your distance from others (about 6 feet or 2 meters).
6. If you get sick with fever, cough, or trouble breathing, follow instructions on page 3.
7. If you need to seek medical care for other reasons (such as dialysis), call ahead to your doctor and tell them about your recent travel.

Your health department may have specific instructions for you to follow that may be more restrictive than described above.

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If you have a medical emergency, call 911. Tell them you've traveled from a country with an outbreak of COVID-19.

Connect with Your Health Department

C A R E

Connect with your health department upon return from travel (phone list included in this booklet). They will let you know:

- If you should report your health checks to the health department
- How often you should report your health checks
- Who to contact if you get sick with symptoms of fever, cough, or trouble breathing
- What else you should do if you develop symptoms
- Who to contact if you have questions



When you connect with the health department, ask them for the following contact information. Keep track of this important information by writing it below.

The contact information for staff at the health department is:



Name(s):

Phone Number:

After-hours phone number:

Email or website:

Other method:

Use the space below to write important information given to you.

Do I report my health checks?

How often should I report my health checks?

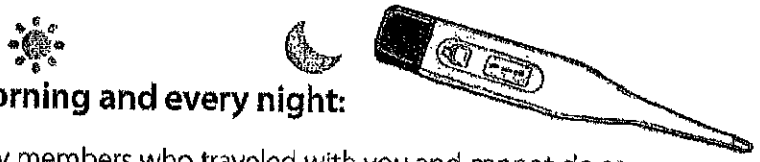
If I get sick, what does the health department want me to do?

Who do I contact if I have additional questions?

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If you have been exposed to a person with COVID-19, it may take up to 14 days to know if you will get sick. It is important to check your health two times each day for 14 days after you leave. Follow the steps below to check and record your health.



Step 1 Do health checks every morning and every night:

- Take your temperature and/or that of family members who traveled with you and cannot do so themselves.
- In addition to fever, be alert for any other symptoms of COVID-19, including cough or difficulty breathing.
- Write your temperature and any symptoms in the log included in this booklet.
- Write family members' temperatures and symptoms in their own booklets.

Family members who did not travel with you do not need to be monitored.



Step 2 If your health department asks you to report your temperature and any symptoms, follow their instructions.

Step 3 If you have fever (fever is 100.4°F/38°C or higher), cough, or trouble breathing:

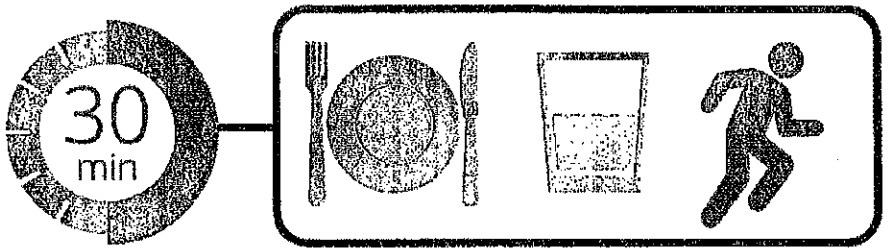
1. Do not go out in public.
2. Call the phone number listed for your health department in this booklet. Remind them that you are self-monitoring.
3. If you can't reach your health department, seek medical advice – call ahead before you go to a doctor's office or emergency room. Tell them about your recent travel, your symptoms, and guidance received from the health department.
4. Avoid contact with others.
5. Do not travel while sick.
6. Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
7. Wash hands often with soap and water for at least 20 seconds to avoid spreading the virus to others.
8. Wash your hands with soap and water immediately after coughing, sneezing, or blowing your nose. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains 60%-95% alcohol. Always wash hands with soap and water if hands are visibly dirty.

28 PPPP

If you have a medical emergency, call 911. Tell them you've traveled from a country with an outbreak of COVID-19.

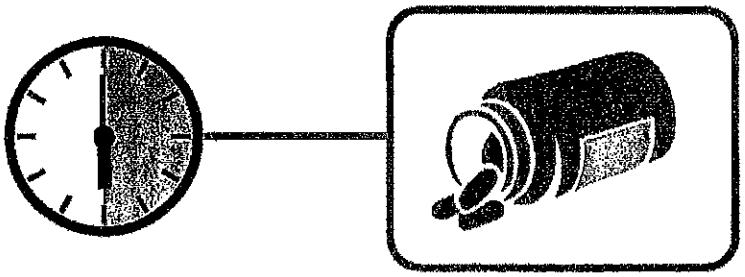
Before you take your temperature:

Wait 30 minutes after eating, drinking, or exercising.

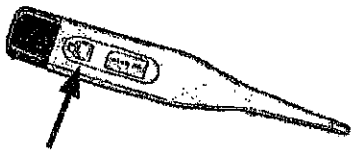


Wait at least 6 hours after taking medicines that can lower your temperature, like:

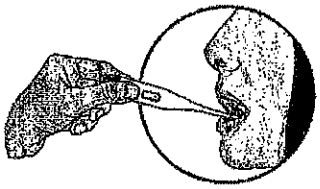
- Acetaminophen, also called paracetamol
- Ibuprofen
- Aspirin



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1. Turn the thermometer on by pressing the button near the screen.



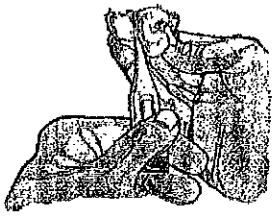
2. Hold the tip of the thermometer under your tongue until it beeps. Do not bite the thermometer.



3. Read your temperature on the screen. If your temperature is 100.4°F/38°C or higher, you have a fever.



4. Write your temperature in the 14-Day Symptom and Temperature Log in this booklet.



5. Clean your thermometer with soap and water and dry it well.

PLEASE NOTE: For infants and children younger than 4 years old, use an age-appropriate thermometer such as an ear thermometer. If you do not have one, use a regular thermometer by placing it under the child's arm in the center of the armpit.

For the armpit method, if the child's temperature is 99.4°F/37.4°C or higher, they have a fever. Tell the public health worker that you are taking the child's temperature this way.

28 RRRR

How to Use Your Symptom and Temperature Log

C A R E

Two times a day (morning and night), write down your temperature and any COVID-19 symptoms you may have: feeling feverish, coughing, or difficulty breathing. Do this every day for 14 days.

1. Fill in the dates on the log, starting with Day 0 and ending with Day 14. Day 0 is the day you left the country with an outbreak of COVID-19.
2. Start recording your temperature and symptoms, beginning with today's date. **Fever is 100.4°F/38°C or higher.**
3. If you get sick, contact your health department. Be sure to tell them that you traveled from a country with an outbreak of COVID-19, your symptoms, and that you are selfmonitoring.
4. Your daily health checks are complete 14 days after the day you left the country with an outbreak of COVID-19, or as indicated by public health authorities.

DAY	DATE	SYMPTOMS	TEMP
DAY 0	Feb 1, 2020	Day 0 is the day you left the country with an outbreak of COVID-19.	
DAY 1	Feb 2, 2020	No Symptoms	97.4 F
		No Symptoms	98.6 F
DAY 2	Feb 3, 2020	No Symptoms	96.9 F
		No Symptoms	98.6 F
DAY 3	Feb 4, 2020	No Symptoms	98.0 F
		No Symptoms	98.6 F
DAY 4	Feb 5, 2020	No Symptoms	97.3 F
		No Symptoms	98.6 F
DAY 5	Feb 6, 2020	No Symptoms	96.5 F
		No Symptoms	98.6 F

SAMPLE

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Symptom and Temperature Log

C A R E

Write your symptoms and temperature in the space below every day for 14 days.

DAY	DATE	SYMPTOMS	TEMP
DAY 0		Day 0 is the day you left the country with an outbreak of COVID-19.	
DAY 1			
DAY 2			
DAY 3			
DAY 4			
DAY 5			
DAY 6			
DAY 7			
DAY 8			
DAY 9			
DAY 10			
DAY 11			
DAY 12			
DAY 13			
DAY 14			

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If you get sick, contact your health department as instructed and remind them you traveled from a country with an outbreak of COVID-19, your symptoms, and that you are self-monitoring. Your daily health checks are complete at 14 days, or as indicated by public health authorities.

If you have a medical emergency, call 911. Tell them you've traveled from a country with an outbreak of COVID-19.

Phone Numbers for State and Local Health Departments

CARE

This is a list of telephone numbers for health departments across the United States that travelers can use to connect with the health department in their destination state or the state they are in. These phone lines are monitored at all times, and travelers may call 24 hours a day and 7 days a week unless noted. Members of the public with general questions about COVID-19 should call their state health department's main daytime telephone number or they can contact CDC at www.cdc.gov/cdc-info or 1-800-CDC-INFO (800-232-4636) or TTY 888-232-6348.

State	Phone Number
Alabama	1-800-338-8374
Alaska	1-800-478-0084 or 1-907-269-8000
Arizona	1-480-303-1191
Arkansas	1-800-554-5738
California *If you are in L.A. County, call:*	1-800-852-7550 *Ask for the CDPH Duty Officer* 1-213-288-8707 *Available from 8:00am-5:00pm*
Colorado	1-303-370-9395
Commonwealth of the Northern Marian Islands	1-670-234-8950
Connecticut	1-860-509-8000
Delaware	1-302-744-4700
District of Columbia	1-202-576-1117
Florida	1-850-245-4401
Georgia	1-866-782-4584
Hawaii	2-1-1 or 1-808-586-4586
Idaho	1-208-334-5939
Illinois *If you are in Chicago, call:*	1-800-889-3931 3-1-1 *(inside city limits)* or 1-312-744-5000
Indiana	1-317-233-1325
Iowa	1-800-362-2736
Kansas	1-877-427-7317
Kentucky	1-888-973-7678
Louisiana	1-800-256-2748
Maine	1-800-821-5821
Maryland	1-410-795-7365
Massachusetts	1-617-983-6800
Michigan	1-517-335-9030
Minnesota	1-651-201-5414
Mississippi	1-601-576-7725 or 1-601-576-7400 *(after hours, holidays, and weekends)*

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State	Phone Number
Missouri	1-800-392-0272, Ext.1
Montana	1-406-444-0273
Nebraska	1-402-444-3400 *Available from 8:30am-4:00pm CT*
Nevada	1-775-400-0333
New Hampshire	1-603-271-4496
New Jersey	1-800-222-1222
New Mexico	1-505-827-0006
New York *If you are in New York City, call:*	1-866-881-2809 1-347-396-7990
North Carolina	1-866-462-3821
North Dakota	1-701-328-2270
Ohio	1-614-722-7221
Oklahoma	1-405-271-4060
Oregon	1-971-673-1111
Pennsylvania *If you are in Philadelphia, call* *If you are in Pittsburgh, call*	1-877-724-3258 1-215-686-4514 1-412-687-2243
Puerto Rico	1-787-765-2929, Ext.3552 or 3551 or 1-787-692-6276
Rhode Island	1-401-222-2577 or 1-401-276-8046 *(after hours)*
South Carolina	1-888-847-0902
South Dakota	1-800-592-1861
Tennessee	1-615-741-7247
Texas	1-512-776-7111
Utah	1-888-374-8824
Vermont	1-802-863-7240
Virgin Islands *If you are in St. Thomas, call:* *If you are in St. Croix, call:*	See below. 1-340-774-9000 *Available from 9:00am-5:00pm* 1-340-718-1311 *Available from 9:00am-5:00pm*
Virginia	1-877-ASK-VDH3 (1-877-275-8343)
Washington	1-800-525-0127
West Virginia	1-304-558-5358, Ext. 1
Wisconsin	1-608-258-0099
Wyoming	1-888-996-9104

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DERECHOS DEL EMPLEADO FEDERAL

LICENCIA POR ENFERMEDAD PAGADA Y EXPANSION DE LICENCIA FAMILIAR Y POR ENFERMEDAD BAJO LEY FAMILIAS PRIMERO DE RESPUESTA AL CORONAVIRUS

La **Ley Familias Primero de Respuesta al Coronavirus (FFCRA o Ley)** requiere al gobierno federal proveer licencia laboral pagada a todos sus empleados y, a los empleados cubiertos bajo el Título I de la Ley de Ausencia Médica y Familiar (FMLA), extensión de la licencia familiar y por enfermedad por razones relativas al COVID-19. Estas provisiones aplicarán desde abril 1 hasta diciembre 31 del 2020.

▸ DERECHOS A LICENCIA LABORAL PAGADA

En general, el gobierno federal debe proveer a los empleados federales:

Hasta 2 semanas (80 horas, o el equivalente de dos semanas de un empleado a tiempo parcial) de licencia por enfermedad pagada en base a su mayor tasa regular de pago, o el salario mínimo estatal o federal aplicable, de la siguiente manera:

- 100% para razones calificables #1-3 (ver abajo), hasta $511 por día y $5,110 total; y
- ⅔ para razones calificables #4 and 6, hasta $200 por día y $2,000 total.

Los empleados federales, incluidos aquellos no cubiertos bajo el Título I de FMLA, podrán recibir o ⅔ del máximo de su tasa regular de pago, o del salario mínimo estatal o federal aplicable, por un periodo de dos semanas por razón calificable #5. Sin embargo, para licencia por razón #5, los empleados federales cubiertos bajo el Título I de la FMLA podrán recibir 10 semanas adicionales de expansión de licencia familiar y por enfermedad por razón #5, con hasta $200 por día, y $12,000 total.

Un empleado a tiempo parcial es elegible a licencia por el número de horas que el empleado trabajaría normalmente durante ese periodo.

▸ EMPLEADOS ELEGIBLES

Todos los empleados federales son elegibles a hasta dos semanas de licencia por enfermedad pagada total o parcialmente por razones relacionadas a COVID-19 (ver abajo). *Los empleados federales cubiertos por el Título I de la FMLA y que han estado empleados al menos por 30 días anteriores a su solicitud de licencia* son elegibles a hasta 10 semanas adicionales de expansión parcialmente pagada de licencia familiar y por enfermedad, por razón #5.

La mayoría de empleados federales no están cubiertos bajo el Título I de la FMLA y por ello no son elegibles para la extensión parcialmente pagada de licencia familiar y por enfermedad. Por favor consulte con su agencia para determinar si usted está cubierto bajo el Título I de la FMLA. La Oficina de Personal y Gestión (OPM) publicará una guía sobre esta cuestión.

▸ RAZONES CALIFICABLES A LICENCIA RELACIONADA A COVID-19

Un empleado federal tiene derecho a licencia relacionada al COVID-19 si no puede trabajar, incluido **teletrabajo**, porque el empleado:

1. está sujeto a orden de cuarentena o aislamiento Federal, Estatal, o local relacionada al COVID-19;
2. ha sido instruido por un proveedor de salud que se ponga en auto-cuarentena por COVID-19;
3. está experimentando síntomas de COVID-19 y está solicitando diagnóstico médico;
4. está cuidando a una persona sujeta a una orden descrita en (1) o en auto-cuarentena descrita en (2);
5. está cuidando a un hijo cuya escuela o lugar de cuidados está cerrado (o cuidados infantiles no están disponibles) por razones de COVID-19; o
6. está experimentando otras condiciones sustancialmente similares a las especificadas por el Secretario de Salud y Servicios Humanos.

▸ CUMPLIMIENTO

La División de Horas y Salarios (WHD) del Departamento de Trabajo de EE.UU. tiene la autoridad de investigar y hacer que se cumpla la FFCRA para empleados federales cubiertos bajo el Título I de la FMLA. Los empleadores no podrán expulsar, disciplinar, o discriminar de ningún modo a un empleado que legalmente hace uso de su derecho a licencia laboral pagada o a extensión de licencia familiar y por enfermedad bajo FFCRA, presenta una queja, o inicia un procedimiento bajo o relativo a esta Ley. Los empleadores federales cubiertos bajo el Título I de la FMLA que violen las provisiones de la FFCRA serán objeto de multas y medidas de cumplimiento por la WHD.

DIVISION DE HORAS Y SALARIOS
DEPARTAMENTO DE TRABAJO DE ESTADOS UNIDOS

Para información adicional
o para presentar una queja:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

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WH1423 SPA REV 03/20

FEDERAL EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires the Federal government to provide all of its employees with paid sick leave and, for employees who are covered under Title I of the Family and Medical Leave Act (FMLA), with expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▸ PAID LEAVE ENTITLEMENTS

Generally, the Federal government must provide Federal employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total; and
- ⅔ for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total.

Federal employees including those not covered under Title I of the FMLA can receive either ⅔ of the higher of their regular rate of pay, or the applicable state or Federal minimum wage for the two-week period for qualifying reason #5 below. However, for leave under qualifying reason #5, Federal employees covered under Title I of the FMLA can receive 10 additional weeks of expanded family and medical leave for reason #5 below, up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▸ ELIGIBLE EMPLOYEES

All Federal employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Federal employees who are covered under Title I of the FMLA and have been employed for at least 30 days* prior to their leave request are eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

Most federal employees are not covered under Title I of the FMLA and so would not be eligible for partially paid expanded family and medical leave. Please consult with your agency to determine whether you are covered under Title I of the FMLA. The Office of Personnel and Management will issue guidance on this question.

▸ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

A Federal employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

▸ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA for Federal employers covered under Title I of the FMLA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Federal employers covered under Title I of the FMLA in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

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For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WH1423 REV 03/20

DERECHOS DEL EMPLEADO

LICENCIA POR ENFERMEDAD PAGADA Y EXPANSION DE LICENCIA FAMILIAR Y POR ENFERMEDAD BAJO LEY FAMILIAS PRIMERO DE RESPUESTA AL CORONAVIRUS



La **Ley Familias Primero de Respuesta al Coronavirus (FFCRA o Ley)** requiere que ciertos empleadores den a empleados licencias laboral pagadas o expansión de licencia familiar y por enfermedad por razones relativas al COVID-19. Estas provisiones aplicarán desde abril 1 hasta diciembre 31 del 2020.

▸ DERECHOS A LICENCIA LABORAL PAGADA

En general, los empleadores cubiertos bajo la Ley deben proveer a empleados:

Hasta 2 semanas (80 horas, o el equivalente de dos semanas de un empleado a tiempo parcial) de licencia por enfermedad pagada en base a su mayor tasa regular de pago, o el salario mínimo estatal o federal aplicable, de la siguiente manera:

- 100% para razones calificables #1-3 (ver abajo), hasta $511 por día y $5,110 total;
- ⅔ para razones calificables #4 and 6, hasta $200 por día y $2,000 total; y
- Hasta 12 semanas de licencia por enfermedad pagada y expansión de licencia familiar y por enfermedad pagada a ⅔ para razones calificables #5 de hasta $200 por día y $12,000 total.

Un empleado a tiempo parcial es elegible a licencia por las horas que trabajaría durante ese periodo.

▸ EMPLEADOS ELEGIBLES

En general, empleados de empleadores del sector privado con menos de 500 trabajadores, y de ciertos empleadores del sector público, son elegibles a hasta dos semanas de licencia pagada total o parcialmente por enfermedad por razones de COVID-19 (ver abajo). *Empleados que hayan estado en nómina al menos 30 días anteriores a su solicitud de licencia podrán ser elegibles a hasta 10 semanas adicionales de expansión pagada parcialmente de licencia familiar y por enfermedad por razón #5.*

▸ RAZONES CALIFICABLES A LICENCIA RELACIONADA A COVID-19

Un empleado tiene derecho a tomar licencia laboral relacionada a COVID-19 si no le es posible trabajar, incluyendo imposibilidad de hacer **teletrabajo**, porque el empleado:

1. está sujeto a orden de cuarentena o aislamiento Federal, Estatal, o local relacionada al COVID-19;
2. ha sido instruido por un proveedor de salud que se ponga en auto-cuarentena por COVID-19;
3. está experimentando síntomas de COVID-19 y está solicitando diagnóstico médico;
4. está cuidando a una persona sujeta a una orden descrita en (1) o en auto-cuarentena descrita en (2);
5. está cuidando a un hijo cuya escuela o lugar de cuidados está cerrado (o cuidados infantiles no están disponibles) por razones de COVID-19; o
6. está experimentando otras condiciones sustancialmente similares a las especificadas por el Secretario de Salud y Servicios Humanos.

▸ CUMPLIMIENTO

La División de Horas y Salarios (WHD) del Departamento de Trabajo de EE.UU. tiene la autoridad de investigar y hacer que se cumpla la FFCRA. Los empleadores no podrán expulsar, disciplinar, o discriminar de ningún modo a un empleado que legalmente hace uso de su derecho a licencia laboral pagada o a extensión de licencia familiar y por enfermedad bajo FFCRA, presenta una queja, o inicia un procedimiento bajo o relativo a esta Ley. Los empleadores que violen las provisiones de la FFCRA serán objeto de multas y medidas de cumplimiento por la WHD.

DIVISION DE HORAS Y SALARIOS
DEPARTAMENTO DE TRABAJO DE ESTADOS UNIDOS

Para información adicional
o para presentar una queja:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

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WH1422 SPA REV 03/20

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▸ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▸ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▸ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

▸ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

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WH1422 REV 03/20

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2





USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available





TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

cdc.gov/coronavirus

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U.S. DEPARTMENT OF LABOR

Wage and Hour Division

Families First Coronavirus Response Act Notice – Frequently Asked Questions

1. **Where do I post this notice? Since most of my workforce is teleworking, where do I electronically "post" this notice?**
   Each covered employer must post a notice of the Families First Coronavirus Response Act (FFCRA) requirements in a conspicuous place on its premises. An employer may satisfy this requirement by emailing or direct mailing this notice to employees, or posting this notice on an employee information internal or external website.

2. **Do I have to post this notice in other languages that my employees speak? Where can I get the notice in other languages?**
   You are not required to post this notice in multiple languages, but the Department of Labor (Department) is working to translate it into other languages.

3. **Do I have to share this notice with recently laid-off individuals?**
   No, the FFCRA requirements explained on this notice apply only to current employees.

4. **Do I have to share this notice with new job applicants?**
   No, the FFRCA requirements apply only to current employees. Employers are under no obligation to provide the notice of those requirements to prospective employees.

5. **Do I have to give notice of the FFCRA requirements to new hires?**
   Yes, if you hire a job applicant, you must convey this notice to them, either by email, direct mail, or by posting this notice on the premises or on an employee information internal or external website.

6. **If my state provides greater protections than the FFCRA, do I still have to post this notice?**

Yes, all covered employers must post this notice regardless of whether their state requires greater protections. The employer must comply with both federal and state law.

7. **I am a small business owner. Do I have to post this notice?**
   Yes. All employers covered by the paid sick leave and expanded family and medical leave provisions of the FFCRA (i.e., certain public sector employers and private sector employers with fewer than 500 employees) are required to post this notice.

8. **How do I know if I have the most up-to-date notice? Will there be updates to this notice in the future?**
   The notice was issued on March 25, 2020, updated on March 27, 2020. Either version fulfills the posting requirement. Check the Wage and Hour Division's website or sign up for Key News Alerts to ensure that you remain current with all notice requirements.

9. **Our employees must report to our main office headquarters each morning and then go off to work at our different worksite locations. Do we have to post this notice at all of our different worksite locations?**
   The notice needs to be displayed in a conspicuous place where employees can see it. If they are able to see it at the main office, it is not necessary to display the notice at your different worksite locations.

10. **Do I have to pay for notices?**

    No. To obtain notices free of charge, contact the Department's Wage and Hour Division at 1-866-4-USWAGE (1-866-487-9243). Alternatively, you may download and print the notice yourself from https://www.dol.gov/agencies/whd/posters

11. **I am running out of wall space. Can I put the required notices in a binder that I put on the wall?**
    No, you cannot put federal notices in a binder. Generally, employers must display federal notices in a conspicuous place where they are easily visible to all employees—the intended audience.

12. **We have break rooms on each floor in our building. Do I have to post notices in each break room on each floor or can I just post them in the lunchroom?**
    If all of your employees regularly visit the lunchroom, then you can post all required notices there. If not, then you can post the notices in the break rooms on each floor or in another location where they can easily be seen by employees on each floor.

13. **Our company has many buildings. Our employees report directly to the building where they work, and there is no requirement that they first report to our main office or headquarters prior to commencing work. Do I have to post this notice in each of our buildings?**

    Yes. Where an employer has employees reporting directly to work in several different buildings, the employer must post all required federal notices in each building, even if the buildings are located in the same general vicinity (e.g., in an industrial park or on a campus).

14. **By when do I have to post the notice?**

    April 1, 2020.

Wage and Hour Division

An agency within the U.S.
Department of Labor

200 Constitution Ave NW
Washington, DC 20210
1-866-4-US-WAGE
1-866-487-9243
www.dol.gov

Severe Storm and Flood Recovery AssistanceEspañol

Disaster Recovery Assistance

DisasterAssistance.gov

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No Fear Act Data

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A to Z Index

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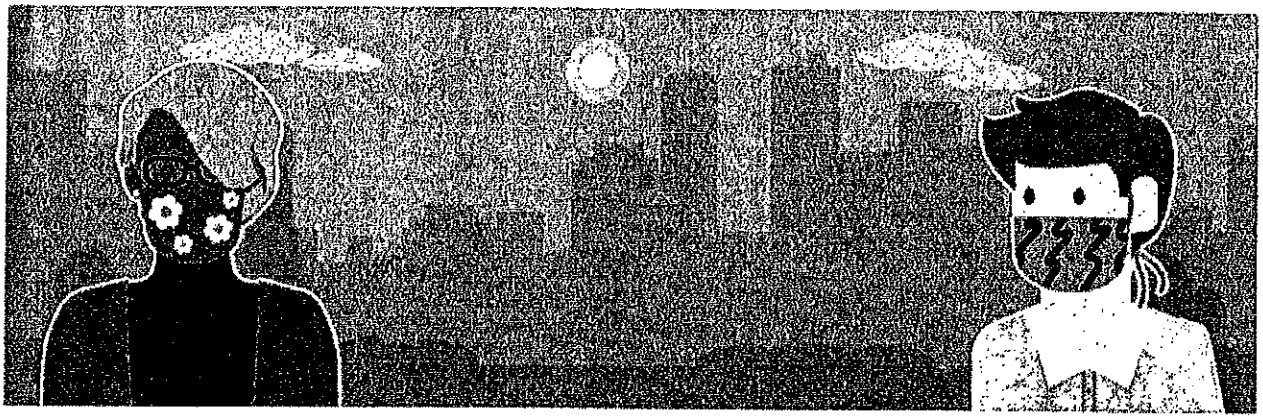
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Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19)

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

Updated June 28, 2020 Print



Your cloth face covering may protect them. Their cloth face covering may protect you.

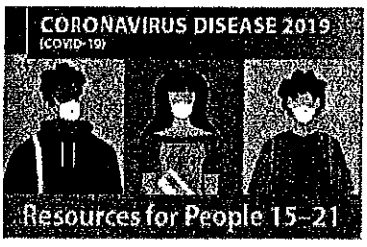
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How to Wear Cloth Face Coverings

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Page last reviewed: June 28, 2020

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East Stroudsburg Area School District

Creating the Future!

COVID - 19 Employee Health FAQ

What signs and symptoms may indicate that an employee has become ill with COVID-19?

The CDC reports that COVID-19 symptoms include fever, cough and shortness of breath. At present, the CDC also includes epidemiological risk factors such as a history of travel from affected geographic areas within 14 days of symptom onset, as well as close contact with a laboratory-confirmed COVID-19 patient within 14 days of symptom onset, as criteria for health care professionals to identify individuals as patients under investigation (PUI). Refer to the most current CDC guidance because criteria will likely change as further information becomes available.

What steps should be taken if an employee is ill with fever, cough or other symptoms that may evidence COVID-19?

If you are sick with a fever and cough, please stay home and seek medical assistance (e.g., high fever, difficulty breathing, etc.) to confirm symptoms are not related to COVID-19 prior to your return to work. A medical note will be required.

May the district send an employee home if they have symptoms of COVID-19?

Yes. An immediate supervisor can consider sending an employee home if they are showing symptoms of being ill. The symptoms of COVID-19 are fever, cough or shortness of breath. If possible, consult with the Director of Human Resources before sending an employee home. An employee sent home shall remain in pay status for the remainder of the day and use accrued leave or unpaid leave thereafter.

May the district prohibit an employee from coming to work if the employee is known to have had close contact with someone who has been confirmed to have COVID-19, or who has contracted COVID-19?

Yes. The district is obligated to provide a safe workplace and may take necessary and reasonable steps to minimize health risks for its employees, such as requiring that employees not come to work if they have COVID-19. If an employee has had very close contact with a person who has COVID-19 (such as living in the same household), employees must stay home and seek medical assistance. A medical note will be required to return to work.

Will the district require an employee who contracted COVID-19, or who was possibly exposed to COVID-19 and directed to remain quarantined, to provide a medical note before returning to work?

Yes. We will require a medical note clearing an employee to return to work if they have contracted or been exposed to COVID-19 and have been placed in quarantine.

What if a co-worker becomes ill with COVID-19, will employees still be required to come to work?

It will be a decision of the district to assess the situation and advise employees on the best course of action in accordance with our Health and Safety Plan.

What if an employee wants to go home because the employee doesn't want to risk exposure to illness but is not ill?

28 HHHHHH

Employees must use their accrued time per their contractual agreement. Extenuating circumstances without the proper documentation may be reviewed for violations of any district policy or contractual language and subject to progressive discipline up to and including termination.

Can I self-quarantine?

If choosing to self-quarantine employees must use their accrued time per their contractual agreement. An employee may self-quarantine under the Families First Coronavirus Act (FFCRA or Act) for any of the qualifying reasons as outlined below (FFCRA Employee Rights Flyer).

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantined as described in (2)
5. Is caring for his or her child whose school or place of care is closed due to COVID-19 related reasons; or
6. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services

Such requests will require documentation. Employees should contact Steve Zall, Director of Human Resources at 570-424-8500 x10320, 570-807-7002 (cell) or stephen-zall@esasd.net to discuss further.

Are additional considerations available for employees on site who are at high risk for serious illness from COVID-19?

Employees 65 and older, and/or employees who have documented serious chronic health conditions such as heart disease, diabetes, lung disease, severe obesity, chronic kidney disease, liver disease, or compromised immune systems may be more susceptible to serious illness please contact Steve Zall, Director of Human Resources at 570-424-8500 x10320, 570-807-7002 (cell) or stephen-zall@esasd.net to discuss further.

What precautions can employees take to remain healthy when sharing a workspace?

The CDC has recommended many steps employees can take to minimize contact and guard against illness.

Will the district grant leave to an employee who is sick with COVID-19?

Employees who are ill with COVID-19 must remain at home until cleared by their local public health department to minimize the spread of the virus. Employees will use their accrued time, but may be eligible for leave under the Families First Corona Response Act (FFCRA). Please contact Steve Zall, Director of Human Resources at 570-424-8500 x10320, 570-807-7002 (cell) or stephen-zall@esasd.net to discuss further.

Will the district allow onsite employees who are parents or caregivers time off from work to care for sick family members with COVID-19?

Designated onsite employees who are healthy but whose family members are home sick with COVID-19 will use their accrued time, but may be eligible for leave under the Families First Corona Response Act (FFCRA). Please contact Steve Zall, Director of Human Resources at 570-424-8500 x10320, 570-807-7002 (cell) or stephen-zall@esasd.net to discuss further.

May I take 80 hours of paid sick leave for my self-quarantine and then another amount of paid sick leave for another reason provided under the Emergency Paid Sick Leave Act?

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No. You may take up to two weeks—or ten days—(80 hours for a full-time employee, or for a part-time employee, the number of hours equal to the average number of hours that the employee works over a typical two-week period) of paid sick leave for any combination of qualifying reasons. However, the total number of hours for which you receive paid sick leave is capped at 80 hours under the Emergency Paid Sick Leave Act.

May I take my paid sick leave intermittently?

It depends on why you are taking paid sick leave and whether your employer agrees. Paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantined as described in (2)
5. Is caring for his or her child whose school or place of care is closed due to COVID-19 related reasons; or
6. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services

COVID - 19 Employee Vacation FAQ

May I still vacation/travel out of state?

Yes, it is the individuals choice on whether he/she can take vacation provided he/she has the accrued time and it is pre-approved with your immediate supervisor

Will I have to quarantine for 14 days if returning from a trip out of state?

-No. While the recommended guidance from the CDC and Governor Wolf may change with regards to travel to certain states, it will be the individual's responsibility to maintain compliance with CDC and PPE guidelines while traveling.
Employees will continue to be required to complete the Daily Self-Checklist for each day they are reporting to work.

Can I self-quarantine if returning from a trip out of state?

If choosing to self-quarantine employees must use their accrued time per their contractual agreement. An employee may self-quarantine under the Families First Coronavirus Act (FFCRA or Act) for any of the qualifying reasons as outlined below (FFCRA Employee Rights Flyer).

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantined as described in (2)
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Such requests will require documentation. Employees should contact Steve Zall, Director of Human Resources at 570-424-8500 x10320, 570-807-7002 (cell) or stephen-zall@esasd.net to discuss further.

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No. 201

SECTION: PUPILS

EAST STROUDSBURG AREA SCHOOL DISTRICT

TITLE: ADMISSION OF STUDENTS
ADOPTED: August 19, 2002
REVISED: March 20, 2006
July 17, 2006
August 18, 2008
October 15, 2012
April 15, 2013
May 15, 2017
October 15, 2018
July 20, 2020

201. ADMISSION OF STUDENTS

1. Authority
SC 1301
Title 22
Sec. 11.41

The Board shall establish age requirements for the admission of students to first grade and to kindergarten that are consistent with state law and regulations.

2. Guidelines

SC 1304, 1326

<u>First Grade</u>

Beginners are students entering the lowest grade of the primary school above the kindergarten level. They shall be admitted to school only through October 1st of the annual school term, except that a child who is eight (8) years of age may begin school at any time during the school year.

SC 1304

The entrance age for first grade students in the school district shall be six (6) years or more on or before September 9th of each school term. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6). This age requirement also applies to out of state, public and private school transfer students.

If a child has not met the age requirement of at least six (6) years by the September 9th of that school term, but has spent at least until December 31 of that school term in an approved first grade program or has successfully completed an approved kindergarten program which is comprised of at least 450 instructional hours, that child will be considered for admission to first grade in the school district under the following conditions:

1. Written recommendation and/or academic documentation from the sending school.

2. The school principal will make a decision whether or not to admit the student to first grade after reviewing the documentation submitted and consulting with the guidance counselor, reading specialist, and/or other designated staff members.

Title 22 Sec. 11.16	The Board is not required to admit as a beginner any child whose chronological age is less than the school district's established admission age. The Board may admit as beginner any child who has successfully completed the school district's kindergarten program. <u>Kindergarten</u>
Title 22 Sec. 11.14	The entrance age for kindergarten students of the school district shall be five (5) years or more on or before September 9th of each school term. This age requirement also applies to out of state, public and private school transfer students. If a child who has not met the age requirement of at least five (5) years by September 9th of that school term, but has spent at least until December 31 of that school term in an approved kindergarten program; that child will be considered for admission to kindergarten in the school district under the following conditions: 1. Written recommendation and/or academic documentation from the sending school. 2. The school principal will make a decision whether or not to admit the student to kindergarten after reviewing the documentation submitted and consulting with the guidance counselor, reading specialist, and/or other designated staff members.
3. Delegation of Responsibility Pol. 203	The Superintendent shall require that each student who registers for entrance to school exhibit his/her birth certificate or similar documentation as proof of age and birthdate, proof of residency, along with proof of required immunization.

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUSPENSION AND EXPULSION

ADOPTED: August 19, 2002

REVISED: July 17, 2006
November 20, 2006
July 20, 2020

233. SUSPENSION AND EXPULSION

1. Purpose
Title 22
Sec. 12.6, 12.7, 14.143
20 U.S.C. 1400 et seq
34 CFR 300

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall also be governed by applicable state and federal law and regulations.

2. Authority
SC 1318
Title 22
Sec. 12.6, 12.8

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary or may permanently expel a student.

Every principal or teacher in charge of a public school may temporarily suspend any student for disobedience or misconduct.

3. Guidelines

SC 1318
Title 22
Sec. 12.6

<u>Exclusion from School – Suspension</u>

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutive beyond the ten (10)-school day period.

Title 22
Sec. 12.6, 12.8

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension is imposed, and the school district shall offer to hold it within the first five (5) days of the suspension.

	Informal hearings under this provision shall be conducted by the building principal or designee.
	Purpose of Informal Hearing
Title 22 Sec. 12.8	The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.
	Due Process Requirements For Informal Hearing
Title 22 Sec. 12.8	1. The student and parent/guardian shall be given written notice of the reasons for the suspension. 2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing. 3. The student has the right to question any witnesses present at the informal hearing. 4. The student has the right to speak and produce witnesses who may speak at the informal hearing. 5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.
	Pre-Expulsion Meeting A pre-expulsion meeting may be held within the period of suspension for a serious offense and/or when a student has developed a pattern of frequent disciplinary infractions. Such meeting may be held with the student and his/her parent(s) or guardian(s) to: 1. Establish the next step to be taken. 2. Confirm whether an expulsion will be sought. 3. Agree upon a probationary status and terms, which may include a change in school placement, if it is determined that an expulsion will not be sought. Such agreement may include the provision that an expulsion will be sought if the agreement is violated. 4. Assist students in realizing the potential consequences of their actions by placing the weight of the office of the Superintendent on their cases.
	Exclusion From Class – In-School Suspension
Title 22 Sec. 12.7	No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Title 22 Sec. 12.8	Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions. The school district shall provide for the student's education during the period of in-school suspension. <u>Attendance/Schoolwork During Suspension</u>
Title 22 Sec. 12.6	Students serving out-of-school suspension must make up missed exams, assignments and classwork, and shall be permitted to complete assignments pursuant to established guidelines. <u>Expulsion</u>
SC 1318 Title 22 Sec 12.6, 12.8	Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the school district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing. <u>Expulsion Offenses</u> Offenses that could lead to an expulsion include, but are not limited to:
Pol. 218, 218.1, 218.2, 218.3, 227	1. Creating or posing a threat to the health, safety or welfare of the school staff or student body. 2. Acting under the influence of, possessing, using, distributing, or attempting to distribute, attempting to sell or selling, controlled substances. 3. A terroristic threat or act, or committing or threatening to commit an act of physical violence upon a member of the school staff or student body. 4. Committing an act of serious insubordination. 5. Committing a serious disruption of the educational program of the school district. 6. Committing acts of vandalism against school district property. 7. Committing an act of serious disrespect to staff or faculty. 8. Violating the discipline code/code of conduct on a continual basis. This list is intended to be illustrative and not exhaustive of all possible offenses; nor is the list intended to replace or defer other actions as may be required or permitted by law.

	Expulsion Hearings
2 Pa. C.S.A. Sec. 101 et seq	A formal hearing shall be required in all expulsion actions, unless an agreement to expel a student has been reached with the Superintendent and the student's parent(s)/guardian(s), which must receive Board approval.
Title 22 Sec. 12.8	The formal hearing shall observe the due process requirements of: 1. Notification of the charges in writing by certified mail to the student's parent(s)/guardian(s). 2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension. 3. The hearing shall be private, unless the student or parent/guardian requests a public hearing. 4. Representation by counsel at the parent's/guardian's expense and parent(s), guardian(s) may attend the hearing. 5. Disclosure of the name of witnesses against the student and copies of their written statements or affidavits. 6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined. 7. The right to testify and present witnesses on the student's behalf. 8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent. 9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by: a. The need for laboratory reports from law enforcement agencies. b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA). c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury. 10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
	Adjudication
2 Pa C.S.A. Sec. 101	A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

	Attendance/Schoolwork During Suspension and Prior to Expulsion
Title 22 Sec. 12.6 Pol. 204	Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines. Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension. If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.
	Attendance/Schoolwork After Expulsion
Title 22 Sec. 12.6 SC 1326	Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18); at that time, students under eighteen (18) years of age shall be subject to compulsory school attendance, and even though expelled, shall be provided an education. The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days or receipt of the parent(s)/guardian(s) notification, make provision for the student's education.
	Students With Disabilities
Pol. 113, 113.1	A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.
4. Delegation of Responsibility	The Superintendent or designee shall develop rules and regulations to implement this policy which include:
Pol. 218	1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline. 2. Procedures that ensure due process when a student is being deprived of the right to attend school.
Pol. 216	3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on

student records.

4. ~~The name of a student who has been disciplined shall not become part of the~~ agenda or minutes of a public meeting, nor part of any public records of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

References:

Local Agency Law – 2 Pa. C.S.A. Sec. 101, 101 et seq

School Code – 24 P.S. Sec. 1318, 1326

State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.6, 12.7, 12.8, 14.143

34 CFR Part 300

Board Policy – 113, 113.1, 204, 216, 218

Individuals with Disabilities Education Act (IDEA)- 20 U.S.C. Sec. 1400et seq

RESOLUTION CALLING FOR CHARTER SCHOOL FUNDING REFORM

BY THE BOARD OF DIRECTORS OF THE

EAST STROUDSBURG AREA SCHOOL DISTRICT

WHEREAS, the average Pennsylvania school district spends millions of dollars in taxpayer money annually in mandatory payments to brick-and-mortar and cyber charter schools; and these payments are calculated in a manner which requires districts to send more money to charter schools than is needed to operate their programs and places a significant financial burden on districts' resources and taxpayers; and

WHEREAS, the current charter school funding formula was established in 1997 under the state's Charter School Law and has not been changed in the 23 years since it was first created; and the formula for regular education programs is unfair because it is based on a school district's expenditures and not what it actually costs to educate a child in the charter school; and

WHEREAS, the calculation for charter special education tuition is unfair because it is also based on the special education expenditures of the school district rather than the charter school; and although the General Assembly revised the special education funding formula in 2014 to more accurately target special education resources for students identified with high, medium and low needs, this formula was applied only to school districts and not to charter schools; and

WHEREAS, because the tuition rate calculations are based on the school district's expenses, they create wide discrepancies in the amount of tuition paid by different districts for the same charter school education and result in drastic overpayments to charter schools; and these discrepancies in tuition rates for regular education students can vary by almost $13,000 per student and by $39,000 for special education students; and

WHEREAS, the latest data from the PA Department of Education (PDE) shows that in 2017-18, total charter school tuition payments (cyber and brick-and-mortar) were more than $1.8 billion, with $519 million of that total paid by districts for tuition to cyber charter schools; and

WHEREAS, further analysis of PDE data shows that in 2014-15, school districts paid charter schools more than $100 million for special education services in excess of what charter schools reported spending on special education; and

WHEREAS, the costs of charter schools for school districts continue to grow significantly each year; and on a statewide basis are the most identified source of pressure on school district budgets; and

WHEREAS, the need for significant charter school funding reform is urgent; and school districts are struggling to keep up with growing charter costs and are forced to raise taxes and cut staffing, programs and services for their own students in order to pay millions of dollars to charter schools.

NOW, THEREFORE BE IT RESOLVED that the East Stroudsburg Area School District Board of Directors calls upon the General Assembly to meaningfully revise the existing flawed charter school funding systems for regular and special education to ensure that school districts and taxpayers are no longer overpaying these schools or reimbursing for costs the charter schools do not incur. We, along with the Pennsylvania School Boards Association, are advocating for substantial change.

Adopted this _____ day of _____, 2020.

Signed,

_____ _____

President Board Secretary

EAST STROUDSBURG AREA SCHOOL DISTRICT

CODE OF STUDENT CONDUCT

2020~~19~~ - 2021~~0~~

TIMBERWOLVES

CAVALIERS

EAST STROUDSBURG AREA DISTRICT

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PARENT RIGHT TO KNOW INFORMATION AS REQUIRED BY THE ELEMENTARY AND SECONDARY EDUCATION ASSISTANCE (ESEA) [SECTION 1112(E)(1)(A)] AND THE EVERY STUDENT SUCCEEDS ACT [SECTION 1112(E)(1)(A)] 78
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PART 1: GENERAL PROVISIONS AND EXPECTATIONS

Mission Statement

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

Authority for Code of Conduct

Pursuant to the Public School Code, 24 P.S. §1-101 *et seq.*, and in accordance with the regulations of the State Board of Education, 22 Pa. Code, Chapter 12,[1] and other applicable law, the Board of School Directors ("Board") of District has adopted this Code of Student Conduct ("Code") in order to ensure a more conducive and orderly educational environment for the employees and students of District and to promote the ideals of citizenship and orderly interaction in and among the District community. All rules and policies set forth herein are subject to amendment by the Board at any time.

Responsibility to Periodically Review District Website

The District maintains a website at: http://www.esasd.net. Students and parents have a responsibility to review the website periodically for additional student rules of conduct that may be adopted and posted periodically as well as updates to Board Policy. This Code is printed in "hard copy" once a year and may be supplemented by additional rules or requirements as will be posted. This Code may be found as part of the "Student" menu of the website under the heading "Student Handbooks".

All Board Policies referenced herein are applicable in their current revisions and are available on the District website. Copies may also be obtained at the Carl T. Secor Administrative Center, 50 Vine Street, East Stroudsburg, PA 18301.

Citizenship and Discipline Instruction

In order to achieve the Board's objective of an orderly and conducive educational environment through education, Administrators shall incorporate age and/or grade appropriate instruction and materials into the curriculum so that all children are taught their rights and responsibilities, particularly as they are set forth in this Code.

[1] The regulations of the State Board of Education and Department of Education can be found online at http://www.paCode.com/secure/data/022/022toc.html.

Student Requirements--Generally

Each student shall comply with the requirements and prohibitions set forth in applicable law and in this Code. Failure or refusal to comply with applicable rules will subject the student to such disciplinary measures as set forth in this Code or in applicable law.

Scope of Code

This Code and rules contained in this Code govern student conduct: (1) in school; (2) at school activities; (3) during the time spent in travel to and from school and school activities; and (4) at such other times as allowed by applicable law, including, but not limited to, conduct that may occur at home, on the internet, or at other places where the conduct affects or implicates school operations.

Rules of Interpretation and Definitions

1. This Code shall be interpreted consistent with applicable law.
2. To the extent that any portion of Code is determined by a court or administrative agency to conflict with any applicable law, the remainder of the Code shall remain in full force and effect.
3. This Code and the provisions contained in this Code shall be given an interpretation that is consistent with the Constitution and the Board does not intend to infringe upon the constitutional or legal rights of any student or other person affected by this Code or the enforcement of this Code.
4. The disciplinary rules applicable to students, teachers and support staff are mandatory. The procedural rules applicable to administrative staff, to the extent that they may exceed what is required by applicable law, are directory only, and not mandatory, as long as applicable law is complied with.
5. Nothing in this Code shall be construed as a waiver or limitation of any immunities, exemptions or privileges of the District.
6. **The discipline or disciplinary response(s) stated in this Code to apply in any given situation are the general standards that will be applied. However, the District reserves the right to deviate from the general standards in any given situation in consideration of relevant factors, mitigating circumstances, aggravating circumstances, and/or past disciplinary history of the student.**
7. Definitions. Unless the context clearly indicates otherwise, the following words when capitalized in this Code shall have the following definitions:
    a. "Administration" means the applicable School or District Administration or Administrators who have authority with respect to the particular circumstances;
    b. "Administrator" means the applicable School or District Administrator who has authority with respect to the particular circumstance;
    c. "Applicable Law" shall mean federal and state constitution, statutory, and regulatory law that is applicable to the situation;
    d. "Board" shall mean the Board of School Directors of the District;

e. "Code" means this Code of Student Conduct and any amendments adopted by the Board;
f. "Discipline" shall include any of the sanctions described in the Code or applicable law, including classroom discipline, detention, suspension, expulsion or revocation of bus privileges or other right or privilege a student may have;
g. "District" shall mean the East Stroudsburg Area District, the Board of School Directors of the District, or an authorized employee as applicable;
h. "Includes" and "Including" shall be by way of example and not limitation;
i. "Parent", ~~or,~~ "Parent(s)", or "Person in Parental Relation" shall mean the custodial biological or adoptive parent(s), noncustodial biological or adoptive parent, a legal guardian(s), or such other individual(s) or agency(ies) recognized in applicable law as having the power or authority to act in the capacity as a parent or legal guardian under the circumstances;
j. "Policy" shall mean Policy duly adopted by the Board and/or the rules set forth in this Code, as applicable;
k. "Principal" shall mean the applicable Principal, Assistant Principal, interim or acting Principal or Assistant Principal, or the designee of any of them;
l. "Superintendent" shall mean the Superintendent, acting Superintendent, interim Superintendent, substitute Superintendent, or the designee of any of them.

Non-Discrimination

The District, and its Board, Administrators, officials, agents and employees shall not discriminate based on race, color, national origin, sex, sexual orientation, disability, age, religion, marital status, financial status, ancestry or any other legally protected classification.

Students are prohibited from engaging in conduct that is prohibited under the anti-discrimination laws, including engaging in harassing, retaliatory or discriminatory conduct as outlined in Policies 103, 103.1, and 104.

PART 2: STAKEHOLDER RESPONSIBILITIES

Expectations and Responsibilities of Students

A critical goal of District educational program is to encourage maturation through the continuing development of each student's independence and responsibility. An orderly atmosphere promotes and enhances effective learning. This Code is developed to support the personal welfare of each student and to protect the common good of the entire school. No student shall interfere with the education of his/her fellow students. Students shall express their ideas and opinions in a respectful manner. As part of what the District is teaching, it is hereby stated that students have seventeen (17) core responsibilities as members of the District learning community:

1. Each student may be thought of as a representative of the District and as such is required to observe and to comply with this Code;
2. Each student is expected to demonstrate respect for all persons within the school community including teachers, other students, Administrators, staff, volunteers, visitors, guests, or others.

3. Each student is expected and required to cooperate with school staff in matters relating to health, safety, and welfare of the school community and the protection of school property.
4. Each student is expected and required to dress and groom themselves so as to meet established standards of safety and health, and so as not to cause disruption to the educational process.
5. Each student is expected and required to assume responsibility for the care of all school property and to exhibit a clear respect for personal and communal property within the school building and grounds.
6. Each student is expected and required to know and abide by school and individual classroom rules and regulations.
7. Each student is expected and required to assume that, until a rule is waived, altered or repealed, it is in full effect.
8. Each student is expected and required to assist the school staff in operating a safe school for all students enrolled therein.
9. Each student is expected and required to be aware of and comply with State and local laws.
10. Each student is expected and required to exercise proper care when using public facilities and equipment.
11. Each student is responsible for punctual, daily attendance beginning with his or her homeroom arrival and continuing through each day's scheduled classes, activities, and other school functions.
12. Each student is responsible for meeting daily work expectations of preparation, class participation, and practice through homework.
13. Each student is responsible for making all necessary arrangements for making up work when absent from school.
14. Each student is responsible for pursuing and attempting to complete satisfactorily the course of study prescribed by State and local school authorities.
15. Each student is called upon to develop and maintain a high sense of academic and personal integrity as a guide for daily and on-going decision-making.
16. Each student is responsible for avoiding inaccuracies in student newspapers or publications.
17. Each student is responsible for avoiding the use of indecent, offensive, or obscene language.

Expectations and Responsibilities of Parent(s)

The District does not generally have the power or authority over parents and nothing in this Code is intended to suggest that any student will be disciplined solely as a result of the acts or omissions of a parent. However, parent(s) are recognized as critical members of their child's educational team, and the education of students is a joint responsibility that is shared by the parents and guardians. Parent(s) have a need and a right to know of students' responsibilities, violations of those responsibilities and resulting disciplinary measures. Their reinforcement of the school's efforts to establish a strong, positive, and safe learning environment for all students is an invaluable asset. Parent(s) can have an enormous positive impact upon their child's school experience by consciously assuming three key responsibilities: initiating and maintaining an

active role, valuing and expecting responsible behavior of their child, and being an advocate for their child and his or her education.

Parent(s) are their child's models. By taking an active role in their child's education, they send a powerful message to their child and the school.

Parent(s) are their child's first teacher. Responsibility is not present at birth. It must be learned, practiced, and reinforced. Lessons in responsibility mastered at home flow directly into a child's academic, social, and personal success in school.

Parent(s) are their child's advocate and are therefore expected to support and pursue their child's best interest at home and at school. At times this can be difficult since some lessons are hard to learn. The collaborative end, united voice of home and school can do much to support healthy maturation.

Parent(s) are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.

To ensure that the best interests of each student are served in the educational process and because Parent(s) are familiar with the needs, problems, and abilities of their children, a strong program of communication and cooperation between home and school must be maintained and parental involvement encouraged. To encourage parent-school cooperation, District has implemented the following activities:

1. Parent-teacher conferences to permit two-way communication between home and school.
2. Open houses in schools of the District to provide parents the opportunity to see the school facilities, meet the faculty, and witness school programs. Each school shall hold an open house at least annually.
3. Meetings of parents and staff members to explain and discuss matters of general interest.
4. Meetings of staff members and groups of parents of students having special abilities, disabilities, needs, or problems.

Parent(s) have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students comply with, this Code, District policies and school rules and regulations and accept responsibility for in-school behavior.
2. Send students to school with proper attention to their health, personal cleanliness, and dress.
3. Maintain an active interest in the student's daily work and provide appropriate supervision for completion of assigned homework.
4. Read, sign, and return promptly all communications from school, when requested.
5. Attend conferences for the exchange of information on the student's progress in school.
6. Participate in school activities and special functions.

Expectations and Responsibilities of Teachers

It is the expectation of the District and the community that teachers exercise their professional skills in establishing and maintaining a respectful and dignified learning environment that supports the work of individuals and the work of the class as a group.

Nothing in this Code is intended to limit or reduce the power or authority of teachers to impose "classroom discipline." Teachers are required to address both academic and social discipline in their classrooms. Teachers are required to expect and require students to be prepared for class and to be active learners during class time. Teachers shall observe and carry into effect all rules, regulations, and directions contained in this Code and all rules, regulations and directions of the Superintendent in relation to instruction and discipline. Teachers must report to the appropriate Administrator the violation of any rule or requirement by any student that is not to be properly addressed through classroom discipline.

Teachers are required to institute their own disciplinary consequences for classroom infractions that are in accord with their team's or department's approach. This should be sufficient to correct the problem. However, continuous classroom misbehavior may require parent discussion or conference. If resolution to the problem is not found among the teacher, student, guidance counselor, parent, team or department, then administrative intervention may be necessary. At this level of misconduct, teachers utilize their anecdotal records of the student's infractions, records of their own attempts at correction, and the involvement of the parent(s) as information in seeking further resolution.

Teachers and other professional and support employees are responsible for the safety of students in their charge within the building and on school property. Each teacher must maintain a standard of care and concern for appropriate supervision, control, and protection of students commensurate with assigned duties and responsibilities. A teacher must provide proper instruction in the safety matters presented relevant to the activity. Each teacher has the responsibility to report accidents or safety hazards immediately to the Principal.

Teachers may not send students on any personal errands. Teachers may not transport students in a personal vehicle except where specifically and expressly permitted. Teachers shall not require a student to perform work or services that may be detrimental to the student's health or safety.

Expectations and Responsibilities of Administrators

Administrators are charged with the responsibility of managing a safe and healthy environment for the District community of learners. Administrators are required to establish high expectations for all students to reach their highest potentials, strive to reinforce each person's personal worth and dignity, and oversee implementation of the Code. Although Administrators can be said to be partners with the teachers and parents, the appropriate disposition regarding inappropriate behavior, violations, and disciplinary action rests with the Principal's or other designated or authorized Administrator, subject to the policies, rules, and regulations of District and to the student's applicable due process right to notice, hearing, and appeal. In response to certain actions or behaviors by students as set forth in this Code, Principals shall refer disciplinary action to Central Administration for further action by the Board.

PART 3: SPECIFIC RULES AND REQUIREMENTS

ALLERGIES, FOOD; GENERALLY *(Policy 210.2)*

Note: For serious or life threatening allergies, *see*, ALLERGIES, SERIOUS. For Allergies that are life threatening, the rules and Policy in the section ALLERGIES, SERIOUS applies. For other allergies, the rules in this section apply.

Any student having a food allergy will be required to have a Food Allergy Action Plan completed by his/her physician/parent and placed on file in the school nurse's office.

A list of all food allergies and food intolerances will be compiled by the school nurse for each building at the beginning of each school year, and updated as needed. Lists will be distributed to each Principal and staff in each building.

Food allergy can be defined as an allergic reaction that occurs when the immune system responds defensively to a specific food protein when ingested. **Food intolerance** can be defined as an adverse reaction to food that does not involve the immune system and therefore differs from a food allergy.

Foods brought into the school by parent(s)/students, during school hours, to be shared among students, must follow the guidelines for the designated building, must be purchased in stores, and must contain complete ingredient declaration.

All staff members, including food service personnel, custodians, and school bus drivers, will have training including symptom awareness and what to do if a reaction occurs.

School Guidelines for Food Allergy Program

Guidelines for School Staff:

1. Parent(s) of food allergy or food intolerant students will complete a Food Allergy Action Plan with their physician and will provide evidence thereof to be maintained in the student's school records.
2. Classroom staff will be informed of any students within their class that have food allergy or food intolerance.
3. Confidentiality will be maintained at all times.
4. Staff will be knowledgeable of the food allergies or food intolerance, be able to recognize symptoms, and know what to do in an emergency.
5. A suggested snack list will be sent home to each parent (Elementary School ONLY), with the emphasis that this is just a suggestion and that labels still need to be read for any ingredients that need to be avoided.
6. Avoid cross contamination. Be sure students wash their hands with soap and water after eating/handling.
7. Work with the food allergy or food intolerant student to not accept food from anyone, except a staff member. The "no trading" of food in the cafeteria Policy will be enforced.
8. Review lesson plans that involve food, making sure supplies are non-allergenic.

9. Keep information about each food-allergic or intolerant student, including the student's name, in your class roster/substitute folder so that substitute teachers will be aware.
10. Review plans for field trips and plan ahead how to handle eating situations.
11. The school nurse will work with classroom teachers to plan for field trips, instructing the teacher on emergency medication for students with food allergies.

Responsibilities of Students with Allergies:

1. Students will not trade food with others.
2. Students should not eat anything with unknown ingredients or known to contain any allergen.
3. Students should be proactive in the care and management of their food allergies or intolerances and reactions.
4. Students should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Parent Responsibility:

1. Parents will inform the school of any food allergy or intolerance.
2. Parent(s) will have a physician complete a Food Allergy Action Plan before the start of school or upon enrollment.
3. Parent(s) will provide the school with any medication needed for the treatment of an allergic reaction.
4. Parent(s) will inform the school of any changes in allergy or medications.

ALLERGIES, SERIOUS *(Policy 210.2)*

It is District Policy to provide a school environment that is reasonably safe for students, employees and others. These rules pertain to allergies that pose a significant health or safety risk to students while attending school or school sponsored events in their capacity as students. These rules do not apply to: (i) persons who are not students enrolled in the District, (ii) District students who may be attending events on District premises or in District facilities in a capacity other than as a student; or (iii) students with other medical conditions, such as asthma.

1. DEFINITIONS:

   a. "An allergy(ies) that poses a significant health or safety risk." For purposes of this Policy, these rules and any accompanying administrative regulation, the phrase "an allergy(ies) that poses a significant health or safety risk" means an allergy or allergies where exposure to nuts or other allergens will likely result in one or more of the following symptoms or conditions: (a) deterioration of consciousness; (b) difficulty breathing whether due to swelling in the throat or to asthma; (c) anaphylaxis or anaphylactic shock, from either obstruction to breathing or extremely low blood pressure; (d) swelling in the throat causing difficulty in swallowing or breathing; (e) the effects resulting from any of the foregoing; and/or (e) any other illness or

disease that is not transitory or *di minimus*. Effects of exposure to nuts or other allergens that do not fall within the definition of a serious risk of health or safety include the following when none of the foregoing symptoms or conditions are likely to occur: (a) tingling feelings; (b) itchy nettle rash; (c) hives; (d) itching; (e) or any other symptom that is transitory and will not lead to any serious adverse health condition.

b. "Anaphylaxis." Anaphylaxis means serious and rapid allergic reactions usually involving more than one part of the body which, if severe enough, can kill.

2. APPLICABILITY OF POLICY, RISK ASSESSMENT: A risk assessment shall be conducted as part of the Section 504 evaluation process to determine if this Policy and related administrative guidelines shall apply to any child with an allergy or allergies. At a minimum, the risk assessment shall consist of the following steps:

a. Allergy Identification. This is the process of determining whether exposure to an agent will likely lead to adverse health outcomes. This assessment is to be based on a consideration of relevant evidence as may be considered by the District or offered by the parents. Ordinarily, it will require adequate medical documentation from a treating physician, or a physician retained by the District, or any other expert with appropriate qualifications.

b. Assessment of Likely Adverse Health Outcomes. This is the process of determining the nature of the reaction to exposure to the allergen. Ordinarily, it will require adequate medical documentation from a treating physician, or a physician retained by the District, or any other expert with appropriate qualifications.

3. DUTIES AND RESPONSIBILITIES

a) The Superintendent shall take such action as is reasonably prudent to ensure a reasonably safe school environment and compliance with applicable law. These actions shall include the promulgation, adoption and enforcement of administrative guidelines or protocols that include, at a minimum, the following:

1) Training of staff;
2) Education of staff on the prevention of serious allergic episodes;
3) Procedures for emergencies;
4) Procedures to minimize the potential for serious allergic reactions;
5) Communication with affected students and their families;
6) Promotion of public awareness;
7) Identifying students who have allergies that pose a significant risk to the health or life of the student; and
8) Conformity to applicable law, including Section 504, the ADA, and Chapter 15 of regulations of the State Board of Education.

b) Compliance with Law. The terms and conditions applicable to a student's right or privilege to carry medication and/or self-administer emergency medication, (Including Asthma Inhalers and Epinephrine Auto-Injectors) and

the conditions, if any, under which a child may lose such rights or privileges, shall be set forth in the Section 504 Service Agreement.

The District is not responsible for training outside organizations that use District facilities. The District accepts no responsibility for any harm caused by allergic incidents that occur on school property to people engaged in activities conducted by outside organizations, including incidents that may happen in spaces designated as allergen free.

ASSEMBLIES AND SHOWS

Students' behavior during assemblies shall be respectful, refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students are expected to enter in a quiet, orderly manner, and to keep conversation to a minimum. Immediate attention must be given to the person(s) in charge. Students and teachers are assigned seats in assemblies. Seating for assemblies will be supervised by the teachers and/or Administrators.

Assembly is a place for students to practice courtesy. Hand clapping is a way of showing appreciation. Unacceptable conduct may include but is not limited to whistling, uncalled for clapping, boisterousness, shouting, and talking during a program. Students removed during an assembly for conduct reasons may face disciplinary action and may be barred from future assembly programs.

All students must attend assemblies as assigned or scheduled, unless excused by the Principal or his/her designee. Students who fail to report to assemblies will be considered as "cutting class" and will receive appropriate disciplinary action.

Upon being called to an assembly program via the intercom, students should proceed to the auditorium/ gymnasium directly without stopping elsewhere. Upon entering the auditorium, the students should proceed to the front row and fill each row completely. They will be assisted by faculty monitors, who will insure that all seats in each row are occupied.

ATTENDANCE *(Policy 204)*

School-aged pupils enrolled in District's schools must attend school regularly in accordance with applicable law. The educational program offered by District is generally predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. Students are to be in attendance during the days and hours in which school is in session, except when the student is excused for temporary absences in accordance with these rules and as outlined in Policy 204.

Students involved in extracurricular activities or athletics MUST be in attendance by 10:30 a.m. on the day of a scheduled activity or athletic contest and remain in attendance until dismissal in order to participate, unless excused for any lawful reason other than illness. No student may participate in interscholastic athletics that has not been in attendance on the day of the athletic

event or practice. If additional rules are imposed by governing authorities, such as the Pennsylvania Interscholastic Athletic Association, those rules as applicable will be enforced.

Excused absences, tardiness, and early dismissals are for clearly established legitimate reasons only. The District considers the following urgent reasons to constitute reasonable cause for excusal from school attendance:

1. Illness of student, including when a student is dismissed by designated District staff during school hours for health-related reasons.
2. Quarantine of student.
3. Recovery from accident by student.
4. Required court attendance of student.
5. Death in the student's family, limited to five (5) days per occurrence.
6. Impassable/hazardous roads.
7. Weather so inclement as to endanger the health of the student.
8. Excused pursuant to a farm or domestic service emergency permit.
9. To receive professional health care or therapy services rendered by licensed practitioners of the healing arts in any state, commonwealth, or territory of the United States of America.
10. Pre-approved educational trips or tours in accordance with Policy 204.2.
11. Pre-approved college visits, for students in Grade 11 and 12, limited to five (5) days per year, upon receipt of satisfactory evidence of such visit.
12. Suspensions from school.
13. All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused when requested. (Please refer to Policy 204-Attachment – Religious Holidays – for a list of Board-approved holidays.) No student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test or any other schoolwork given on that day.
14. Participation in school sponsored activities.
15. The Board of Education shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.
16. Exceptionally urgent reasons such as affect the student, but which ordinarily would not include work at home.

The following students may be **temporarily** excused from the requirements of attendance at District schools:

1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:

    a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.

c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

3. School age ~~children~~students unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Unexcused/Unlawful Absences, Tardiness and Early Dismissals: Types of unacceptable reasons for an absence include, but are not limited to: absent through parental neglect, babysitting, missing the bus, loss of school bus riding privilege, running errands, appointments that are not of a health care or legal nature, oversleeping/fatigue, hunting, fishing, attendance at games (unless it is a school sponsored activity), working, family or educational trips not approved in advance, visiting, car trouble, taking a driver's test, shopping, truancy, or any reason not listed as an "excused absence".

Required Documentation upon Return to School: A written excuse for each absence of their child must be submitted by parent(s) within three (3) days of the absence or the child's return to school. Failure to provide such a written excuse may result in the absence being permanently recorded as unexcused/unlawful. Whenever a pupil is absent from school, the parent(s) is/are required to send a written excuse to the school containing the following: (1) student's first and last name; (2) date of absence; (3) reason for absence; and (4) signature of parent. Students violating this policy shall be subject to disciplinary consequences as outlined in this Code of Student Conduct and parents/students may be further subject to any penalties by law. In the case of a medical appointment, written confirmation of the student's visit to the medical facility should be submitted upon his or her return to school.

Employment-related Absences: Student absences due to employment are subject to the rules governing such absence as prescribed by the Child Labor Laws and the Pennsylvania Department of Education. In order for an eligible student to be released from attending school for reasons of full-time employment, he/she must show proof of having acquired a job of not less than thirty-five (35) hours per week.

Early Dismissal: Students should submit a written notice to the office during morning homeroom to receive a pass for the dismissal. Any child who is excused early from a regular school day must be picked up at least 30 minutes prior to the regularly scheduled dismissal time.

Students may not leave the school before dismissal time unless the School Administration has received a written parental/guardian request they be allowed to do so. The request must include the student's name, date, time, reason for request, parental/guardian signature, and a telephone number at which the parent can be reached. In case of an elementary student, the request will be honored only if the parent and/or parent's/guardian's designee comes to the school to pick up the child at the requested time of release. No student may be released on the basis of an invalidated telephone call. Children of divorced or estranged parents may be released from school only with the permission of the parent and/or person who has legal custody or de facto custody of the student. Such permission, which should always be in writing, should be addressed to the school

Principal, not to an individual teacher. If there is a dispute concerning which parent or parent's/guardian's designee has custody of the student, the Superintendent should be contacted, but if he/she is unavailable, then the District's solicitor may be contacted.

Making Up Work: Students are responsible for making up work missed due to absences or early dismissals within the time required, whether the absence is excused, unexcused, unlawful, or undocumented.

Parental Documentation: A maximum of ten (10) cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days shall require an excuse from a licensed practitioner of the healing arts. After ten (10) consecutive missed days, students may be dropped from the rolls, unless circumstances compel otherwise.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Enforcement of Compulsory Attendance Requirements~~Truancy~~: When a student has accumulated 3 or more days of unexcused or illegal absences, notice shall be sent in the mode and language of communication preferred by the person in parental relation and be sent within ten (10) school days of the student's third unexcused absence. If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, District staff shall offer a School Attendance Improvement Conference.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate District staff.

When a student continues to be habitually truant, District staff shall refer the student to the local children and youth agency and file a citation in the office of the appropriate District Magisterial Justice against the person in parental relation who resides in the same household as the student. Whenever a student has been unlawfully absent to the extent that his/her parent(s) have received a letter of notification of three (3) unlawful absences and been unlawfully absent for any additional day or more, including those minutes of unlawful tardiness that, when added, make up a school day, the parent may be prosecuted for non-compliance with the compulsory attendance laws of the state. If the absence continues, a new citation shall be issued in accordance with the specific provisions of law.

"Runaway Child:" When a "runaway child" of compulsory school age has been absent from school for three (3) days, the first offense unlawful absence notice shall be served on the parent. If it is apparent that the parent has made every effort possible to locate the whereabouts of such child and return him/her to school, no further action need be taken. The student, however, should be kept on the active roll and marked unlawfully absent until such time as he/she returns or legal requirements are satisfied. If it is believed that the parent(s) knows where the child is, and is making no effort to locate him/her, proceedings shall be entered against them, as provided in the Public School Code. Ten (10) days after the police have been notified of the absence by the parent or the District, the child shall be taken off the rolls.

Additional Requirements for Attendance:

Tardiness: Students are expected to be in school at the regularly scheduled times. Students who are late to school must report directly to the designated sign-in location. It is the student's responsibility to collect and complete all academic work unfinished due to tardiness. Excessive tardiness may result in a lack of academic progress and could result in disciplinary action.

Students are expected to report to class in a timely manner. If a student has been detained in the office or by a teacher, the student must obtain a pass from the person who detained them before going to the next class, or the student will be marked as late.

AUDIO/VIDEO RECORDING ON SCHOOL PROPERTY AND SCHOOL DISTRICT BUSES/VEHICLES *(Policy 826)*

The Board of Education has determined that the use of audio and/or video surveillance can help to discourage misconduct, assist in the maintenance of safety and order on School Property, School District-owned, operated, or contracted School Buses and School Vehicles and aid in the identification, apprehension and possible prosecution or punishment of persons violating applicable laws and School District rules, regulations and policies.

Therefore, as an exception to Pennsylvania's Wiretapping and Electronic Surveillance Act, the School District is authorized by Board Policy 826, to intercept oral communications for disciplinary or security purposes, or both, on a School Bus or a School Vehicle, without prior court approval.

BUS RULES AND REGULATIONS

Students shall NOT be permitted to ride school buses other than the bus or buses assigned. Students identified as "walkers" will NOT be permitted to ride the school buses to and/or from the assigned "home" school. Changing of buses will be permitted only for urgent reasons such as medical and family emergencies, and requests for change must be submitted to the Principal. Changes of buses will only be permitted under the following circumstances:

1. A parent changes residence during the school term; however, remains within the area of their zoned school (includes court-ordered dual custody situations);

2. A student was mistakenly assigned to an incorrect bus or buses at the start of the school term;
3. A parent changes daycare providers;
4. A student is reassigned to a new school because of the required educational program; or
5. An emergency develops relating to the family of the student where no one would be at the residence to send the student to school or to receive the student at the end of the school day and there are no other parent arrangements that can be made for safe transportation other than by school bus. (An "emergency" is defined as death in the family or unanticipated medical condition.)

The District reserves the right to modify student bus assignments, bus routes and pickup/drop off times.

Kindergarten Students—The District requires a parent to be present at the bus stop when Kindergarten students disembark their school bus. If a substitute parent (parent proxy) or sibling is authorized to pick up a Kindergarten student from the bus, Form 810P must be completed in advance and provided to the school bus driver. The driver will provide a copy to the school that your child attends. Any parent proxy must be 18 years of age; or a sibling, at least 12 years of age. Students will not be discharged to unauthorized persons. Valid photo ID may be required. If the parent and/or parent proxy is not at the bus stop, the child will be returned to the school where he/she will wait for a parent/proxy to pick him/her up.

This Policy has been developed and will be used to gain a consistent level of operation from one school to another within the District; to help insure the safety of all students assigned to the various schools within the District; and to have a more accurate method for identifying the location of students during the times of school bus transportation.

All students of the District share in the responsibility to provide a safe, efficient, and wholesome atmosphere on District buses. Students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students shall cooperate fully with the bus drivers and the instructions and directives of the bus driver. The following rules apply to all students riding school buses:

1. Arrive at the assigned bus stop ten (10) minutes before scheduled pick-up times. Parents are responsible for their child/children meeting the bus schedule and their safety to and from pick-up points. Parents/ Guardians are responsible for their child's conduct at the bus stop both before and after school. The bus will not wait for those students who are regularly tardy or who wait for the bus inside their homes.
2. Ride only on your assigned bus and board and depart only from your assigned bus stop, unless the District has approved a change.
3. Sit in assigned seats that are designated by the bus driver and obey the driver's seating instructions.
4. Remain in your seat while the bus is in motion. Heads, hands, and feet must be kept inside the windows at all times.
5. Speak in a normal tone of voice while on the bus. No shouting.
6. Do not fight, push, or trip at any time on the bus.
7. Do not throw or project paper, water, or other objects on the bus or from the bus at any time.

8. The same discipline rules applied in school apply on the bus. In other words, any conduct prohibited or any act or conduct required by this Code of Student Conduct in school is prohibited or required on the buses and vehicles of the School District.
9. A "no eating and drinking" Policy will be followed on all buses.
10. No objects that would block the aisles or emergency door exits are allowed on the bus. No items can be placed in the driver's compartment, doorway or aisle of the bus, or under seats. These areas must be kept clear to exit in case of emergencies.
11. Large musical instruments or school projects are not permitted on the bus unless they can be held on the student's lap.
12. Seatbelts must be worn at all times on those buses or school vehicles fitted with seatbelts.

SCHOOL BUS RIDERSHIP IS A PRIVILEGE AND NOT A RIGHT. Misconduct by bus passengers will result in having transportation privileges suspended. District reserves the right to suspend disruptive students from bus transportation, and students who misbehave may be denied the privilege of riding the bus, in which case parent(s) must make alternate arrangements to transport their children to school. Students may also be disciplined for poor conduct while riding the bus. SUSPENSION FROM THE BUS IS NOT AN EXCUSE FOR BEING ABSENT FROM SCHOOL, unless the infraction is of a serious nature, in which case a school suspension may be assigned in addition to the bus riding suspension. Parent will be held liable for any damages or destruction caused by their child to any property of another student or any part of the bus.

DISCIPLINE INFRACTIONS OCCURRING ON A SCHOOL BUS MAY RESULT IN A LOSS OF RIDING PRIVILEGE, AS SET FORTH IN POLICY 810.

The Principal is authorized to move directly to any offense when a criminal offense occurs such as assault, drug-related offenses, destruction of public property, possession of weapons, and similar acts. In this instance, the student will be disciplined in accordance with the decision of the Superintendent of schools.

Attention Monroe Career and Technical Institute (MCTI) students: The shuttle buses to the MCTI leave promptly at the same time each day. It is each student's responsibility to be on the bus on time. **Any student who misses the bus to the MCTI must report directly to the main office**. Anyone missing the bus and not reporting to the main office may be suspended from school and/or reported to the MCTI for truancy.

COMPUTER AND INTERNET USE AND PROHIBITIONS *(Policies 815, 815AR1, 815AR2, 815AR3, 815.1, 816, 816.1)*

ACCEPTABLE USE POLICY

STUDENT CODE OF CONDUCT STATEMENT

The East Stroudsburg Area School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, Information, and Technology Policy, # 815, ("Acceptable Use Policy") accompanying Administrative Regulations #815-AR ("Administrative Regulation"), #815-AR-2 Student Laptop Use and Security Procedures, #815-AR-3 IPad Use

and Security Procedures, Website Policy 815.1, Social Media Policy, #816, and 816.1 Cloud Computing include important requirements for you to know as you use the Internet, computers, networks, electronic systems, software, information, and technology devices. The requirements are in effect any time *School District resources* are used, whether on School District property or elsewhere, including without limitation, when using mobile-commuting equipment, telecommunication facilities (in protected and unprotected areas or environments), at home, or through another Internet Service Provider, and if relevant, when you use *your own or another entity's or person's resources*, including without limitation, computers, electronic communication devices, networks, systems, servers, and media.

The Acceptable Use Policy, Administrative Regulations and Social Media Policy are always available in an electronic format on the School District's web site at ***www.esasd.net*** (under "Policies"), provided in paper format in the School District's Policy Manual and Administrative Regulation Manual and a copy of the Acceptable Use Policy, Administrative Regulations and Social Media Policy will have been given to you. **THE ACCEPTABLE USE POLICY, ADMINISTRATIVE REGULATIONS AND SOCIAL MEDIA POLICY ARE FULLY INCORPORATED INTO THIS STUDENT HANDBOOK AS IF THEY WERE STATED HEREIN THEIR ENTIRETY.**

Someone from the School District will have reviewed the Acceptable Use Policy, Administrative Regulations and Social Media Policy with you and you will have been given the opportunity to obtain information from the School District and from your parent(s) about anything that you do not understand. If you have any further questions it is your responsibility to access the Acceptable Use Policy, Administrative Regulations and Social Media Policy, and/or ask your teacher and/or, school librarian and/or, and/or your parents.

You must sign an Acknowledgement and Consent Form stating that you received, read, understand and will comply with the Acceptable Use Policy, Administrative Regulations and Social Media Policy. If you violate the Acceptable Use Policy, Administrative Regulation and/or Social Media Policy you will be subject to the consequences provided in the Acceptable Use Policy, Administrative Regulations and Social Media Policy, the additional School District policies, including the School District's Discipline Policy and Code of Student Conduct. Additionally, the School District will cooperate with Internet Service Providers, local, state, and federal officials to the extent required by law.

If for any reason you do not receive a copy of the Acceptable Use Policy, the accompanying Administrative Regulations, Social Media Policy and/or the Acknowledgement and Consent Form it is your responsibility to ask your teacher and/or school building Principal for a copy.

CONFIDENTIAL COMMUNICATIONS OF STUDENTS *(Policy 207)*

Some oral or written communications between students and school personnel are confidential, subject to lawful exceptions. School personnel must comply with all federal and state laws, regulations and Board Policy concerning confidential communications of students. Information that is expressed as confidential or received in confidence by a staff member from a student may be revealed to or by the Principal, the student's parent, or other appropriate authority, including

law enforcement personnel, when the health, welfare or safety of the student or other persons is clearly in jeopardy.

COPYRIGHT *(Policy 814)*

Students shall not violate copyright or engage in conduct that violates copyright rules.

DANCES AND SOCIAL EVENTS *(Policy 231)*

The value of student social events in enhancing and enriching the school experience for students is recognized. Permission to hold dances and other social events must be secured from the Principal's office in advance of the date scheduled for the event where school facilities and/or staff must be provided. For social events which take place outside school facilities, approval is required by the Board upon the recommendation of the Superintendent.

As voluntary participants in school social events, students shall be held responsible for compliance with District policies and rules, and infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program. Participation in school social events is not a right and may be denied to any students who have demonstrated disregard for the policies and rules of District, or who have not been in attendance on the day of the event.

Dances– Regulations and rules of conduct pertaining to school dances are the same as the regulations and rules of conduct regarding any school activity with the following additions:

1. Students absent from school may not attend a dance scheduled on the same day of their absence unless permission is granted by the Principal. Students externally suspended from school are prohibited from attending dances.
2. At all times, there must be adequate lighting during the course of the dance.
3. Adequate supervision will be assigned as per administration.
4. Dances are closed to the general public. Only students currently enrolled in the school sponsoring the dance will be admitted to that dance. Students may be required to present identification. No outside guests will be permitted, with the exception of the Prom. Pupils in grades K through 8 will generally not be permitted to attend dances or parties at the High School level. Exceptions may be made through the Principal's office in advance. If a student wishes to bring a guest from outside the student body or an alumnus, the student must obtain a guest pass in advance from the High School office after purchasing a ticket for the guest, and the names of the guest and the sponsoring student must appear on the guest pass.
5. Only those purchasing tickets will be admitted. Submittal of permission slips and associated activity fees must meet all deadlines to allow for proper planning.
6. The organization sponsoring the dance shall ensure that all equipment, scenery, etc. is removed immediately following the dance so there is no interference with the normal school day or other activities requiring the use of the area in which the dance was held.
7. Classes or clubs and their sponsors will be held responsible for property damage, return of property borrowed, and for the general conduct of the dance or party.

8. For all school-sponsored dances (on or off the school premises) and parties, once people have entered the building for the dance, they may not be allowed to leave the building and re-enter.
9. No student or guest will be permitted to enter a dance after one-half of the time elapsed.
10. Students attending the dance are not permitted to wander around the building.
11. Dances will not be scheduled during weeknights when school will be in session on the following day.
12. Dances will not be scheduled during times that school is in recess as per the school calendar.
13. An appropriate Dress Code may be established for the event by the faculty advisor of the sponsoring group or class in cooperation with the Principal.
14. Glow-lites are not permitted at any school-sponsored dances.

DRESS AND GROOMING *(Policy 221)*

The Board recognizes the right of every student to freedom of expression both in speech and the wearing of apparel as guaranteed by the U.S. Constitution and the U.S. Supreme Court.

The Board also recognizes its paramount obligation to provide for the health, safety, and welfare of the students who attend its schools.

The Board further recognizes its responsibility to maintain a positive learning environment in the schools under its jurisdiction and to minimize the opportunity for student distraction and/or disruption.

In accordance with Policy 221 Dress and Grooming, the Board believes that the Dress & Grooming policy will address the issues related to the health, safety, and welfare of the students attending its schools and will further aid in the maintenance of a positive learning environment and promote school pride and school spirit.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education classes, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The Board authorizes and directs the school principal or designee to monitor student dress and grooming, and to enforce Board Policy and school rules regarding student dress and/or grooming. Please consult Policy 221 for specific guidelines with regard to student dress and grooming.

At no time shall students dress or groom themselves in a manner which could:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement.

The Superintendent shall develop procedures to implement this policy, which designates the building principal to monitor student dress in his/her building to ensure this Policy is enforced.

POLICY 221 DRESS AND GROOMING IS CURRENTLY UNDER REVIEW. PLEASE REFER TO THE DISTRICT WEBSITE FOR THE LATEST CHANGES AND SPECIFIC GUIDELINES.

DRIVING AND PARKING *(Policy 223)*

Students in 11th and 12th grade who are licensed drivers may apply for a parking permit from the School Police to drive onto school grounds and park in designated areas. Motor vehicles must be registered, inspected and insured in order to receive a parking permit. The student parking permit fee is $10 per vehicle.

The use of mini-bikes, dirt bikes, skateboards, rollerblades, snowmobiles and other unregistered motor vehicles are prohibited on school property.

The District is not responsible for privately-owned motor vehicles or bicycles which are lost, stolen or damaged and for theft or vandalism of their contents.

The privilege of student driving will be extended to students on a first-come, first-served basis, beginning with seniors. The high school Registration of a Motor Vehicle Form must be completed, including required information. All students must present a valid driver's license, state vehicle registration card and insurance card at the time of registration, along with the make, model and license plate number of the car.

Students who fail to display a valid permit are subject to applicable disciplinary consequences including a documented verbal warning for the first offense and a $5 per-day school issued District parking summons for each additional offense. Permits will not be issued to students who have outstanding fines or obligations.

All students parking on school property shall adhere to the following rules and regulations, and failure to do so may result in revocation of parking privileges and/or other discipline:

1. Parking permits may not be shared and are not transferable.
2. Parking tags must be displayed on the lower right-side windshield of the vehicle.
3. All vehicles driven to school by students must be parked in the designated parking/space lot unless otherwise directed by Administration. Parking is permitted only in spaces provided.
4. Students who park on the school's property not designated for student parking are subject to the Trespass Laws of the State of Pennsylvania and possible disciplinary consequences, which could include the vehicle being towed at the owner's expense.
5. Cars are not to be moved during the school day unless permission is obtained from an Administrator.

6. Students are expected to report to school on time. Any student driver who is chronically tardy, absent, or cutting classes may have their driving privilege revoked.
7. Any indication of unsafe, reckless or discourteous driving may result in suspension and/or revocation of driving privileges.
8. Speed limits as posted and other driving laws of the State of Pennsylvania are in effect.
9. Sitting in cars is not permitted during school hours for any reason. Students must exit vehicles, lock their vehicles, and enter the building upon arrival at school.
10. Student must report lost or stolen permits as soon as possible to School Police.
11. Parking off school property, illegally, may result in actions taken by private property owners and/or possible citation or arrest for violation of PA Motor Vehicle Code.

Proper use and operation of a motor vehicle is a serious responsibility. Any violation of applicable rules may result in the loss of the parking permit without refund and possible prosecution for violations of the PA Motor Vehicle Code.

ELECTRONIC COMMUNICATION DEVICES *(Policy 237)*

The Board prohibits Electronic Communication Devices and Personal Electronic Communication Devices from being visible, used, or turned on by students during the school day in School District buildings, on School District property, on school buses and while students are attending School-District-sponsored activities during regular school hours. Electronic Communication Devices and Personal Electronic Devices must be turned off upon entering any School District building and remain off until the student leaves the School District building, and for numerous reasons the Electronic Communications Devices must remain off during a school evacuation due to safety and security of all individuals.

However, appropriate student use of *School District-owned Electronic Communications Devices* may be permitted when the educational, safety, emergency, medical, or security use of the device is approved by the building principal (or designee), or the student's Individuals Education Program (IEP) is approved by the IEP team. School District-owned Electronic Communication Devices are also subject to the School District's Acceptable Use Policy #815.

Personal Electronic Communication Devices must not be visible, used or turned on during the school day unless prior permission has been granted by the building principal (or designee) for educational, safety, emergency, medical, or security use and the student is supervised by a School District professional. Connection to the internet by way of anything other than the School District's network is a violation of this Policy and the School District's Acceptable Use Policy. Personal Electronic Communication Devices, where relevant, are also subject to the School District's Acceptable Use Policy #815.

See also, **Medication Section**.

FINANCIAL RESPONSIBILITY AND LIABILITY

Students and parents shall be responsible for the financial losses or damage caused by their acts or omissions in accordance with applicable law.

FINES AND OBLIGATIONS *(Policy 224)*

Fines may be levied on students and/or their parents as needed to cover the cost of a student's excessive use of or physical damage to District real or personal property or loss of District property. Obligations are any debt owed to the school by a student for any reason, including but not limited to, unpaid cafeteria charges or fees, library fines, parking fines, lost or damaged textbooks, Chromebooks, and/or athletic equipment. Fines and obligations incurred by students shall be paid in a timely manner. Unpaid fines or obligations may result in exclusion from participation in school activities, including High School graduation ceremonies. All overdue fines and obligations will be referred to the District Magistrate.

FIRE DRILLS – EMERGENCY EVACUATION *(Policy 805)*

Student Rules of Conduct: In consideration of the foregoing, the following rules of conduct and behavior are imposed in addition to all of the rules that are applicable in school:

1. Students must follow directions of the Principal, teacher or other adult in charge.
2. Students must remain silent, unless complying with the directions of an adult.
3. Students shall evacuate the building as directed.
4. Students shall not return to the building until directed to do so.
5. Students must be in the proper area.

FLAG SALUTE, PLEDGE OF ALLEGIANCE AND OPENING EXERCISES

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. Opening exercises may also include a brief period of silent prayer or meditation, a period of silence, appropriate music and/or prose or poetry. Silent prayer or meditation shall not be conducted as a religious service or exercise.

FREE AND REDUCED PRICED SCHOOL MEALS

Free/reduced priced school meals are available to students from households that meet Federal Income Guidelines. Applications are available on the School District website, are sent home with students at the start of every school year and are provided upon registration.

FUNDRAISING *(Policy 229)*

For purposes of these rules, fundraising is any event designed or intended to generate revenue. Student fundraising is the solicitation and collection of money by students for an expressly

authorized school-sponsored or student activity, and shall include the collection of money by students for donations to charitable organizations or in exchange for tickets, advertising or any other goods or services. Collection of money by approved school organizations may be permitted by the Principal. Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent and/or designee. Fundraising activities must have the prior approval of the Superintendent and/or designee. The Superintendent and/or designee shall consider the merits of each application and base approval or rejection on these merits. The Superintendent and/or designee may refuse to approve the type of fundraising or the items to be sold, may require contact to be made with a representative of the firm or manufacturer of the items to be sold, and/or may require additional financial documentation to be submitted.

Fundraising Procedure:

1. All students must have signed parent permission forms to engage in solicitation. Students in grades K-5 must have signed parent permission forms prior to beginning any fundraising activity including assembly presentations.
2. The application form of this Policy must be completed and provided to the school Principal at least thirty (30) days prior to the initiation of any requested fundraising activity.
3. The Principal shall approve or deny each application no later than 1 week prior to the beginning of the proposed activity

No student may collect money in school, on school property or at any school-sponsored event for his/her personal benefit or for a fundraiser not sponsored by the District or the school. Door-to-door fundraisers may not be used by any student organization or group. Fundraisers shall not interfere with the educational program of the District.

School groups that involve students in fundraising activities shall review appropriate safety considerations with fundraiser participants prior to the activity. There shall be a minimum of two (2) adult chaperones, in a ratio of at least one (1) chaperone for every ten (10) students participating in a fundraising activity, for that activity to be approved.

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

HALL PASSES

To maintain the best possible atmosphere in the school, unnecessary hall traffic must be kept to an absolute minimum. If students need to be in the hallway during class time, they must secure a pass from a classroom teacher or Principal. Students using a hall pass should report directly to the destination written on the pass. When traveling in the hallway during class time, students should expect teachers and/or Administrators to ask to see the pass.

Intermediate/High School

For lavatory use when class is in session, students must secure a hall pass from their teacher and sign out/in on the designated form. For all other errands when class is in session, students must secure a hall pass from their teacher and sign out/in on the designated form. No hall passes ~~may~~will be issued during the first and last twenty minutes ~~of block one and the last twenty minutes of block four~~of the school day except for extreme emergencies. There will be no group passes. Each individual student must carry his/her own pass. Abuse of hall passes will result in the student receiving a disciplinary consequence.

ID CARDS *(Policy 221)*

Each student shall be provided with an identification (ID) card on an annual basis. This card shall be on one's person at all times and shall be produced when requested by District staff upon entrance into school activities or at any time when a student's identity is in question. The card remains the property of the school, must not be defaced and must be surrendered, upon request, to any staff member.

An ID card may be required for the following:

- Admittance to school events (dances, athletics, etc.)
- Admittance to the library and checkout of materials
- Food Services
- Lavatory use
- Bus admittance
- Senior Release
- As specifically directed by a District official

INTERSCHOLASTIC ATHLETIC PROGRAM REQUIREMENTS *(Policy 123)*

The District recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all District students and as a conduit for community involvement. For purposes of this Policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games, or events involving individual students or teams of students when such events occur between schools within the District or outside this District. It shall be the Policy of the District to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations. The District shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this District, properly safeguard both players and spectators and are kept free from hazardous conditions. The District shall provide an **Athletic Handbook** that outlines expectations and guidelines to be followed and enforced as an extension of the *Code of Student Conduct*. **Participation in athletics is a privilege, not a right.**

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	Unified Track & Field
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		Track & Field, Girls'

GUIDELINES FOR ATHLETICS

The East Stroudsburg Area School District has adopted the eligibility standards as set in the ESASD Athletic Handbook in addition to those set by the Constitution of the Pennsylvania Interscholastic Athletic Association (PIAA). The District directs that no student-athlete may participate in interscholastic athletics that has not:

- Met 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.

Rules at Athletic Events

As members of the Eastern Pennsylvania Conference (EPC), ESASD is firmly committed to the belief that athletic competition is a vital part of our educational program. The East Stroudsburg Area School District expects its spectators to exhibit only the highest standards of sportsmanship.

1. BOOKBAGS MAY BE SUBJECT TO SEARCH AT ATHLETIC EVENTS.
2. No alcoholic beverages or use thereof are permitted at any athletic contests.
3. Players, coaches, and spectators are asked to refrain from use of foul, abusive, and/or abrasive language.
4. The throwing of objects onto the playing area is strictly prohibited.
5. Anyone intoxicated or exhibiting behavior unbecoming a sports fan will be ejected from the playing area.
6. Anyone who is ejected from the gym/playing area due to lack of compliance with any of these rules will not be granted a refund and may be subject to police investigation.
7. It is expected that all spectators will extend every possible courtesy to both teams competing by exhibiting good sportsmanship throughout the contest.
8. Home and visiting spectators are asked to remain in designated areas.
9. All spectators are to keep off the playing ~~area~~surface or competition area ~~at all times~~either before, during, or after an event. Failure to comply will result in immediate removal from the event 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.
10. No one will be allowed to leave the school building/stadium and return once a varsity contest begins without permission.
11. Any kind of food and beverages must be consumed in designated areas.
12. As per P.I.A.A. guidelines, noisemakers and signs are not allowed in a gym during any athletic contest.
13. At any time that it becomes necessary due to lack of compliance with these rules by a large number of fans, the playing area will be cleared of spectators (without refund of admission price), and the contest will be concluded in closed session.

LOCKERS

Each student may be assigned a locker where available. Each student at the secondary level will be assigned a hall locker and combination lock. Students are permitted to access their lockers at times designated by their school or teacher. Student lockers are equipped with a combination lock for security. Locker combinations will not be given out to anyone other than the person to whom the locker is assigned. Students must present their ID when requesting information about their assigned locker.

ALL LOCKERS ARE AND SHALL REMAIN THE PROPERTY OF DISTRICT, AND DISTRICT RETAINS POSSESSORY CONTROL. AS SUCH, STUDENTS SHALL HAVE NO EXPECTATION OF PRIVACY REGARDING THEIR LOCKERS OR THE CONTENTS OF THEIR LOCKERS. THE ADMINISTRATION HAS THE RIGHT TO SEARCH LOCKERS AND THE CONTENTS OF LOCKERS AT ANY TIME. LOCKERS ARE SUBJECT TO GENERAL AND RANDOM SEARCHES BY AUTHORIZED SCHOOL PERSONNEL WITH OR WITHOUT THE ASSISTANCE OF POLICE PERSONNEL AND/OR A DRUG DETECTION DOG.

Students are to keep their assigned lockers closed and locked against incursion by other students. No student may use a locker as a depository for a substance or object which is prohibited by law or District regulations, or which constitutes a threat to the health, safety, welfare of the occupants of the school building or the building itself.

Students are discouraged from storing items of value in lockers due to the potential for theft and vandalism. The school is not responsible for stolen items; students should refrain from leaving valuable items unattended in their locker and keep their lockers locked at all times.

Students are responsible for maintaining the condition of the locker issued to them and for reporting any problems to the office immediately. Students are encouraged to keep their assigned lockers clean and orderly. Students will be assessed appropriately for repair or replacement for acts of vandalism, graffiti, or other damage.

If a lock needs to be replaced, students must purchase a school lock in the amount of $10 at the Main Office. Only school-issued locks are permitted on assigned lockers, except in locker rooms where lockers are provided for short-term use. Personal locks will be removed from any assigned lockers.

LUNCH/BREAKFAST PROGRAM – CAFETERIA RULES

The following rules apply in the cafeteria:

1. Report to assigned lunch period on time unless in possession of a signed pass. Failure to do so will be dealt with as a class cut.
2. Remain in the cafeteria. Students are not permitted to eat outside of the school building or in any other area of the building without teacher or Principal permission.
3. When directed, line up inside the cafeteria for the food services lines.

4. Do not cut in line. Students observed "cutting the line" will be sent immediately to the rear of the line. Under no circumstances will any student, or group of students, be given preferential treatment unless an emergency situation exists, and it is permitted by Building Administration.
5. After the completion of the meal, and when directed, place trays in the designated areas. Discard trash in the proper receptacles.

Students who do not obey cafeteria rules will be issued consequences or may be prohibited from eating with their peers in the cafeteria. In all matters regarding the conduct during the cafeteria lunch hours, the Principal may be consulted.

Students returning to class from the cafeteria are expected to be on time to class. Students are NOT allowed to purchase or deliver lunches to the teachers. Students may NOT have outside food delivered to the school. Students are not allowed to bring glass bottles into the school building.

Students are given a Personal Identification Number (P.I.N.) number to access their accounts in the Point of Sale (POS) System, which is used to purchase a school meal. Parents may deposit money in their child's account regardless of the child's status: free, reduced, or full pay. Cash or personal checks are accepted before classes in the morning or before the first lunch period. Monies will be accepted in the lunch line during the serving times. Printed envelopes are available for your convenience and to insure monies are being credited to the student's account for lunch or a la carte items.

East Stroudsburg's Cafeteria also offers an internet based service called MySchoolBucks. This service is a website where you can pay for breakfast, lunch, and snack items using your Visa, MasterCard, Discover or American Express. Participation in this service is voluntary; you may enroll at any time.

There is a fee charged by MySchoolBucks. This website fee covers all costs involved with this service, such as website maintenance, personnel, support, processing, electronically transferring payments to school bank accounts and infrastructure costs.

Information for enrolling in this program is available on the district website under the Departments>Food Services tab.

MEDICATION *(Policy 210)*

The administration of prescribed medication to a student during school hours in accordance with the direction of a person in parental relation and ~~family physician~~licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student and/or the student would not be able to attend school if the medicine were not available during school hours.

~~If~~Whenever possible, ~~medications should not be given during school hours~~ medications should be administered at home, either before or after school hours. Every effort should be made by the

person in parental relation and their ~~physician~~licensed prescriber to schedule the administering of medication, whenever possible, at times during which the student is not in school; thus eliminating disruption to the student's school day and maximizing his/her participation in the learning process.

~~In those instances where medication must be administered during school hours, the following rules will apply.~~

For purposes of this Policy, medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines. Medication, including aspirin or other over-the-counter medications, will be administered only upon written order from a licensed prescriber and in accordance with this Policy. All requests shall be reviewed by the Certified School Nurse.

~~**Non-prescription medication** will be dispensed to students in the health room by the Certified School Nurse, only if it is accompanied by an "Authorization for Medication During School Hours/School Activities" form. In the absence of this form, there must be a written order from the licensed prescriber and a note from the person in parental relation requesting administration of the medication. The medication must be in the original labeled package. All non-prescription medicine will be dispensed according to the recommended dosage on the package. Over-the-counter medication will only be dispensed by the Certified School Nurse for a 5-day period.~~

~~**Prescription medication** will be dispensed to students in the health room by the Certified School Nurse only if it is accompanied by an "Authorization for Medication During School Hours/School Activities" form. In the absence of this form, there must be a written order from the licensed prescriber and a note from the person in parental relation requesting administration of the medication. The prescription medication must be in the original pharmacy bottle with a label that includes the student's name, physician's name, date, drug name, dose and directions for use.~~

~~**Asthma Inhaler/Epinephrine Auto-Injector/Diabetes Medication and/or Monitoring Equipment:** Any student who wishes to carry an asthma rescue inhaler, epinephrine auto-injector, diabetes medication and/or monitoring equipment must submit a properly completed "Authorization to Carry/Self-Administer Prescribed Medication" form to the Certified School Nurse. In addition, the student must demonstrate the capability for self-administration and for responsible behavior in the use thereof and to notify the Certified School Nurse immediately following each use. Determination of competency for self-administration shall be based on age, cognitive function, maturity and demonstration of responsible behavior. Abuse or misuse and/or failure to follow any District Policy or related to the use of such may lead to confiscation, a loss of privilege to carry, and appropriate disciplinary consequences. **(FOR DETAILS AND ADDITIONAL REQUIREMENTS, PLEASE REFER TO POLICY 209.2 DIABETES MANAGEMENT AND POLICY 210.1 FOR POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTOR.)**~~

~~**Non-Aerosol Sunscreen Use:** Students may, in accordance with Section 1414.10 (2) of the PA School Code, use a non-aerosol topical sunscreen product in school if:~~

~~1. The product is approved by the Food and Drug Administration,~~

~~2. The person in parental relation/guardian submits a Parent-Guardian Sunscreen Form allowing the student to use the topical sunscreen, and~~

~~3. The student submits a Student Sunscreen Form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately.~~

~~The school entity may rescind or restrict the use of the sunscreen in writing if the student does not follow the school rules and/or the student is unwilling or unable to keep the non-aerosol sunscreen product guarded from other students' use.~~

~~**Discipline:** Students possessing or using prescription or non-prescription medication outside the health room may be in violation of District's Drug Awareness Policy and may be subject to discipline and police intervention.~~

Before any medication may be administered to or by any student during school hours or at school-related activities the Board shall require ~~A~~an "Authorization for Medication During School Hours/School Activities" form ~~must~~ be completed by the licensed prescriber and signed by the person in parental relation, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of the medication. ~~before any medication can be given in school or at school-related activities~~. In the absence of this form, there must be a written order from the licensed prescriber and a note from the person in parental relation requesting administration of the medication. These written permissions from the person in parental relation/licensed prescriber must be submitted on an annual basis. Medication orders are valid from the date of issuance through the day prior to the first student day of the next school year. New orders must be obtained by the person in parental relation and submitted to the school nurse each school year from the individual's licensed prescriber by the person in parental relation prior to any medication being accepted and/or dispensed by the Certified School Nurse (CSN). The Certified School Nurse may accept a verbal order from the student's physician only in a life threatening situation.

The "Authorization for Medication during School Hours/School Activities" form should include:

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

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

1. Medication must be in a properly labeled container (by the licensed prescriber or pharmacy).

2. All medications shall be brought to the nurse's office by the ~~parent(s)/guardian(s)~~person in parental relation or another adult designated by the ~~parent(s)/guardian(s)~~person in parental relation. Medication(s) shall not be accepted at the school by anyone other than ~~the Certified School Nurse or RN~~.
3. Medications are kept in a designated locked area in the nurse's office or, when necessary, in the refrigerator. The District shall not store more than a ~~thirty~~fourty-day supply of an individual student's medication.
4. Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, time medication received,~~type of monitoring equipment and signatures~~ name of the ~~parent/guardian~~person in parental relation or designated adult delivering the medication and the name of the school health personnel receiving the medication.
5. Unused medications are to be picked up by the person in parental relation no later than the last day of the school year; medications which are not picked up will be destroyed fourteen (14) days after the close of the school year.
6. The Certified School Nurse has primary responsibility for the administration of medication including:
    a. Reporting to licensed prescriber and/or person in parental relation~~parent/guardian~~.
    b. Conferring with the licensed prescriber and/or ~~parent/guardian~~person in parental relation.
    c. Informing, when appropriate, school staff regarding a student's medication requirements.
    d. Administering and recording of medication data.
7. Written documentation of the administration of medication will be kept. These records will include the student's name, the name of the medication, the dosage, the time and date of dispensations, and the ~~signature~~ full name of the licensed person administering the medication.
8. The Certified School Nurse may refuse to administer any type of medication. The person in parental relation~~parent/guardian~~ will be notified of this action.
9. In the absence of the Certified School Nurse, the other licensed school health staff (RN, LPN) is responsible for the administration of medication.
10. If it is necessary to administer emergency medication, the Certified School Nurse can administer only those medications for which the chief school physician or individual student's licensed prescriber has authorized standing or emergency orders.
11. ~~Parents/guardians are~~The person in parental relation is responsible for informing the Certified School Nurse of any change in the health and/or medication of students. When changes occur, the person in parental relation~~parent/guardian~~ must return a new medication order form to the nurse. Medication, including over-the-counter medications, will be administered only upon written order from the licensed prescriber.
12. All medications must be kept in the nurse's office. Students are not allowed to carry emergency medications and/or monitoring equipment with them unless licensed prescriber's order states that they must do so and all appropriate paperwork has been completed and necessary approvals have been gained. Violations may be considered for appropriate disciplinary consequences.
13. Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the Certified School Nurse will be considered to be in violation of the District's controlled substances Policy and will be subject to the disciplinary action as set forth therein.

14. The District will incur NO liability for the use of unauthorized drugs or medications.
15. This Policy is in effect for all District sponsored activities and field trips.

Student Self-Administration of Asthma Inhaler/Epinephrine Auto-Injector/Diabetes Medication and/or Monitoring Equipment: Any student who wishes to carry an asthma rescue inhaler, epinephrine auto-injector, diabetes medication and/or monitoring equipment must submit a properly completed "Authorization to Carry/Self-Administer Prescribed Medication" form to the Certified School Nurse. In addition, the student must demonstrate the capability for self-administration and for responsible behavior in the use thereof and to notify the Certified School Nurse immediately following each use. Determination of competency for self-administration shall be based on age, cognitive function, maturity and demonstration of responsible behavior. Abuse or misuse and/or failure to follow any District Policy or related to the use of such may lead to confiscation, a loss of privilege to carry, and appropriate disciplinary consequences. **(FOR DETAILS AND ADDITIONAL REQUIREMENTS, PLEASE REFER TO POLICY 209.2 DIABETES MANAGEMENT AND POLICY 210.1 FOR POSSESSION/ ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTOR.)**

~~The "School Trip Medication Administration Form" must be completed by parent/guardianperson in parental relation when medication administration is required for a student during a field trip or other District sponsored activity.~~

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

Administration of Medication During Field Trips: The "Field Trip Medication Administration Form" must be completed by person in parental relation when medication administration is required for a student during a field trip or other District sponsored activity.

Non-Aerosol Sunscreen Use: Students may, in accordance with Section 1414.10 (2) of the PA School Code, use a non-aerosol topical sunscreen product in school if:

1. The product is approved by the Food and Drug Administration,

2. The person in parental relation submits a Parent-Guardian Sunscreen Form allowing the student to use the topical sunscreen, and

3. The student submits a Student Sunscreen Form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately.

The school entity may rescind or restrict the use of the sunscreen in writing if the student does not follow the school rules and/or the student is unwilling or unable to keep the non-aerosol sunscreen product guarded from other students' use.

Discipline: Students possessing or using prescription or non-prescription medication outside the health room may be in violation of District's Drug Awareness Policy and may be subject to discipline and police intervention.

PHYSICAL EDUCATION

1. Physical Education is required for all students.
2. Students in Grades 6-12 are required to change and participate in class for daily credit.
3. Each student is required to wear clothes that are appropriate for co-ed physical activity and are other than what the individual wore to school. Appropriate clothes include: tee shirt, shorts, sweat shirt, loose-fitting sweatpants, warm-ups and sneakers with non-marking soles. Students are expected to dress appropriately for class, which may include outdoor activities. Students are encouraged to monitor the weather to determine appropriate dress.
4. Where locker rooms/lockers are available for students to change into appropriate attire, students shall be responsible for providing their own locks to secure their personal belongings during class. Students must remove all belongings and personal locks at the end of each class period. **ALL LOCKERS ARE AND SHALL REMAIN THE PROPERTY OF DISTRICT, AND DISTRICT RETAINS POSSESSORY CONTROL. AS SUCH, STUDENTS SHALL HAVE NO EXPECTATION OF PRIVACY REGARDING THEIR LOCKERS OR THE CONTENTS OF THEIR LOCKERS. THE ADMINISTRATION HAS THE RIGHT TO SEARCH LOCKERS AND THE CONTENTS OF LOCKERS AT ANY TIME. LOCKERS ARE SUBJECT TO GENERAL AND RANDOM SEARCHES BY AUTHORIZED SCHOOL PERSONNEL WITH OR WITHOUT THE ASSISTANCE OF POLICE PERSONNEL AND/OR A DRUG DETECTION DOG.**
5. For the safety of the student and others, jewelry shall be removed or appropriately covered prior to participating in PE class. All jewelry should be placed in a secure area.
6. Parent notes requesting excusal will only be accepted for one six-day cycle per marking period. Notes from a physician will only be accepted thereafter and shall remain in effect until rescinded or modified by the physician or expired. Excusal from the regular physical education program for more than four weeks warrants placement in an adaptive physical education program.
7. Students who do not participate may not bring book bags or schoolwork unrelated to physical education or health to class.

PLAYGROUND RULES

Any school that has playground areas and equipment available for student use, shall have applicable playground rules posted.

POSTERS AND SIGNS *(Policy 220)*

Prohibitions: The following prohibitions apply to posters and signs:

1. Posters, signs and banners related to school-sponsored activities are not to be placed in any school without first receiving permission from the Principal.
2. Posters, signs and banners must not be posted on glass doors restricting vision and creating a safety hazard.
3. Posters, signs and banners not related to school-sponsored activities and programs must be pre-approved by the Superintendent's Office. All non-school-related posters, signs and banners must include the District's disclaimer.

Generally, the District does not endorse or advertise any non-school related organizations or events. Students wishing to post information about activities or events unrelated to the District or school must comply with the Policy regarding distribution of such items, which can be found under **STUDENT EXPRESSION**.

PROM

The Prom is a formal school-sponsored activity. Therefore, all participants are subject to all applicable rules and school regulations, in addition to the following eligibility requirements.

A student enrolled in the school and grade level hosting the event must have:

1. No more than 24 demerits in a school year.
2. No more than nine (9) unexcused days of absence in either semester. Exceptions will be made for cases of documented severe illnesses or other extenuating circumstances. Only the Principal or his/her designee can grant these exceptions.
3. No more than nine (9) unexcused tardies to school and/or to class in either semester.
4. All student obligations from previous ESASD school years fulfilled prior to permission being granted to attend the prom.

All Prom guests must be between the ages of 14 to 20 years of age or enrolled in the East Stroudsburg Area School District in grade 9 or above.

Students attending an alternative placement setting or are on homebound instruction for disciplinary reasons at the time of the Prom will not be permitted to attend the Prom as either a student or a guest.

Students and/or guests who display inappropriate behavior will be removed from the Prom and subject to applicable disciplinary action.

RECESS (Elementary)

During the school day, weather permitting, students may have outdoor, supervised recess.

Students may be excluded from recess for disciplinary infractions.

SCHOOL TRIPS

Field Trips ***(Policy 121)***

The field trip is an instructional opportunity to enrich and extend the educational experiences of School District students through participation in a school-related activity outside of the traditional classroom setting. For the purpose of this policy, a field trip shall be defined as any journey by students away from the school premises, under the supervision of a teacher, coach, advisor, director and/or other approved individual(s), which is accessory to an approved course of study in accordance with the students' respective grade level(s) and/or venue of competition/ participation conducted for the purpose of affording a first-hand educational experience not available in the regular classroom and/or playing field and/or arena of performance. In furtherance, interscholastic sporting events are not considered field trips unless an overnight stay is involved and/or other extenuating/extraordinary circumstances warrant such.

All field trips generally fall into one of the following categories:

1. Curriculum/Instruction based field trips.
2. Club/Organizational field trips.
3. Contest/Competition field trips.

Social Events and Class Trips ***(Policy 231)***

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students. Participation in social events and class trips is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the School District or the school. Social events and class trips include all other events and trips not included in the definition of field trips above, such as proms, picnics, amusement parks, etc.

Rules: The following rules apply to students attending all School Trips:

1. All rules applicable to student conduct and behavior at school apply during the trip.
2. In addition to all other applicable rules applicable to student conduct and behavior, the following additional rules apply with respect to the trip:

    a. Students are responsible for all class work missed while attending trips.
    b. Students must have written parental permission to attend a trip.
    c. Students participating in a trip must return a permission form to the teacher prior to the date of the trip. Parental permission is required for student-athletes if an overnight stay is part of the trip. The return of the signed permission slip signifies an obligation on the part of the student to meet all responsibilities connected with the trip.
    d. No student shall be permitted to transport him/herself and/or any other student to or from the site of a trip. Students are expected to travel to and from the trip with

the teacher leading the trip. Students are not permitted to leave the trip on their own.

e. Teachers must never send a student home alone, even for disciplinary reasons.

Field trips constitute an important part of the academic program, and the District recognizes the value of class trips in enhancing and enriching the school experience. Many departments engage in school trips as a means of enriching the curriculum and providing students with experiences that go beyond the classroom. The following criteria have been established as a basis for student participation on all school trips.

All school trips must be approved by the Principal, the Assistant Superintendent for Curriculum and Instruction, and the Superintendent. The staff member requesting the field trip will provide detailed information regarding the purpose of the field trip, its connection to the curriculum and the expected outcomes for students, and a statement of procedures to be followed by staff members prior to and during all school trips.

Parent Responsibilities:

Parent(s) desiring to take their children home before a school trip ends must submit a note to the teacher of such arrangements in advance of the trip. The District assumes no liability for students who are, for any reason, transported by parents in private cars.

When school trips are scheduled on Saturdays, departing before school hours, or returning after school hours parents are responsible for transportation to and/or from school. In these cases, punctuality is most important.

Parent chaperones are expected to involve themselves in all activities occurring as part of the school trip. To focus their attention to the school trip program, parent(s) are asked not to bring any children with them that are not part of the group eligible to participate in the trip. Parents must refrain from smoking during the entire school trip.

Eligibility to Participate In Class Trips:

Participation in class trips is NOT a right and may be denied to any students who have demonstrated disregard for the policies and rules of the District or the school.

Student participation in class trips is based on the following criteria:

1. No more than 24 demerits in a school year.
2. No more than nine (9) unexcused days of absence in either semester. Exceptions will be made for cases of documented severe illnesses or other extenuating circumstances. Only the Principal or his/her designee can grant these exceptions.
3. No more than nine (9) unexcused tardies to school and/or to class in either semester.
4. All student obligations from previous ESASD school years fulfilled prior to permission being granted to attend the class trip.

School Planning:

School trips must be well planned and supervised. A ratio of ten (10) students per chaperone is required for every trip. All school trips shall have a minimum of two (2) chaperones. The Principal can increase the number of chaperones allowed or required. Teachers and chaperones must not schedule any unsupervised time for students and must supervise students at all times during the trip. Approval by the Principal must be obtained for all non-school personnel acting as chaperones. A list of chaperones participating in a trip must be submitted to the Principal on the appropriate form at least two (2) weeks prior to the date of the trip. Chaperones must be, at minimum, twenty-one (21) years of age.

Medical or Health Conditions:

When a student otherwise eligible to participate in a trip has a medical condition for which accommodations are needed in order to participate in the trip, accommodations as may be required in applicable law shall be provided. If a student has a Service Agreement in accordance with Section 504 of the Rehabilitation Act and Chapter 15 of the Regulations of the State Board of Education, 22 Pa. Code, Chapter 15, the accommodations are services stated in the Service Agreement for trips, if any, must be fulfilled. If a student has an IEP under the Individuals with Disabilities Education Act ("IDEA") and Chapter 14 of the Regulations of the State Board of Education, 22 Pa. Code, Chapter 14, that contains specially designed instruction ("SDI") or related services that must be provided during a trip, if any, the SDI and/or related services stated must be provided. If a student is not covered by a Service Agreement or an IEP, but has a medical condition that does not constitute a disability as defined in applicable law that must be addressed during the trip, an appropriate staff member, certified school nurse, health room nurse, licensed volunteer, and/or parent/designated guardian should accompany such a school trip if the District determines that there is a sufficient medical need as prescribed by proper medical documentation. Such a determination should be made in consultation with the certified school nurse, classroom teacher, any applicable supervisor, and the Principal.

Ultimately, the Principal will be responsible for assigning and/or obtaining any necessary staff. Additionally, the following procedures shall be observed:

1. Written parental permission will be obtained prior to the scheduled school trip.
2. If a certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian is to accompany a school trip, it is the responsibility of the staff member(s) in charge and certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian to predetermine a location where the school nurse, health room nurse, licensed volunteer and/or parent/designated guardian can be easily located in the event of an emergency and/or for medication administration.
3. Students who are capable of self-administering emergency medication may do so under the supervision of a School District staff member with written parental permission, as per the self-administration policy and a physician's written instructions prior to the school trip, or as stated in the applicable Service Agreement or IEP, if any.
4. Any occurrence of monitored self-administration of emergency medication will be recorded on the appropriate form by the staff member who monitors the self-administration of emergency medication.
5. The staff member(s) in charge of the school trip will obtain and maintain required paperwork.

6. The School Trip Permission Form must be submitted for each student participating in any school trip, and the Itinerary For Student - School Trip form must be completed for a school trip requiring an overnight stay or outside a seventy-five (75) mile radius of the School District.
7. Parent shall be informed in a timely manner, as per the District's *Emergency Operations Plan*, should their child suffer illness/injury that requires consideration for medical treatment by a physician/nurse while attending a school trip.
8. A designated staff member will store any necessary medication in a secure location.

STUDENT EXPRESSION *(Policy 220)*

Students have the general right, subject to numerous exceptions, to express themselves in verbal, written, technological or symbolic representation or communication. Student expression that occurs while on school property during school hours or at school-sponsored events is fully governed by Policy. In addition, off-campus or after hours expression is governed by this Code if the student expression involved constitutes unprotected student expression as defined in Policy, and provided that the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, ~~or~~ discipline, ~~and~~ safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Students who engage in unprotected expression are subject to discipline, including permanent expulsion.

DUE TO UPDATES IN SCHOOL LAW, POLICY #220 STUDENT EXPRESSION IS CURRENTLY UNDER REVIEW. PLEASE REFER TO THE DISTRICT WEBSITE FOR THE LATEST CHANGES AND SPECIFIC GUIDELINES.

Distribution or Posting Of Non-School Materials At School

Non-school materials are any printed, technological or written materials meant for general distribution to others or for posting which are not prepared as part of the curricular or extracurricular program of District. This includes, but is not limited to, such things as fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, or personal web sites. *Non-school materials* do not include school newspapers, school magazines, school yearbooks, other material funded by, sponsored by or authorized by the school, or any activity that is school or curriculum related and that is directed by a school official or teacher.

Students who wish to distribute or post *non-school materials* at school or on school grounds must first submit the materials to the Principal or his/her designee for approval at least one (1) week in advance of the desired distribution date or posting. The Principal shall forward a copy to the Superintendent. The material, as submitted, must bear the name of the sponsoring organization and the name of at least one individual who can be contacted immediately. All material must be approved by the Principal prior to the distribution. District may require that a disclaimer be included on any materials to be displayed, posted, or distributed on school property

prior to any display, posting, or distribution. Students will not be permitted to be absent from class to distribute materials.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Any student who violates Policy regarding *non-school materials* may be subject to discipline or who continues the manifestation of unprotected expression after a person in authority orders that they desist.

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them. Such materials shall be officially dated, and District may remove the materials within ten (10) days of the posting or at another reasonable time.

School Newspaper and Publications

School newspapers and publications shall conform to the following:

1. Students have a right to report the news and to editorialize within the provisions of this Policy.
2. School officials shall supervise student newspapers published with school equipment, and remove obscene or libelous material and edit materials that would materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.
3. School officials may not censor material simply because it is critical of the school or it's Administration.
4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

STUDENT DISCIPLINE *(Policy 218)*

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of District, to provide just punishment, to afford adequate defense to future violations, to protect students from further violations, and, when appropriate, to provide the student with needed educational programming. However, except for those matters referred to the Board for resolution, the determination of the level of discipline shall be made solely by the appropriate Administrators and/or staff, taking into consideration the aforesaid purposes of discipline, the nature and extent of the harm done, the age and maturity of the child, the educational and

disciplinary record of the child, the degree of culpability, and any mitigating or aggravating circumstances deemed relevant. Race, sex, national origin, creed, and socio-economic status of the student shall not be considered in determining discipline. In the case of an exceptional student, the Administration, or the Board, as applicable, shall take all necessary steps to comply with the Individuals with Disabilities Education Improvement Act, 20 U.S.C. §1400 *et seq.*

Corporal punishment to discipline students for violations of District policies, rules, or regulations is strictly prohibited.

However, reasonable force may be used by teachers, Administrators and other school authorities under any of the following conditions: (1) to quell a disturbance; (2) to obtain possession of weapons or other dangerous objects; (3) for self-defense; or (4) for protection of persons or property.

Disciplinary Actions

When students elect to disregard their responsibilities or to impinge upon the rights of others within the school community, corrective measures are in order. Three (3) types of disciplinary action are used: Intervention, Detention, and Exclusion.

Type 1: Interventions

An intervention is the natural or logical result of breaking a classroom or school rule. Teacher-led disciplinary actions are most frequently of an interventional nature. However, Administrators or the Board may also impose interventions on a referred student. Interventions can include, but are not limited to: warnings, teacher/student discussion, time-out and/or isolation from other students, parent/teacher call or conference, or loss of student privilege (recess, activity, etc.).

Type 2: Detention

Teachers and the Administration may assign detentions. The number of detentions can depend upon nature and/or frequency of the infraction and the previous disciplinary record of the student.

2.1 Teacher Detention: With the Administrator's approval, teachers may impose and conduct recess, lunch, and/or after-school detentions for Disciplinary infractions

2.2 Detention Hall: Each school may operate an after-school Detention Hall.

1. DETENTION MUST BE SERVED ON THE DAY FOR WHICH IT IS ASSIGNED.
2. Students may take a late bus, if available, or will be required to arrange for their own transportation home.
3. All students, who are required to stay after school to make up time or work, will be given at least 24-hour notice so they may make arrangements for transportation.
4. Failure to report for a detention shall result in an in-school suspension (ISS) unless excused or previously rescheduled. Repeated offenses will result in out-of-school suspension (OSS).
5. Students who are absent from school on the day of an assigned detention must make up the detention on the day of their return to school. If there is a problem with this date,

arrangements for alternate dates of make-up detentions must be made with the Principal or designee on the day of the student's return to school. Failure to take detention upon return to school without prior approval shall result in the disciplinary actions outlined above in item number 4.

6. Detentions take precedence over any clubs or activities, including athletics. Work and school activities are not acceptable excuses for not reporting to detention.
7. A student serving detention MUST report on time and MUST have school work to do. Sleeping or "loafing" will not be tolerated and will result in additional disciplinary consequences as outlined in the disciplinary charts included is this Code of Student Conduct.
8. No food or drink is allowed in the detention hall.

Type 3: Exclusion

Exclusion represents the most severe disciplinary action of the District and will not be imposed without due process. Exclusion removes the student from the classroom and revokes all of his or her school and social privileges during the period of the exclusion. Exclusion from school may take the form of in-school suspension ("ISS"), out-of-school suspension ("OSS"), or expulsion. District Administrators and the Board have the right to impose and use any combination of school exclusions necessary to address the misconduct. Students have the responsibility to complete work missed during their exclusion.

IT IS THE RESPONSIBILITY OF A STUDENT WHO HAS BEEN SUSPENDED TO OBTAIN WORK MISSED. HE/SHE WILL BE ALLOWED THE SAME NUMBER OF SCHOOL DAYS IN WHICH TO COMPLETE THE CLASSWORK, EXAMINATIONS AND OTHER MISSED ASSIGNMENTS, AS THE NUMBER OF SCHOOL DAYS FOR WHICH HE/SHE WAS UNDER SUSPENSION. IF SCHOOL IS CLOSED FOR INCLEMENT WEATHER OR OTHER EMERGENCY ON THE DAY OF THE ASSIGNED SUSPENSION, THE STUDENT'S SUSPENSION WILL CARRY OVER TO THE NEXT SCHOOL DAY.

3.1 ISS. In-school suspension is the removal of a student from his/her scheduled classes and placement in a supervised study area for up to the full school day. In-school suspensions may be imposed by the Principal, other Administrators in charge of the building, or members of the Central Administration. No student may be suspended until the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. Prior notice, however, is not required where it is clear that the health, safety, or welfare of the school population is threatened. The parent of the student shall be informed of the action taken by the school. When the in-school suspension exceeds ten (10) consecutive school days, an Administrative Review by the Principal shall be offered to the student and parent. Such hearing shall take place prior to the eleventh day of the in-school suspension. The Administrative Review shall follow the due process requirements set forth in 3.2.

Students receiving ISS will report to the ISS room promptly at the beginning of homeroom each day of their assigned suspension. The ISS monitor will take attendance. Students will be required to remain in the ISS room until dismissal. The only legitimate excuse for a student not reporting to, or being dismissed from ISS, will be determined by a building Administrator. Students may carry their lunch on days of suspension or order lunch from the cafeteria. Lunch orders will be taken by the ISS monitor.

1. Students absent from school during any of the days assigned to ISS will report to the ISS room immediately upon their return to school.
2. Failure to report to ISS without prior administrative approval will result in out-of school suspension.
3. Students who are tardy to school on days of assigned suspensions must still report to ISS after signing in at the designated sign-in area.
4. Students are instructed to bring all their textbooks and a pencil and paper to the ISS room immediately. It is the responsibility of the student to obtain work from his/her teachers prior to the assigned suspension. Assignments will be provided by their assigned teacher. These assignments will be returned to the respective teacher by the ISS teacher the next day the student is in class. Only school-approved materials will be permitted in the room. Students will be provided with additional instructional material if time permits. Students will receive the appropriate credit for work completed in the ISS room.
5. No talking or other form of communicating is allowed in the ISS room except when the student is addressed by a staff member. Students are required to be courteous and cooperative at all times. Disruptions will not be tolerated.
6. Students cannot leave the room for any reason unless they are escorted by the nurse, a counselor, a security officer, or an Administrator. Each student will be given lavatory privileges in the morning and in the afternoon for five (5) minutes duration. Lavatories closest to the ISS room must be used. This means no loitering in the halls. Students may not use lavatories during the change of classes. Students will be escorted to and from the lavatories by the ISS monitor.
7. Students are responsible for the condition of their work area(s). No forms of vandalism and/or graffiti will be tolerated.
8. No sleeping or putting heads on desks is allowed.
9. No gum chewing is allowed.
10. No eating or drinking is allowed until the designated lunch time. Students may bring their own lunch (including drink) to school or purchase a lunch from the school cafeteria. No glass bottles are allowed in the ISS room.
11. Students may not leave their seats unless permission is granted by the monitor.

VIOLATION OF ANY OF THE ABOVE REGULATIONS WILL RESULT IN ADDITIONAL DISCIPLINARY ACTION. STUDENTS RECEIVING EXTERNAL SUSPENSION FOR VIOLATING ANY OF THE ABOVE REGULATIONS MAY NEED TO RE-SERVE THEIR IN-SCHOOL SUSPENSION.

3.2 OSS: 10 days or less. Out-of-school suspension is removal of a student from school for a period of one (1) to ten (10) consecutive school days. The Principal, other Administrators in charge of the building, or members of the Central Administration may assign OSS to a student and shall immediately notify the parent and the Superintendent in writing when the student is suspended. No student may be suspended without notice of the reasons for which he/she is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. Suspensions may not be made to run consecutive beyond the ten (10)-school day period.

When the out-of-school suspension exceeds 3 school days, the student and the student's parent will be given the opportunity for an Administrative Review with the designated school official.

Such hearing shall take place as soon as possible after the suspension is imposed, and the District shall offer to hold it within the first five (5) days of the suspension. Administrative Reviews under this provision shall be conducted by the Principal. Delay of the Administrative Review shall not operate to delay return to school. The purpose of the Administrative Review is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

The following due process requirements are to be observed in regard to the Administrative Review: (a) notification of the reasons for the suspension shall be given in writing to the parent(s)/guardian and to the student; (b) sufficient notice of the time and place of the Administrative Review shall be given to the parent(s)/guardian and to the student; (c) the student has the right to question any witnesses present at the Administrative Review; (d) the student has the right to speak and produce witnesses on his/her own behalf.

3.3 Expulsion: Exceeding 10 days. Expulsion is exclusion out-of-school by the Board for a period exceeding ten (10) consecutive school days, and may be permanent expulsion from the District for any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board or a qualified hearing examiner appointed by the Board, and upon action taken by a majority vote of the Board after the hearing.

A formal hearing shall be required in all expulsion actions, unless an agreement to expel a student has been properly entered into or a written waiver of the hearing has been executed by the parent and student.

The following due process requirements shall be observed with regard to the formal hearing. The Student and the parent(s) of a student subject to expulsion shall receive notification of the charges against the student by certified mail. At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion Policy contained herein and the hearing procedures shall be included with the hearing notice, along with notification that legal counsel may represent the student at the hearing. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension. If the student requests that the hearing be rescheduled, this request must be in writing to the Superintendent and must include the reason for the request. The hearing shall be held in private unless the student or student's parent(s) requests a public hearing. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent(s) attend the hearing. The student has the right to be presented with the names of witnesses against the student, and copies of the written statements and affidavits of those witnesses. The student has the right to request that the witnesses against the student appear in person and answer questions or be cross-examined. The student has the right to testify and present witnesses on his or her own behalf. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

The formal hearing shall be held within fifteen (15) school days of the date of the notification of charges, unless another date is mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible: (i) laboratory reports are needed from law enforcement agencies; (ii) evaluations or other court or administrative proceedings are pending due to a student invoking his rights under

the Individuals with Disabilities Education Act, 20 U.S.C.A. §§ 1400 *et seq.* ("IDEA"); or (iii) in cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim. If, after the formal hearing, the student is expelled by the Board, the Superintendent shall provide the student with the Board's expulsion decision and notice of the student's right to appeal the results of the hearing.

During the period between the end of the student's suspension and the hearing and decision of the Board, the student shall be placed in his normal class; except, if it is determined after an Administrative Review that the student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than ten (10) school days. A student may not be excluded from school for longer than fifteen (15) school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Any student under seventeen (17) years of age who is expelled has forfeited his or her right to an education in the schools of District, but has not been excused from compliance with compulsory attendance statutes. Parents or guardians of expelled students under 17 years of age shall provide the expelled students with an education, through placement in another school, tutorial, correspondence study or another educational program approved by the Superintendent. Within 30 days of the date of expulsion, parents or guardians of expelled students under 17 years of age shall submit to the Superintendent written evidence that the required education is being provided to the student or a written letter indicating that they are unable to provide the required education. If the parents or guardians are unable to provide the required education, District shall then make provisions for the student's education within ten (10) days of receipt of the parents' or guardians' notification. If the parents fail to provide or continue to provide the approved educational program, the District may take action in accordance with 42 Pa.C.S. Chapter 63 to ensure that the child will receive a proper education. A student with a disability shall be provided educational services as required by IDEA, or other applicable law.

The following provisions are guidelines for disciplinary action, and are not intended to be all-inclusive. Other disciplinary responses for violations can be found throughout this Code. The severity and frequency of the offense(s), combination of offenses, repetitious nature of the offense, as well as the age and maturity of the student, dictate and/or influence the Administrator's choice of disciplinary action. District Administrators shall exercise discretion in making judgments regarding specific behavioral problems, whether addressed in the Code or not, unless prohibited by applicable law. Disciplinary actions may be used independently or in combination. When appropriate or required by law, local law enforcement authorities, the State Police, the District Attorney, the County Department of Children, Youth, and Family Services and/or another appropriate agency will be notified.

ALCOHOL *(Policy 227-Controlled Substances)*

Students shall not bring alcohol, alcoholic beverages, or over-the-counter medicine containing alcohol, to school, to school activities or events. Students shall not possess alcohol or alcoholic beverages in school, on school property, at school events, or coming to or going from school or school events. Students shall not consume alcohol or alcoholic beverages at school, at school

activities or events, or coming to or returning from school or school events. Students shall not have measurable or detectible alcohol in their breath or blood while in school, on school property, at a school activity or coming to and returning from school or a school activity. Reasonable suspicion alcohol testing is authorized.

Notwithstanding anything herein to the contrary, prescription medication containing alcohol shall be governed by the rules set forth in the Code pertaining to medication.

To provide for the safety and welfare of students, an alcohol breath analyzer may be utilized at the Intermediate and High School and all major student activities at the High Schools throughout the school year. Students will be subject to testing in accordance with applicable law. **Students who test positive will be subject to discipline.**

BULLYING/CYBERBULLYING *(Policy 249)*

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all School District schools. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying/Cyberbullying behavior disrupts the educational or learning process, and may present an obstacle to the academic, vocational, social, emotional, and other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated.

Bullying/Cyberbullying – For the purposes of this Policy means an intentional electronic, written, verbal or physical act, or series of acts (a) directed at another student or students, (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:

1. Substantially interfering with a student's education;
2. Creating a threatening environment; or
3. Substantially disrupting of the orderly operation of the school.

The School District is not prohibited from defining bullying in such a way as to encompass acts that occur outside of the School Setting if those acts (1) substantially interfere with a student's education; (2) create a threatening environment; or (3) substantially disrupt the orderly operation of the school.

For example, bullying could be cyberbullying, and/or a form of discrimination harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, including any discriminatory statements prohibited by and consistent with the School District's nondiscrimination/harassment policies.

The term bullying/cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Additional information regarding the misuse of technology and/or cyberbullying may be found in Board Policy No. 815.

School setting - means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the School District.

The Board prohibits all forms of bullying/cyberbullying by District students.

This Policy shall be implemented through the cooperative efforts of the Board of School Directors, Superintendent, the Superintendent's Team, the building administrators, the school employees, the parents/guardians, the students, the school volunteers, law enforcement, and the School District's community.

The Board encourages students who believe they have been bullied/cyberbullied to promptly report such incidents as provided in the Complaint Procedure section of Policies 103, 103.1, and 104.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

All School District personnel and students discovering bullying/cyberbullying are also encouraged to immediately report such incidents.

Discrimination/Discriminatory Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Bullying/Cyberbullying Prevention, Intervention, and Education Programs

The School District shall educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Bullying/Cyberbullying prevention, intervention, and education programs shall also be provided that consists of school-wide actions, classroom-level activities, individual interventions, and community involvement.

a. School-wide actions include, but are not limited to, training for school staff and students and adoption of the following District-wide anti-bullying rules:

   1. We do not bully/cyberbully others.
   2. We help students who are bullied/cyberbullied.
   3. We include students who are left out.
   4. We tell an adult at school and an adult at home when somebody is being bullied/cyberbullied.

b. Classroom level activities include, but are not limited to, consistent interventions, use of rules, and reinforcement of pro-social behavior and incorporation of bullying/ cyberbullying themes.

c. Individual interventions include, but are not limited to, follow up with both victims and bullies/cyberbullies that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.

d. Community involvement encourages partnerships with families, community organizations and agencies to implement the School District's bullying/cyberbullying prevention, intervention, and education programs.

Complaint Procedure

Guidelines and associated forms for filing a complaint can be found in Policies 103, 103.1, and 104.

CHEATING/PLAGIARISM/FORGERY

Cheating and plagiarism of any type will result in failure of the evaluation or paper/project for the student cheating and any student providing the information voluntarily. Failure of the course for the marking period may result in extreme cases. Discipline shall be imposed for cheating or plagiarism.

A student who forges a parent, teacher and/or Administrator's note or signature shall be disciplined.

CLASS CUTTING

Students are required to attend all scheduled classes, study halls, and lunch, (referred to hereinafter individually or together as "class") unless properly excused. "Cutting" is defined as being absent from an assigned area or class without the knowledge of the person(s) charged with responsibility for that area. A "cut" of any class may result in a grade of zero for all work missed, a denial of school privileges up to and including a suspension from school. This Policy on cutting will be strictly enforced. Class cuts may be added to previous cumulative absences which could cause possible credit loss for individual subjects.

CONTROLLED SUBSTANCES *(Policy 227)*

If any student is found to be in violation of the Medication and/or Controlled Substances Policy, the student may be required to participate in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs, in addition to any discipline that may be taken against the student. However, no student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and/or parent.

Any staff member who observes students displaying bizarre/unusual behavior patterns or suspecting students of using a controlled substance as defined by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania and/or the Liquor Code of the Commonwealth of Pennsylvania shall notify the proper school personnel as designated by the school Principal who will ensure that all appropriate means of action and services are implemented.

In addition to any other applicable disciplinary consequence, the following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from participating in school athletics.

FIGHTING

Fighting is prohibited!

Fighting is defined as a student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, physical aggression or other minor altercations.

Any student who engages in fighting will be suspended from school, at a minimum. Harassment is not an excuse to initiate physical contact. Both students will be suspended for fighting and may be issued citations for disorderly conduct.

GANGS *(Policy 218.3)*

Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited. Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process.

Under authority in the School Code, the District will impose corrective action ranging from short-term suspension to long-term suspension and, in extreme cases, the student could be recommended to the Board for expulsion.

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, or which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

For the purposes this Policy, the term "gang" means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

"Gang Activity" Defined: The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a gang , whether real or implied, and/or which has, through past experience in the District, been shown to be a danger to the school environment, its staff and students, and to substantially disrupt the District's educational programs. "Gang activity" is, therefore, strictly prohibited.

Any incident involving initiations, intimidation and/or similar or related gang activity at school during school hours, en route to school or a school-sponsored event, en route from school or a school-sponsored event, or anywhere while in attendance at a school-sponsored event or activity, will hereby be considered actions which present the danger or likelihood of: bodily injury or physical harm; substantially disrupting the school's education programs; and/or substantially interfering with the educational rights of other students and are, therefore, strictly prohibited.

Any student wearing, carrying, distributing, or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or otherwise engaging in gang activity will be subject to disciplinary action including suspensions and/or permanent expulsion.

Principals shall ensure that:

1. Information about gang affiliation and activities is included in printed rules and regulations provided to staff, students and parent(s).
2. Students identified as possibly being involved in gang-related activities receive counseling to enhance self-esteem, encourage interest and participation in character-building activities, and promote membership in authorized student organizations.
3. Parent(s) will be notified of the school's concerns.
4. Staff in-service training regarding gang activities, methods of operation, and current methods of identification are available to staff.
5. All gang affiliation or gang-type incidents are referred to the appropriate law enforcement agency.
6. Staff, students and parent(s) are informed that affiliation with a gang, gang activities and/or claiming gang membership is considered a serious form of misconduct and is/are subject to the following corrective actions:
    a. Gang membership activities:
        i. Minimum: Short-term suspension.
        ii. Maximum: Expulsion.
    b. Claimed gang membership for the purpose of intimidation:
        i. Minimum: Short-term suspension.
        ii. Maximum: Expulsion.
7. Any student suspended for gang activities and/or affiliation is required as appropriate to sign a Behavior Plan between the student, parent and School District before the student will be re-admitted to school upon serving the assigned disciplinary consequence.
8. Building Administrators have the authority to reduce a long-term suspension to a shorter duration provided the building Administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.
9. Students who have been expelled and/or suspended for gang-related activities may be subject to emergency expulsion and may lose their right to remain in school during the appeal process, subject to their procedural rights under applicable Department of Education regulations

The Principal shall ensure that students are offered membership in authorized school groups and activities as an alternative to at-risk students.

Recognizing that organized gang activities are a community/school problem which may involve or lead to criminal behavior, the School District will involve and inform the appropriate authorities in each of the communities/townships of any school-observed gang activity and develop a working relationship to suppress and combat gang activities.

The District will immediately involve parents, and other community agencies, as appropriate, to abolish gang activities and promote prevention and intervention programs.

This Policy is to be interpreted and applied by the District Administration in a constitutional manner, consistent with the preservation of students' constitutional rights.

HAZING *(Policy 247)*

All forms of hazing are prohibited at all times.

The purpose of these rules is to maintain a safe, positive environment for students that is free from hazing. Hazing activities of any type are inconsistent with the education goals of District. Each student is responsible for respecting the rights of his/her fellow students and to ensure a school atmosphere free from all forms of hazing.

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including whipping, beating, branding, calisthenics or exposure to the elements.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by a student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.
Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanction or approved by the school or organization.

Willing participation in hazing activities is strictly prohibited, and those students identified as willing participants will be subjected to disciplinary consequences.

When a student believes that he/she has suffered hazing, or when a student witnesses hazing, the student should immediately inform the perpetrator that his/her behavior is unwelcome, offensive or inappropriate, and the student is encouraged to report such incident promptly to the Principal or guidance counselor. The District shall investigate promptly all complaints of hazing and will administer appropriate discipline to any individual who violates this Policy. Students,

Administrators, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the Principal.

Complaint Procedure

Guidelines and associated forms for filing a complaint can be found in Policies 103, 103.1, and 104.

INAPPROPRIATE CARE OF SCHOOL PROPERTY *(Policy 224)*

The Board believes that schools should help students learn to respect property and develop feelings of pride in community institutions. Each student is responsible for the proper care of school property, supplies and equipment entrusted to his/her use. Students who willfully damage school property or deface school property shall be subject to disciplinary measures, prosecution and punishment as allowable under applicable law. Parents shall be held accountable for student actions, which could include cost of restoration and cost for any reward money offered. The Superintendent may report any student whose damage of school property has been serious or chronic in nature to the appropriate authorities.

Any student or other person found committing the following may be subject to appropriate fines and/or prison terms:

1. Desecrating school buildings, structures, grounds, or other property of the District.
2. Breaking into a school building.
3. Gaining entry to a school building or property by trick or deception or secretly remaining in the building.
4. Knowingly remaining on school property that is posted or who is given notice of trespass and refuses to leave.
5. Trespassing on school properties.

PROHIBITED ITEMS AND DEVICES

1. Prohibited Items. Items, devices, and/or materials which could interfere with the educational process are prohibited in school. Items not directly associated with the educational program and reasonably necessary for the student's participation in the school program shall NOT to be brought to school or to any school activity or program. Prohibited items may include, but are not limited to the following:

a) Skateboards; Roller blades, roller skates, Segways, or other non-prescribed personal transport devices;
b) Toys, including but not limited to Yo-yos, Fidget spinners, playing cards ;
c) Cameras, except if a cell phone has a camera function;
d) Nude or semi-nude photographs, whether in print or in digital format; and
e) Food, drink and chewing gum in non-designated areas, etc.

2. Prohibited Items of a Dangerous Nature. Items, devices, and/or materials which are considered hazards to the safety of others or which could interfere with the educational process are prohibited in school. Items not directly associated with the educational program and

reasonably necessary for the student's participation in the school program shall NOT to be brought to school or to any school activity or program. Prohibited items of a Dangerous Nature may include, but are not limited to the following:

a) Incendiary devices;
b) Flammable liquids;
c) Aerosol sprays;
d) Bath Salts;
e) Medication, including Nicotine Patches unless the medication is brought to school and used in accordance with the medication rules stated later in this Code;
f) Laser pens/pointers;
g) Lighters; and
h) Handcuffs and other personal restraint devices

3. Personal Electronic Devices--Including but not limited to: Cellular Phones/Smart Phones/Internet Phones/I-Pods/Tablets and similar devices (hereafter referred to as personal electronic devices). **Although students may bring personal electronic devices to school and to school functions; personal electronic devices shall not be visible, turned on or used by students during the school day.** Personal electronic devices that have the capability to access the Internet, take photographs or to record audio and/or video shall not be used for such purposes.

In addition to applicable discipline, failure to adhere to these rules will result in confiscation of the personal electronic device by school staff and a conference with the student prior to returning the device. Return of the device may be delayed in accordance with the rules stated in this Code. Such conferences could include a parent, and parents may be required to personally retrieve the confiscated device from the school. A student's refusal to turn over the device to staff shall be considered an act of insubordination, with the student receiving applicable and additional disciplinary consequences as per this Code.

The District is not responsible for personal electronic devices which are lost, stolen, or damaged.

In the absence of any aggravating circumstances, the disciplinary consequences for the violation of the personal electronic devices rules stated in this Code Include the following:

1. Use of any device by students that provides for a wireless, unfiltered connection to the Internet is prohibited on school property.
2. Prohibited items or items used inappropriately can be confiscated and returned following communication with the parent.

The District is not responsible for prohibited items which are lost, stolen, or damaged.

SEARCH AND SEIZURE *(Policy 226)*

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles in certain circumstances and may seize any illegal or unauthorized materials

discovered during the search. School officials have the right to conduct searches of student lockers, school property, student possessions, student vehicles and their persons in accordance with applicable law.

Searches by the Administration may include utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

Reasonable Suspicion – Reasonable suspicion may arise when one (1) or more of the following circumstances are present:

1. Heightened concern as to dangerous and/or illegal activity within the school setting such as:
    a. Information received from unnamed students, teachers, family members.
    b. Observations of suspicious or secretive behavior from students and teachers.
    c. Suspicious activity by students, such as passing small packages between themselves in the hallways.
    d. Call(s) from concerned parents.
    e. Observation of a student being in possession of a large amount of money.
    f. Observation of increased use of Electronic Communication Devices by a student.
    g. Observance of a student exhibiting physical signs of substance or alcohol use.
    h. Ongoing problems regarding the use, distribution, possession, and/or sale of controlled substances, the illegal possession of weapons or incendiary/explosive devices, other potentially dangerous or disruptive items, and/or disciplinary problems dealing with same.
    i. Other reasons (the aforementioned list not all-inclusive and not limited to the above; other reasons may be considered).
2. Information is received pertaining to the possession of controlled substances, weapons, incendiary/explosive devices, other potentially dangerous or disruptive items which pose a threat to the health, welfare, and safety of the students, and the school.
3. Information is received indicating controlled substances, weapons, incendiary/explosive devices; other potentially dangerous or disruptive items are being transferred or sold within the school setting.

Canine Searches – Canine searches are searches involving the use of trained dogs to search property. General inspections of school property with trained dogs may be conducted upon authorization of the Superintendent. Such searches shall be conducted to protect the health, safety, and welfare of those in the school setting. Approved searches of school property by trained dogs shall be made only by certifiably trained dogs and trained handlers. During a search using dogs, students and teachers shall be segregated from the search area, and the dogs shall not come into contact with students and staff unless a clear and present danger has been established or if a proper search warrant has been secured from a proper legal agent. Only appropriate law enforcement agents and/or school officials shall participate in searches of the school.

Personal Searches – A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present. Should the student object to being searched, either verbally or

physically, the school Principal will continue with the search out of the concern for the well-being and safety of the school population under the doctrine of in loco parentis.

Locker, Desk or Cubbie Searches – All lockers, desks and cubbies (collectively referred to as "locker") are and shall remain the property of District, and students shall not have an expectation of privacy in these locations. Administration may inspect a student's locker at any time for the purpose of determining whether it is being improperly used for the storage of contraband, illegally possessed substances or objects, or any material that poses a hazard to the safety and order of the schools. Except in an emergency situation, reasonable steps shall be taken to ensure that the student whose locker is to be searched is notified and given an opportunity to be present during the search. However, the student's consent and/or the student's presence is not required for the search. Where school officials have a reasonable suspicion that the locker contains controlled substances and/or alcohol, and/or weapons and/or incendiary/explosive devices, and/or other potentially dangerous or disruptive items which pose a threat to the health, welfare, and safety of those in the school setting and/or the setting itself, the student's locker may be searched without prior warning. Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of the locker create an emergency, Administration may open the locker as soon as it is necessary to do so to discharge his/her duty to protect the persons and property in the school. Administration has sole authority to order the search, shall be present whenever a student locker is inspected, shall remand to the school police for the safe-keeping and handling any substance, object or material found to be improperly stored in a student's locker, and for the prompt written recording of each locker inspection, including the reason for the search, persons present, items found and their disposition. If a locker search request is made by a law enforcement officer, Administration shall comply with the request only upon presentation of a search warrant or upon the intelligent and voluntary consent of the student.

Motor Vehicle Searches – Students are permitted to park on school premises as a matter of privilege, not of right. District may conduct patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that controlled substances, alcohol, weapons, look-a-like weapons, incendiary/explosive devices, and other potentially dangerous or disruptive items is/are in the possession of a student and/or is/are being concealed by a student. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Computer and Electronic Storage Devices – Students have no expectation of privacy while using school technology devices and/or network. Periodic general inspections of computers and electronic storage devices may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. *See* **Computer and Internet Use and Prohibitions**.

A student's failure to permit searches and seizures as provided above will be considered grounds for disciplinary action. Any illegal or contraband materials shall be turned over by the Principal or his/her designee to the proper legal authorities for ultimate disposal.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Electronic Devices/Smart Phones/ Internet Phones/I-Pods/Tablets and similar devices—A device may be confiscated whenever there is reasonable suspicion that the device may contain evidence of a violation of this Code or reasonable suspicion that the device may contain contraband in accordance with applicable law.

Use of Metal Detectors—The use of metal detectors to minimize the risk of weapons on campus is determined to be a desirable technique to enhance campus security.

Metal detectors may be of the stationary walk-through or hand-held type.

Random Use: Metal detectors may be used at random as determined by the Administration.

Notice of Use of Metal Detectors: Any person entering a school of the District may be required to submit to a metal detector test.

Avoidance/Refusal of Detection Process: When a detector is in use at a particular location and a person attempts to avoid using that location, it shall be considered sufficient cause to immediately detain and search the person and/or deny admission.

Selective Use of Detector: Random use of a metal detector pursuant to this Policy shall not be considered a search governed by other policies of this Board relating to search of students and other persons. However, if a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized object or weapon, he/she may conduct a search of a person and personal effects.

No Obligation to Use: Nothing in this Policy requires the use of a metal detector.

SEXUAL MISCONDUCT

Students shall not engage in any sexual act(s) at school, at any school event or activity, on School District property, on a School District vehicle, or coming to or going from school.

TERRORISTIC THREATS OR ACTS *(Policy 218.2)*

The District recognizes the danger that terroristic threats and acts by students present to the safety and welfare of students, staff, and community. In a continuing effort to provide a safe and secure environment within school buildings, on school property, on school buses, at any school activity, event or function before, during or after school hours for all District students, all professional and non-certificated District employees and all legitimate visitors to the District, pursuant to the law, the Board acknowledges the need for an immediate and effective response to the situation involving such a threat or act.

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, visitor or school building.

A *terroristic threat* is: (1) a threat to commit any crime of violence communicated with the intent to terrorize another, to cause evacuation of a building, place of assembly or facility of the public and District transportation or with the intent to otherwise cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience; (2) the intentional communication, without factual basis or knowledge, of the existence or potential existence of a weapon of mass destruction; or (3) the intentional threat to place or set a weapon of mass destruction. A *terroristic act* is an offense against property or involving danger to another person. To *communicate* means to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex or similar transaction. A *weapon of mass destruction* is a bomb, biological agent, chemical agent or nuclear agent as those terms are defined by 18 Pa.C.S. § 2715.

Students must immediately inform the Principal about any information or knowledge relevant to a possible or actual terroristic threat or act. The school Principal shall immediately inform the Superintendent upon receiving a report of such a threat or act.

Where an investigation conducted by the Administration indicates a reasonable suspicion that the commission of such (an) act(s) has/may occur(red), the following guidelines shall be applied:

1. In an effort to preserve a safe school environment, the student involved in the commission of the threat/act may be requested to participate in a voluntary search by the school Principal, in the presence of a witness. Such a search could include the student's locker, clothing, book bag(s), vehicle, or other property. Should the student object to being searched, either verbally or physically, the school Principal will continue with the search out of the concern for the well-being and safety of the school population under the doctrine of *in loco parentis*.
2. The school Principal shall immediately suspend the student.
3. The student's parent is to be notified as soon as possible.
4. The school Principal shall promptly report the incident to the Superintendent.
5. The parent of any and all students involved in the incident should be notified.
6. Based on the results of the investigation, the Superintendent may report the student to law enforcement officials.
7. The Administrator will coordinate the Administrative Review procedures that pertain to the investigation and charges, securing written statements that include witness statements and anecdotal records substantiating or refuting the charges.
8. The Administrator will cooperate with the Superintendent in the development of a public statement as well as determining the most effective method of informing school personnel, should there be such a need.
9. An Administrative Review, if deemed necessary, shall be convened before the Superintendent, who may recommend expulsion of the student to the Board.
10. As is appropriate, the Administrator will assist in the informative and notification requirements for the Administrative Review before the Superintendent and recommendation before the Board for expulsion or other disciplinary action in

accordance with the Public School Code and Department of Education regulations or guidelines.

11. Any student who physically assaults a staff member during an investigation or otherwise will be immediately excluded from school and scheduled for an Administrative Review.
12. An elementary school student (K-5) who is found to have violated this Policy shall be subject to disciplinary action up to and including expulsion from District. The age of the student and the nature of the violation may be considered in determining appropriate disciplinary action.
13. If a student is expelled for making terroristic threats or committing terroristic acts, the Superintendent and/or Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to himself/herself or to others.
14. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.
15. In the case of exceptional students, District will take all steps necessary to comply with the applicable laws.

TOBACCO *(Policy 222)*

The District recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and non-users and the safety and environment of the schools.

For purposes of this Policy, **tobacco** includes possession of a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, drip, or dissolvable tobacco pieces. All staff members, parents, and other visitors are required to adhere to these rules set forth in this Code.

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Students are prohibited from using, possessing or selling tobacco, nicotine and nicotine delivery products at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the District. In addition, students are prohibited from using, possessing or selling tobacco, nicotine and nicotine delivery products at school sponsored activities that are held off school property.

The District may initiate prosecution of a student who possesses, sells or uses tobacco in violation of this Policy.

Incidents of possession, use and sale of tobacco, nicotine and nicotine delivery products in violation of this Policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

A student convicted of possessing, using or selling tobacco in violation of this Policy may be fined up to *$50* plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

UNLAWFUL HARASSMENT/DISCRIMINATORY HARASSMENT
(Policy 103, 103.1)

The District strives to provide a safe, positive learning climate for its students. Therefore, harassment in any form is not tolerated by the District. Each student is responsible for respecting the rights of their fellow students and to ensure a school atmosphere free from all forms of unlawful harassment.

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

The term "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 school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words describing an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

Disability Harassment

Disability harassment consists of intimidation and/or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities from District programming through such things as verbal acts and name calling, non-verbal behavior - such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. A hostile environment may exist even if there are no tangible effects on the student where the harassment is serious enough to adversely affect the student's ability to participate in or benefit from District programming.

Examples of disability harassment include but are not limited to repeated remarks, negative in nature and made aloud in the school setting, regarding a student's disability and resulting in the harassed student having difficulty performing assigned educational tasks and/or causing a significant decline in his/her grades; physically impeding a disabled student's ability to function in the classroom setting; subjecting a student to inappropriate physical restraint resulting from conduct related to his/her disability, with the result that the student tries to avoid attending school

on a regular, punctual basis; repeatedly denying a disabled student with access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to the student's disability; repeatedly belittling and/or criticizing a student with a disability for using accommodations in the school setting, with the result that the student becomes discouraged and has difficulty performing in a manner commensurate with his/her ability; continual taunting and/or belittling of a disabled student in a manner that focuses upon his/her disability, resulting in limited participation in the educational process.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board has designated the Director of Administrative Services as the District's Compliance Officer.

The Compliance Officer shall publish and disseminate this Policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.

The Administration shall be responsible to provide training for students and employees regarding unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and District employees and to ensure an atmosphere free from all forms of unlawful harassment.

The Principal or designee shall be responsible to promptly complete the following duties when receiving a complaint of unlawful harassment in addition to following the Complaint Procedure as outlined in Policies 103, 103.1, and 104:

1. If the building principal is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.

2. Inform the student or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.

3. Seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination of other students.

4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling

resources.

5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another District employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district's legal obligations to conduct an investigation and address violations of this policy, and any other information appropriate to the specific complaint.

6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

When a student believes that he/she is being harassed, he or she may file a complaint. The filing of a complaint is encouraged and the encouragement of the filing of complaints is part of the District's strategies to end all forms of unlawful harassment.

WEAPONS *(Policy 218.1)*

The District recognizes the importance of safe and secure schools to provide students, teachers, and staff members with an opportunity to go about daily activity in a positive atmosphere. The District will endeavor to provide a safe and secure environment within school buildings, on school property, on school buses, at any school activity, event or function before, during, or after school hours for all District students, all professional and non-certificated District employees and all legitimate visitors in the District, pursuant to law.

Students shall not possess or bring weapons or replicas of weapons into any District buildings, onto District property, to any school-sponsored activity, or onto any public conveyance providing transportation to school or to a school-sponsored activity.

A "weapon" is defined as an instrument of any type which can be used to cause harm to an individual. While not all-inclusive, a weapon shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, handgun, rifle, spring gun, air gun, sling shot, bludgeon or club, metal or artificial knuckles, sword, machete, pellet gun, nightstick, ax handle, explosive device, ammunition, dangerous chemical, razor, any other tool, instrument or implement capable of inflicting serious injury; any look-alike knife, shotgun, rifle or gun; and/or an instrument which, in the judgment of the Administration, could be used as a weapon or mistaken for one. This includes, by way of example and not limitation, pocketknives of all sizes and designs, box cutters, Swiss army knives, nail cutters and work tools that could constitute a weapon. An imitation or replica of any of the foregoing may be considered a "weapon."

Any instrument, tool, implement, or substance while being used by a student participating in an educational and/or vocational process or program approved by a school, as determined by a(n)

Administrator, teacher and/or other Board-authorized adult supervisor, will not be defined as a weapon as long as that instrument, tool or implement is being used for its educationally and/or vocationally defined purpose. Should a classroom project or demonstration involve a need to bring an item that could be classified as a weapon to school, the student is required to obtain written permission from the classroom teacher who will notify the Principal of the need.

Any student who brings a weapon onto, or possesses a weapon on or at, any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity, shall be subject to an Administrative Review before the Superintendent. Such student will be suspended from school for a period of ten (10) school days, and such suspension may be continued pending an expulsion hearing before the Board or a committee of the Board in the event that it is determined by the Superintendent or his/her designee that the student's presence in his/her normal class assignment would constitute a threat to the health, safety, morals or welfare of others and it is possible to hold a formal hearing within the ten (10) day initial suspension period.

A student is in "possession" of a weapon when the weapon is found on the person of the student, in the student's locker, desk, backpack, or in the student's vehicle and the weapon is under the student's control while the student is on school property, on property being used by the school, at any school function or activity, at any school-sponsored activity held away from the school, on any conveyance providing transportation to a school or school-sponsored activity, or while the student is on his/her way to or from school.

If a student violates these rules, the Board shall expel the student for a period of not less than 1 year following a hearing. However, the Superintendent has discretion to recommend modifications of this expulsion requirement on a case-by-case basis, and, in the case of an exceptional student, shall comply with applicable law. If a student is expelled, the District may make an alternative assignment or provide alternative educational services during the period of expulsion.

Violations of these rules will be reported to the police or other law enforcement agency.

Any professional staff member or other school employee who has reason to believe that a student is in possession of and/or is transporting and/or transmitting a weapon or look-alike weapon, shall immediately inform the Principal who will conduct the complete investigation. Upon investigation and/or confiscation of any weapon and/or look-alike, the Principal may immediately notify and/or summon:

1. The District School Police
2. The local police
3. The Superintendent
4. The parent of any and all students involved in the incident

Upon determining that a reasonable suspicion of possession of a weapon exists, and in an effort to preserve a safe school environment, the Principal may request that the student(s) involved volunteer to be searched, or to have his/her locker, clothing, book bag(s), vehicle and/or other property searched by a school official, in the presence of a witness. Should the student refuse or resist such a search, verbally and/or physically, the Principal may continue with the search to

protect the well-being and safety of the school population under the doctrine of in loco parentis. The parent is/are to be notified as soon as possible.

The Principal will cooperate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel, as necessary. The Superintendent, subject to confidentiality and due process requirements, may inform the Board of an incident as soon as measures have been taken to eliminate any immediate danger associated with such incident.

The Principal will coordinate with the Administrative Review procedures which pertain to the investigation, securing information, such as witness' statements and anecdotal records substantiating the alleged violation.

The Principal will assist in the informational and notification requirements for the Administrative Review before the Superintendent and for the recommendation before the Board for expulsion in accordance with the Pennsylvania School Code.

If a student is expelled for a violation of these rules, the Superintendent and/or Board may require, as a condition of readmission, that the student provide acceptable proof, whether in the form of a psychiatric/psychological report or otherwise, that he/she does not pose a risk of harm to himself/herself and/or others.

A student who is suspended and/or expelled for violating these rules, upon return to school, shall be subject to random searches.

The Superintendent shall report all incidents relating to expulsion for possession of a weapon to the Department of Education. The Superintendent shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Acts of violence or possession of a weapon in violation of this Policy shall be reported to the Office for Safe Schools on the required form at least once each year.

The Principal shall inform all students of this Policy and the consequences for violation of this Policy as well as their personal responsibility to guard the health, safety and welfare of the school community, and to protect school property. Information within this Policy is to be given to students within the first three (3) days of the beginning day of each school year. New students shall be informed of this Policy upon application for admission. Reminders of this Policy are to be provided to students periodically throughout the school year.

An exception to this Policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

When the District receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the District may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

CONSEQUENCES FOR INFRACTIONS MAY CARRY OVER TO THE BEGINNING OF THE NEXT SCHOOL YEAR OR A STUDENT'S RETURN TO MEMBERSHIP.

IN ADDITION, LAW ENFORCEMENT MAY BE CONTACTED WHEN THE INFRACTION CONSTITUTES A CRIMINAL ACT. PLEASE SEE GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION ON PAGES 66-77.

Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Abuse of Pass/Loitering - A person not arriving and/or returning from a designated location in a timely fashion or one making purposeless stops, veering off course from a destination or errand.	See Level 1* *5 Demerits*	See Level 1* *5 Demerits*	1 Day ISS *5 Demerits*
Aggravated Assault on Staff/Student - An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting, spitting, etc.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Aggravated Indecent Assault - Refer to associated Crimes Code Citation for specific details -- §3125 Aggravated Indecent Assault.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
All Other Forms of Harassment/Intimidation - Repeatedly commits acts with intent to harass, annoy or alarm another person.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Arson - The unlawful and intentional damage or attempt to damage any real or personal property by fire or incendiary device. Setting a fire (by match, lighter, fireworks, firecrackers, trashcan fires, Molotov cocktails, or any other incendiary device) providing aid, counsel or pay toward same. This category does not include a simple act of lighting a match.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Attempt/Commit Murder/Manslaughter - When a person intentionally, knowingly, recklessly, or negligently attempts to cause the death of a human being.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Bomb Threat - A person who communicates, either directly or indirectly, a bomb threat to: (1) commit any crime of violence with intent to terrorize another; (2) cause evacuation of a building, place of assembly or facility of public transportation; or (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term "communicates" means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*

Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Brazen Insubordination - Bold, shameless and continual defiance of authority; refusal to obey orders.	See Level 1* *15 Demerits*	1 Day ISS *15 Demerits*	5 Day OSS *15 Demerits*
Bullying/Cyberbullying - By law, "bullying" shall mean an intentional electronic, written, verbal or physical act, or a series of acts: (1) directed at another student or students; (2) which occurs in a school setting; (3) that is severe, persistent or pervasive; and (4) that has the effect of doing any of the following: (i.) substantially interfering with a student's education; (ii.) creating a threatening environment; or (iii.) substantially disrupting the orderly operation of the school; and "school setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyberbullying is being used to describe bullying behavior which occurs on the Internet or via Social Media. The term bullying should not be used when there is a mutual confrontation between two students or groups of students. Behavior is clearly bullying when: (1) there is intent to harm - the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior and (2) there is intensity and duration - the taunting continues over a period of time, and is not welcomed by the target.	See Level 1* *15 Demerits*	1 Day ISS *15 Demerits*	5 Day OSS *15 Demerits*
Burglary - The unlawful entry into a building or other structure with the intent to commit a felony or theft. It is not necessary that force be used in gaining entry, neither is it necessary that property loss occur. Attempts to unlawfully enter a structure without expressed permission are also counted in this category.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Cheating - Obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.	See Level 1* *5 Demerits*	See Level 1* *5 Demerits*	1 Day ISS *5 Demerits*
Class Cut - Absent oneself from a class or other, mandatory event.	See Level 1* *5 Demerits*	See Level 1* *5 Demerits*	1 Day ISS *5 Demerits*

Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Classroom Disruption - Is generally regarded as a behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class.	See Level 1* *1 Demerit*	See Level 1* *1 Demerit*	1 Detention *1 Demerit*
Criminal Trespass - Intentionally entering or remaining unlawfully on school property, without authorization.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Cyber Harassment of a Child - Intent to harass, annoy or alarm, the person engages in a continuing course of conduct by electronic means directly to a child or by publication through an electronic social media service.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Detention Cut - Not reporting to assigned after-school detention nor securing prior permission to reschedule.	**1st Offense** – student will receive a verbal warning and Detention will be rescheduled **2nd, 3rd, 4th Offense** - student will receive 2-Day Detention **5th Offense** - student will be considered in violation of Brazen Insubordination *1 Demerit*		
Dishonesty – Characterized by lack of truth, honesty, or trustworthiness.	See Level 1* *5 Demerits*	See Level 1* *5 Demerits*	1 Day ISS *5 Demerits*
Disobedience - Not following direction of school official or someone in authority.	See Level 1* *5 Demerits*	See Level 1* *5 Demerits*	1 Day ISS *5 Demerits*
Disorderly Conduct - Intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she: (1) engages in fighting or threatening, or in violent or tumultuous behavior; (2) makes unreasonable noise; (3) uses obscene language, or makes an obscene gesture; or (4) creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Display/Public Affection - Acts of physical intimacy such as kissing in the view of others.	See Level 1* *1 Demerit*	See Level 1* *1 Demerit*	1 Detention *1 Demerit*

Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Disrespect to Staff- Acting rude, impolite, and lacking courtesy for a staff member.	See Level 1* *10 Demerits*	See Level 1* *10 Demerits*	2 Day OSS *10 Demerits*
Dress Code Violation - A student found to be in violation of Policy 221 will be removed from class and sent to the office. The student will be issued a written warning and given the opportunity to change from non-compliant clothing into compliant clothing. If the student does not have compliant clothing to change into, the parent will be contacted to bring such clothing for the student. A student may change from non-compliant clothing to compliant clothing provided by the school, when available. If the parent cannot be contacted and/or is unable to bring such clothing, the student may be removed from class for the remainder of the day for offensive items (Grades 6-12). Violations in excess of the 5th offense in any one school year will also carry the infraction of "Brazen Insubordination" and shall be issued disciplinary consequences.	See Level 1* *1 Demerit*	See Level 1* *1 Demerit*	See below. *1 Demerit* **Grades 6-12 only:** **1st & 2nd Offense** – student will receive Detention **3rd Offense** – student will receive 1 Day ISS **4th Offense** – student will receive 1 Day OSS **5th Offense** – student will receive 3 Day OSS **6th Offense** – student will be in violation of Brazen Insubordination
Encourage/Instigate Fight - Prompting, provoking, influencing, and/or triggering a fight.	See Level 1* *5 Demerits*	1 Day ISS *5 Demerits*	1 Day ISS *5 Demerits*
Extortion - The gaining of property or money by any kind of force, or threat of 1) violence; 2) property damage; 3) harm to reputation; or 4) unfavorable action.	See Level 1* *15 Demerits*	1 Day ISS *15 Demerits*	5 Day OSS *15 Demerits*
Failure to Disperse Upon Official Order - Refusing or failing to disperse when ordered to do so by School Police, School Staff/Official engaged in enforcing or executing the law.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Failure to Produce and/or Display ID Badge – Not producing an ID upon request of a school official.	See Level 1* *1 Demerit*	See Level 1* *1 Demerit*	1 Detention *1 Demerit*
Fighting (Mutual Altercation) - A student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, physical aggression or other minor altercations.	See Level 1* *20 Demerits*	2 Day OSS *20 Demerits*	10 Day OSS *20 Demerits*

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Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Forgery - Falsely making, completing, signing or altering a written document.	See Level 1* *5 Demerits*	1 Detention *5 Demerits*	1 Day ISS *5 Demerits*
Gambling - The activity or practice of playing at a game of chance for money or other stakes.	See Level 1* *5 Demerits*	See Level 1* *5 Demerits*	1 Day ISS *5 Demerits*
Gang Membership Activities - The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a gang , whether real or implied, and/or which has, through past experience in the District, been shown to be a danger to the school environment, its staff and students, and to substantially disrupt the District's educational programs.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Gang Membership Claimed for the Purpose of Intimidation - Claiming association with a group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Gang Policy Violation - Using hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation which means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, whether real or implied, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*

Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Homicide (Murder or Manslaughter): Occurs when a person intentionally, knowingly, recklessly, or negligently causes the death of a human being. Homicide is classified as murder, voluntary manslaughter, or involuntary manslaughter.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Inappropriate Article - Items not directly associated with the educational program and reasonably necessary for the student's participation in the school program shall NOT to be brought to school or to any school activity or program.	See Level 1* *1 Demerit*	See Level 1* *1 Demerit*	1 Detention *1 Demerit*
Inappropriate Conduct - Engaging in behavior that a reasonable and sensible person would not do, thereby violating the Code of Student Conduct, including but not limited to inappropriate care of school property, inappropriate expression/action, and/or profanity.	See Level 1* *5 Demerits*	1 Detention *5 Demerits*	1 Day ISS *5 Demerits*
Indecent Assault - Refer to associated Crimes Code Citation for specific details -- §3126 Indecent Assault.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Indecent Exposure - A person that exposes his or her genitals in any public place or in any place where there are present other persons under circumstances in which he or she knows or should know that this conduct is likely to offend, affront or alarm.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Involuntary Deviate Sexual Intercourse - Refer to associated Crimes Code Citation for specific details §3123 Involuntary Deviate Sexual Intercourse.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Kidnapping/Interference with Custody of Child - The removal, restraining or confinement of an individual by another through force, threat, or deception or (if person is under 14 years) without consent of a parent, guardian or school. Kidnapping/abduction includes hostage taking. A parent taking a child in violation of a court order, although it may be a crime, is not kidnapping for this purpose.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Minor Altercation - An incident which involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault (e.g., "Student A" strikes "Student B" resulting in little injury and "Student B" does not retaliate).	1 Detention *15 Demerits*	2 Day OSS *15 Demerits*	5 Day OSS (Grades 6-8) 10 Day OSS (Grades 9-12) *15 Demerits*
Obscene & Other Sexual Materials and Performance - A motion picture show or other presentation or performance which, in whole or in part, depicts nudity, sexual conduct, or sadomasochistic abuse.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*

Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Open Lewdness - Any lewd act which he/she knows is likely to be observed by others who would be affronted or alarmed.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Physical Aggression/Altercation – Any physical act intended to cause harm to another person or a group of people.	See Level 1* *10 Demerits*	1 Day ISS *10 Demerits*	3 Day OSS *10 Demerits*
Plagiarism - The practice of taking someone else's work or ideas and passing them off as one's own.	See Level 1* *5 Demerits*	See Level 1* *5 Demerits*	1 Day ISS *5 Demerits*
Positive Behavior/Merit Earned - Any exemplary act of community or school service of at least 10 hours, evidenced by the written recommendation of the administration or faculty, for which a student makes proper application. Merit may also be earned for a record of exemplary conduct without disciplinary referral for a period of 45 consecutive school days.	N/A	N/A	N/A
Possession of Alcohol - Any alcohol or malt beverage. Examples include, but are not limited to, beer, wine, and liquor. ***Includes:*** ***Possession of Alcohol*** ***Using/Sale/Distribution or Acting Under the Influence of Alcohol***	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Possession of a Controlled Substance - Any drug listed in the Controlled Substance, Drug, Device and Cosmetic Act or the Comprehensive Drug Abuse Prevention and Control Act or PA Drug Device and Cosmetic Act, as a controlled substance, chemical abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter mood. Examples include but are not limited to, marijuana, hashish, chemical solvents, glue, "look alike" substances, and any capsule or pill not registered with the school nurse, annotated within the student's health record and then given in accordance with the District's Policy for the administration of medication to students in school. Drug Paraphernalia – Any utensil or item which, in the school's reasonable judgment, is commonly associated with the use of drugs, alcohol or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls. ***Includes:*** ***Possession of a Controlled Substance*** ***Using/Sale/Distribution or Acting Under the Influence of a Controlled Substance***	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*

Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Possession of A Weapon - Possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to and from any elementary or secondary publicly-funded educational institution. A weapon is defined as: Any firearm or explosive device; force-impacting device; knife or sharp-edged or sharp-pointed utensil, device or tool; or any article, instrument or substance which can or is likely to produce death or great bodily harm. ***Include but are not limited to Possession of:*** ***BB/Pellet Gun*** ***Explosive (Bomb, Missile, etc.)*** ***Rifle/Shotgun*** ***Knife*** ***Cutting Instrument (Razor, box cutter, etc.)*** ***Handgun*** ***Other Firearm or Weapon Replica*** ***Other Weapon***	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Possession, Use, or Sale of Tobacco or Other Nicotine/Drug Delivery Service - Tobacco includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or materials; and smokeless tobacco in any form (snuff, chewing tobacco, etc.).	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Prohibited Item of a Dangerous Nature - Items, devices, materials which are considered hazards to the safety of other or which could interfere with the educational process are prohibited in school. Items not directly associated with the educational program and reasonably necessary for the student's participation in the school program shall NOT to be brought to school or to any school activity or program.	See Level 1* *5 Demerits*	1 Detention *5 Demerits*	1 Day OSS *5 Demerits*
Propelling a Projectile - A fired, thrown, or otherwise propelled object.	1 Detention *5 Demerits*	1 Detention *5 Demerits*	1 Day ISS *5 Demerits*
Racial/Ethnic Intimidation - Malicious intent toward another's person or property based on race, color, religion or national origin is a hate crime.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Rape - Refer to associated Crimes Code Citation for specific details -- §3121 Rape.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Reckless Endangering - Conduct which places or may place another person in danger of death or serious bodily injury.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*

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Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Rioting - Taking part in a violent public disturbance.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Robbery - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Sexual Assault - Refer to associated Crimes Code Citation for specific details -- §3124.1 Sexual Assault.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Sexual Harassment - Discrimination against a student based on the student's submission or rejection of sexual advances and/or requests or creating an atmosphere of harassment based on sexual issues/activity. The unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender based harassment which has the purpose or effect to interfere with the individual performance, work environment, or participation in school sponsored activities, or creates an intimidating, hostile, or offensive educational environment.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Simple Assault on Staff/Student - The unlawful physical attack by one student upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Stalking - A person engages in a course of conduct or repeatedly commits acts towards another person, including following the person without proper authority, with the intent to place such person in reasonable fear of bodily injury or to cause substantial emotional distress.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Statutory Sexual Assault - Refer to associated Crimes Code Citation for specific details -- §3122.1 Statutory Sexual Assault.	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Tardy to Class - Arriving after the bell to class without a pass from previous teacher.	See Level 1* *1 Demerit*	See Level 1* *1 Demerit*	1 Detention *1 Demerit*

Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Terroristic Threat (excluding bomb threat) - A person communicates a threat to: (1) commit any crime of violence with intent to terrorize another; (2) cause evacuation of a building, place of assembly or facility of public transportation; or (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term "communicates" means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions. ***Includes:*** ***Indirect Terroristic Threat*** (does not specify the means and is simply a generalized statement or threat) ***Direct Terroristic Threat*** (describes the means and the specific individual(s) targeted)	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*	10 Day OSS *45 Demerits*
Theft - A person unlawfully takes, or exercises unlawful control over, property of another with intent to deprive him thereof.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Threatening School Staff/Student - To unlawfully place another person in fear of bodily harm through verbal threats or intimidation (physical, verbal, written, or electronic (e.g., internet) threat or intimidation) without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included. ***Includes:*** ***Threatening School Staff*** ***Threatening a Student***	10 Day OSS *45 Demerits* 5 Day OSS *15 Demerits*	10 Day OSS *45 Demerits* 5 Day OSS *15 Demerits*	10 Day OSS *45 Demerits* 5 Day OSS *15 Demerits*
Unauthorized Solicitation - Any request or appeal, either oral or written, or any endeavor to obtain, seek or plead for funds, property, financial assistance or other thing of value, including the promise or grant of any money or property of any kind or value.	See Level 1* *5 Demerits*	See Level 1* *5 Demerits*	1 Day OSS *5 Demerits*
Unexcused Tardy to School - Arriving after the start of the school day.	See Level 1* *1 Demerit*	See Level 1* *1 Demerit*	1 Detention *1 Demerit*

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Glossary of Disciplinary Infractions	Disciplinary Action/Demerits (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12)		
	Grades K-2	Grades 3-5	Grades 6-12
Unlawful Restraint - When one person knowingly and intentionally restrains another person without that person's consent and without legal justification.	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*	5 Day OSS *15 Demerits*
Unprepared For Class - Not having the proper books and supplies needed to participate fully in class.	See Level 1* *1 Demerit*	See Level 1* *1 Demerit*	1 Detention *1 Demerit*
Vandalism - The unlawful desecration of a building or other structure with the intent to commit damage.	1 Day OSS *45 Demerits* Restitution	1 Day OSS *45 Demerits* Restitution	10 Day OSS *45 Demerits* Restitution
Verbal Aggression/Altercation - Any verbal act intended to cause harm to another person or a group of people.	See Level 1* *5 Demerits*	1 Detention *5 Demerits*	1 Day OSS *5 Demerits*
Violation of Student Expression/Distribution & Posting of Materials - Publicly displaying non-school materials on school property or at school sponsored events, including, but not limited to, affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites, through other school district-owned technology and the like without receiving prior permission from the building Principal.	See Level 1* *5 Demerits*	1 Detention *5 Demerits*	1 Day OSS *5 Demerits*

Level 1 Action Tier -- Grades K-5 (when noted as the Disciplinary Action on pages 66 to 76):

- **1st Offense** – Documented warning/discussion of inappropriate behavior and parent contact within 24 hours, in addition to parent notification form.
- **2nd Offense** – Documented warning and teacher interventions including, but not limited to, conference with student, parent contact within 24 hours and/or conference with parent, in addition to parent notification form, conference with guidance staff, student lunch detention, modified instructional programming, specially designed assignment, behavior plan, denial of privileges.
- **3rd Offense** – Referral to administrator for parent contact and three lunch detentions.
- **4th Offense** – 1 Day ISS

Additional Disciplinary Action Steps for Grades K-12:

- Detention at the elementary level shall include lunch and/or after-school detention. Detention at the secondary level shall be after-school.
- Bus suspension shall be in addition to any disciplinary action taken if the incident occurred on a school bus or school vehicle.
- Students who receive any type of suspension will be prohibited from attending and/or participating in activities both during and after school for the duration of the suspension. However, students receiving an internal suspension will be required to attend any scheduled after-school detentions. No student, during the time of an external suspension will be permitted on school grounds.
- For all offenses governed by the provisions of The Pennsylvania Public School Code, Article XIX-C, Disruptive Student Programs and/or the Pennsylvania Safe Schools and Possession of Weapons Act 26 of 1995, as amended the following actions shall apply: Ten-day external suspension; Assignment to an alternative educational setting; Police referral/action for all unlawful offenses; and Expulsion.
- **PLEASE NOTE: ANY STUDENT GRADES 6-12 WHO RECEIVES 25 DEMERITS IN A SCHOOL YEAR WILL BE EXCLUDED FROM SOCIAL EVENTS SUCH AS PROM AND CLASS TRIPS. ANY STUDENT WHO RECEIVES 45 DEMERITS IN A SCHOOL YEAR MAY RESULT IN A PRE-EXPULSION.**

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends the East Stroudsburg Area School District, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At East Stroudsburg Area School District, we are very proud of our teachers for their commitment to provide every child with a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives support from a paraprofessional. If your child receives this support, you may also request information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
    - subject matter tested,
    - purpose of the test,
    - source of the requirement (if applicable),
    - amount of time it takes students to complete the test, and
    - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's principal or email ryan-moran@esasd.net. Thank you for your continued support.

SIGNATURE PAGE

Dear Parent(s)/Guardians(s) & Students:

You have read and understand all the rules and regulations of the 2020~~19~~-2021~~9~~ East Stroudsburg Area School District Code of Student Conduct

This Code of Student Conduct contains important information that should be discussed with your child. **We ask that you sign and return this page within the first two weeks of school to indicate that you have received and reviewed the above information with your child/children.**

Student Name: _____
(Print)

_____
(Signature)

Homeroom Teacher's Name: _____ **Grade:** _____

Parent's Name: _____
(Print)

_____
(Signature)

CHIP INFORMATION

Pennsylvania's Children's Health Insurance Program
We Cover All Kids.

It's Time to Head Back to Class – Are Your Kids Covered?
CHIP Offers Quality Health Care for Uninsured Kids and Teens

Backpack -- check. Pencils -- check. Lunchbox -- check. Health insurance for your kids and teens -- check? This back-to-school season, make sure your kids have all the things they need -- including quality health insurance. Pennsylvania's **C**hildren's **H**ealth **I**nsurance **P**rogram now covers all uninsured kids and teens (up to age 19). And no family makes too much money for CHIP. Coverage includes doctor visits, dental care, eye care, prescriptions, immunizations, mental health and much more.

There are more than 133,000 uninsured children in Pennsylvania who now have access to this comprehensive health insurance coverage. All families need to do is apply!

For many families, CHIP is free, with no copays or monthly premiums. Families with higher incomes may qualify for low-cost or at-cost CHIP, which still includes the same comprehensive benefits. Families whose incomes fall below CHIP guidelines may be enrolled in Medical Assistance.

Families who need health insurance are encouraged to apply right away. CHIP enrollment information is available by visiting **chipcoverspakids.com** or calling **800-986-KIDS** to apply or for more information.

Best wishes for a successful school year!

****

Es hora de volver a la escuela - ¿Están sus hijos goza de cobertura?
CHIP ofrece atención médica de calidad para no asegurados Niños y Adolescentes

Mochila - check. Lápices - check. Lunchbox - check. El seguro de salud para sus niños y adolescentes - comprobar? En esta temporada de regreso a la escuela, asegúrese de que sus hijos tienen todas las cosas que necesitan - incluyendo el seguro de salud de calidad. Programa de Seguro de Salud Infantil de Pennsylvania cubre ahora todos los niños y adolescentes sin seguro (hasta 19 años). Y ninguna familia gana demasiado dinero para CHIP. La cobertura incluye consultas médicas, atención dental, cuidado de los ojos, las recetas, las inmunizaciones, salud mental y mucho más.

Hay más de 133,000 niños sin seguro en Pennsylvania, que ahora tienen acceso a esta cobertura de seguro de salud integral. Todas las familias deben de aplicar!

Para muchas familias, CHIP es gratuito, sin copagos ni primas mensuales. Las familias con ingresos más altos pueden tener derecho a bajo costo o al costo de CHIP, que todavía incluye los mismos beneficios integrales. Las familias cuyos ingresos caen por debajo de las directrices de CHIP pueden estar inscritos en Asistencia Médica.

Animamos a las familias que necesitan seguro de salud para aplicar de inmediato. Información de inscripción de CHIP está disponible visitando **chipcoverspakids.com** o llamando al **800-986-KIDS** para aplicar o para más información.

Mis mejores deseos para un año escolar exitoso!

East Stroudsburg Area School District

Refunding Discussion

July 13, 2020

Presented by:

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Managing Director
&
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pfm

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East Stroudsburg Area School District
Topics of Discussion
July 13, 2020

Market Update

1) Long term tax-exempt interest rates remain at or near all-time lows as the market continues to digest the economic impacts of COVID-19.

2020 Refunding Opportunities

1	2	3	4	5	6	7
Existing Debt	**Principal [1]**	**Call Date**	**Average Existing Rate**	**Final Maturity**	**Estimated Net Savings [2]**	**As a %**
Series of 2013	$6,795,000	Anytime	1.990%	2027	**$159,501**	**2.35%**
Series of 2014	$2,651,000	Anytime	1.920%	2022	**($13,527)**	**(0.51%)**
Series AA of 2014	$6,560,000	3/1/2020	2.377%	2025	**$206,333**	**3.15%**
Series of 2015	$4,410,000	9/1/2020	2.008%	2023	**$15,394**	**0.35%**

[1] Principal outstanding AFTER the District's regularly scheduled 9/1/2020 and 10/1/2020 principal payments.
[2] For these purposes, assumes a current estimate of interest rates as of July 8, 2020. Actual rates subject to change based on market conditions

2) A combined refunding of 2013, 2014AA, and 2015 Bonds is producing net local effort savings of approximately **$386,000** or **2.17%** of refunded principal.

Refunding Options & Next Steps

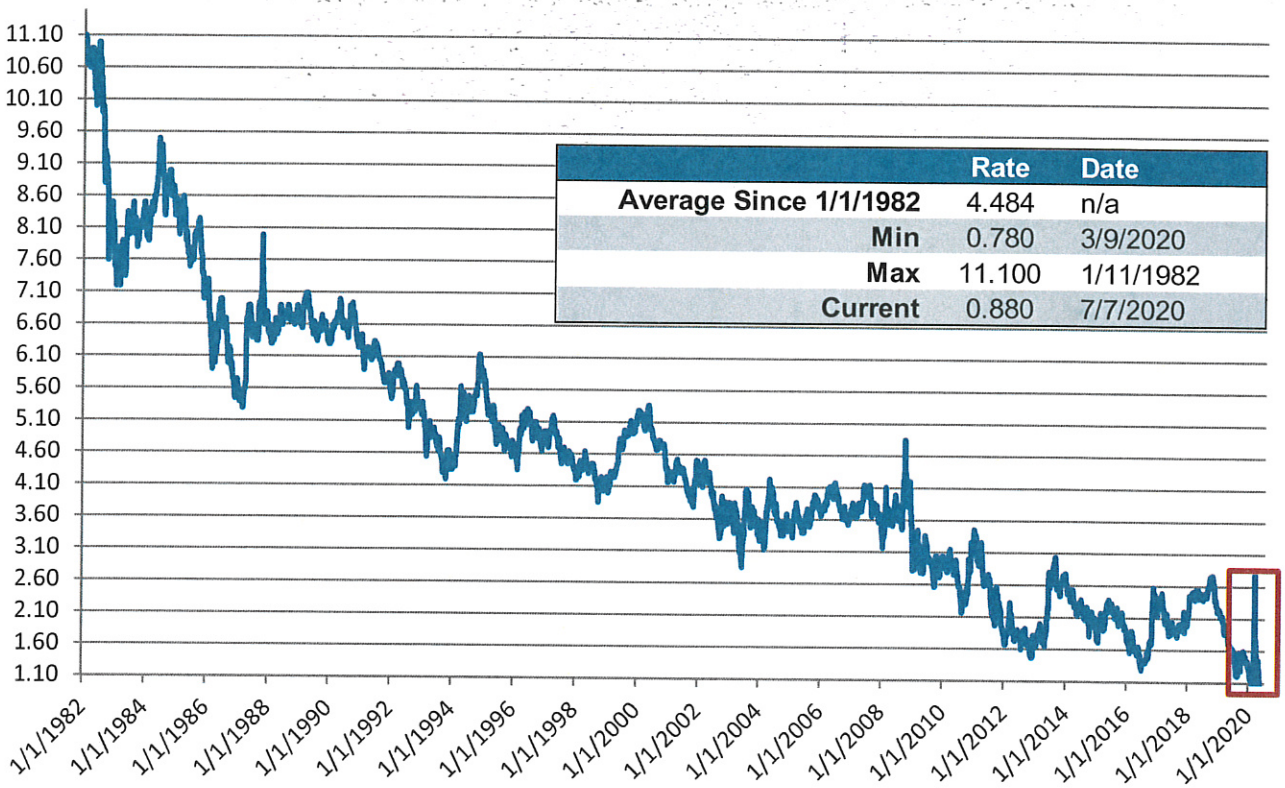
3) Given the relatively short maturity of the refunding, a private bank loan may be a suitable alternative to the public bond markets

4) A "dual-track" process where the results of a bank loan RFP process are simultaneously compared to the current bond market to select the option that maximizes net local effort savings

5) See estimated timeline for next steps

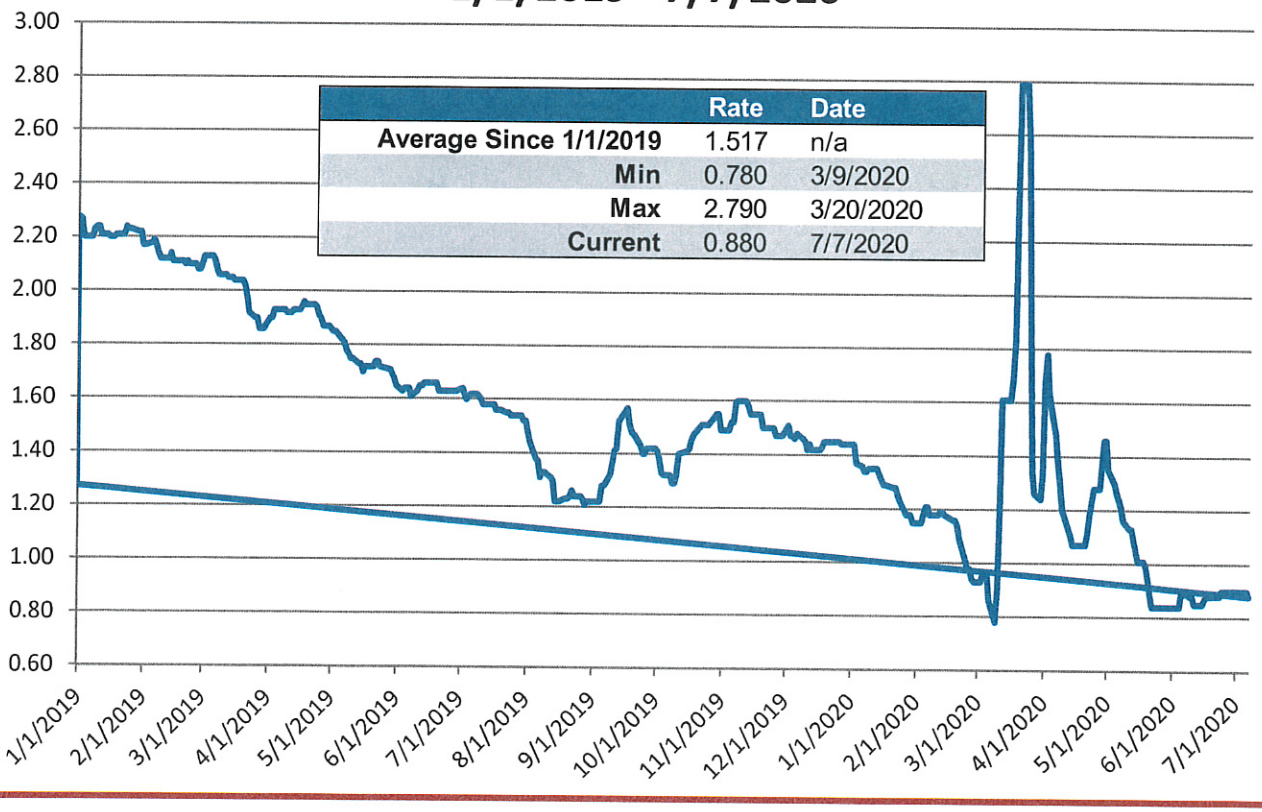
10 Year MMD *(AAA Fixed Rate Bond Rates)*
1/1/1982 - 7/7/2020

pfm



	Rate	Date
Average Since 1/1/1982	4.484	n/a
Min	0.780	3/9/2020
Max	11.100	1/11/1982
Current	0.880	7/7/2020

10 Year MMD *(AAA Fixed Rate Bond Rates)*
1/1/2019 - 7/7/2020



	Rate	Date
Average Since 1/1/2019	1.517	n/a
Min	0.780	3/9/2020
Max	2.790	3/20/2020
Current	0.880	7/7/2020

EAST STROUDSBURG AREA SCHOOL DISTRICT
SUMMARY OF OUTSTANDING INDEBTEDNESS

Debt Service Requirements

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			ESSA Bank	TD Bank										
Fiscal Year Ended	QSCBs Series of 2010 [1]	QZABs Series D of 2011 [2]	G.O. Bonds Series of 2013 [3]	G.O. Bonds Series of 2014	G.O. Bonds Series AA of 2014	G.O. Bonds Series of 2015	G.O. Bonds Series of 2016	G.O. Bonds Series A of 2016	G.O. Bonds Series of 2017	G.O. Bonds Series A of 2017	G.O. Bonds Series AA of 2017	G.O. Bonds Series AAA of 2017	G.O. Bonds Series of 2019	**Total Debt Service**
6/30/2021	65,761	24,500	175,619	2,226,587	317,540	2,241,070	343,353	952,050	276,063	166,775	7,891,475	586,778	207,575	**15,475,145**
6/30/2022	64,243	23,917	169,872	2,319,906	299,490	2,187,370	342,253	176,775	274,663	171,275	8,646,975	586,685	207,325	**15,470,747**
6/30/2023	62,724	23,333	233,529	363,456	316,390	2,130,120	342,553	177,375	273,131	165,525	10,291,350	586,575	207,075	**15,173,136**
6/30/2024	61,205	22,750	241,440		2,186,050	187,035	344,303	174,375	271,469	169,525	10,290,100	596,355	811,325	**15,355,931**
6/30/2025	59,686	22,167	244,201		2,463,680		182,601	166,425	269,806	168,150	10,292,225	670,200	823,950	**15,363,091**
6/30/2026	58,168	21,583	845,843		1,822,500		182,499	163,525	268,056	171,400	10,286,725	707,780	830,200	**15,358,279**
6/30/2027	56,649	21,000	2,935,272				192,294	180,425	246,481	170,725	6,623,425	3,947,550	939,950	**15,313,771**
6/30/2028	54,093	20,417	2,888,457				191,986	177,125	215,563	171,300	2,767,425	7,024,350	1,745,150	**15,255,866**
6/30/2029		19,833					181,781	154,025	4,416,025	166,800	2,653,200	5,749,975	1,816,000	**15,157,640**
6/30/2030		19,250					8,308,365	170,884	2,258,375	167,225	2,651,025		1,939,200	**15,514,324**
6/30/2031								197,096		167,500	6,781			**371,378**
6/30/2032										172,550	6,594			**179,144**
6/30/2033											6,406			**6,406**
6/30/2034											6,219			**6,219**
6/30/2035											6,031			**6,031**
6/30/2036											5,844			**5,844**
6/30/2037											5,656			**5,656**
6/30/2038											5,469			**5,469**
6/30/2039											5,281			**5,281**
6/30/2040											5,094			**5,094**
Totals	**482,530**	**218,750**	**7,734,231**	**4,909,949**	**7,405,650**	**6,745,595**	**10,611,986**	**2,690,080**	**8,769,631**	**2,028,750**	**72,453,300**	**20,456,248**	**9,527,750**	**154,034,450**

Local Effort Requirements

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
			ESSA Bank	TD Bank										
Fiscal Year Ended	QSCBs Series of 2010 [1]	QZABs Series D of 2011 [2]	G.O. Bonds Series of 2013 [3]	G.O. Bonds Series of 2014	G.O. Bonds Series AA of 2014	G.O. Bonds Series of 2015	G.O. Bonds Series of 2016	G.O. Bonds Series A of 2016	G.O. Bonds Series of 2017	G.O. Bonds Series A of 2017	G.O. Bonds Series AA of 2017	G.O. Bonds Series AAA of 2017	G.O. Bonds Series of 2019	**Total Local Effort**
6/30/2021	65,761	24,500	157,361	2,034,873	284,433	2,007,814	319,963	870,302	257,256	166,775	7,233,073	546,805	194,937	**14,163,854**
6/30/2022	64,243	23,917	152,212	2,120,156	268,265	1,959,703	318,937	161,596	255,952	171,275	7,925,540	546,719	194,702	**14,163,218**
6/30/2023	62,724	23,333	209,250	332,162	283,403	1,908,412	319,217	162,145	254,525	165,525	9,432,722	546,616	194,468	**13,894,502**
6/30/2024	61,205	22,750	216,339		1,958,132	167,568	320,848	159,402	252,976	169,525	9,431,576	555,730	761,929	**14,077,979**
6/30/2025	59,686	22,167	218,813		2,206,816		170,162	152,135	251,426	168,150	9,433,524	624,544	773,786	**14,081,209**
6/30/2026	58,168	21,583	757,906		1,632,485		170,067	149,484	249,796	171,400	9,428,483	659,564	779,655	**14,078,590**
6/30/2027	56,649	21,000	2,630,110				179,194	164,933	229,690	170,725	6,070,819	3,678,634	882,723	**14,084,477**
6/30/2028	54,093	20,417	2,588,162				178,908	161,916	200,878	171,300	2,536,533	6,545,835	1,638,900	**14,096,942**
6/30/2029		19,833					169,398	140,800	4,115,195	166,800	2,431,838	5,358,273	1,705,437	**14,107,574**
6/30/2030		19,250					7,742,380	156,211	2,104,529	167,225	2,429,845		1,821,136	**14,440,575**
6/30/2031								180,173		167,500	6,215			**353,888**
6/30/2032										172,550	6,044			**178,594**
6/30/2033											5,872			**5,872**
6/30/2034											5,700			**5,700**
6/30/2035											5,528			**5,528**
6/30/2036											5,356			**5,356**
6/30/2037											5,184			**5,184**
6/30/2038											5,012			**5,012**
6/30/2039											4,841			**4,841**
6/30/2040											4,669			**4,669**
Totals	**482,530**	**218,750**	**6,930,152**	**4,487,191**	**6,633,534**	**6,043,498**	**9,889,073**	**2,459,096**	**8,172,224**	**2,028,750**	**66,408,373**	**19,062,720**	**8,947,674**	**141,763,565**
Principal**:	607,500	291,667	6,835,000	4,806,000	6,720,000	6,510,000	8,895,000	2,465,000	7,000,000	1,660,000	60,845,000	16,075,000	8,170,000	**130,880,167**
PE%:	0.00%	0.00%	17.52%	14.51%	17.57%	17.54%	11.48%	14.47%	11.48%	0.00%	14.06%	11.48%	10.26%	
PE% Status:	Permanent	Permanent	Temporary	Temporary	Temporary	Temporary	Temporary	Temporary	Temporary	Temporary	Temporary	Temporary	Estimated	
AR% (19-20):	59.34%	59.34%	59.34%	59.34%	59.34%	59.34%	59.34%	59.34%	59.34%	59.34%	59.34%	59.34%	59.34%	
Call Date:	Make-Whole	Make-Whole	Anytime	Anytime	3/1/2020	9/1/2020	9/1/2021	9/1/2021	3/1/2022	9/1/2025	9/1/2025	9/1/2025	3/1/2025	
Purpose:	New Money (QSCBs)	New Money (QZABs)	Partial Adv Ref 2007A	Cur Ref 04A, 09, 09A	Adv Ref 2007A	Adv Ref 2007A	Adv Ref 2008	Cur Ref 2011 & 2011A	Adv Ref 2008	Cur Ref 2012A	Cur Ref 2007 & 2007A	Cur Ref 2008	Cur Ref 2014A	

[1] QSCB debt service is net of Federal Reimbursement Subsidy Rate of 4.830% as well as estimated sinking fund earnings rate of 2.000%
[2] QZAB debt service is net of Federal Reimbursement Subsidy Rate of 5.138% as well as estimated sinking fund earnings rate of 2.000%
[3] Assumes an existing rate of 3.11% through 9/23/2016 and then a renegotiated rate of 1.99% through final maturity of 9/1/2027
** Outstanding as of June 16, 2020

EAST STROUDSBURG AREA SCHOOL DISTRICT
Summary of 2020 Refunding Plan

	1 Series of 2020
Total Proceeds:	$18,020,000
Bonds Refunded:	2013, 2014AA, and 2015

	2
Estimated Net Savings[1]:	$386,388
As a % of Refunded Principal:	2.17%

	3
Present Value Estimated Net Savings [1]:	$383,534
As a % of Refunded Principal:	2.16%

4 Fiscal Year Ending	5 Existing Local Effort	6 Unrefunded Local Effort	7 Refunding Local Effort [1]	8 Local Effort Savings [1]	9 Overall Local Effort
6/30/2021	14,163,854	13,993,756	144,175	25,923	**14,201,653**
6/30/2022	14,163,218	11,783,038	2,020,027	360,153	**13,747,317**
6/30/2023	13,894,502	11,493,436	2,402,397	(1,331)	**13,892,563**
6/30/2024	14,077,979	11,735,941	2,341,744	294	**14,078,738**
6/30/2025	14,081,209	11,655,580	2,423,361	2,268	**14,078,694**
6/30/2026	14,078,590	11,688,199	2,391,601	(1,210)	**14,077,023**
6/30/2027	14,084,477	11,454,367	2,630,089	21	**14,081,523**
6/30/2028	14,096,942	11,508,780	2,587,892	270	**14,095,844**
6/30/2029	14,107,574	14,107,574			**14,107,574**
6/30/2030	14,440,575	14,440,575			**14,440,575**
6/30/2031	353,888	353,888			**353,888**
6/30/2032	178,594	178,594			**178,594**
6/30/2033	5,872	5,872			**5,872**
6/30/2034	5,700	5,700			**5,700**
6/30/2035	5,528	5,528			**5,528**
6/30/2036	5,356	5,356			**5,356**
6/30/2037	5,184	5,184			**5,184**
6/30/2038	5,012	5,012			**5,012**
6/30/2039	4,841	4,841			**4,841**
6/30/2040	4,669	4,669			**4,669**
TOTAL	**141,763,565**	**124,435,891**	**16,941,286**	**386,388**	**141,376,148**

[1] *For these purposes assumes a current estimate of interest rates as of 7/8/2020. Actual rates and coupon structure subject to change based on market conditions.*

EAST STROUDSBURG AREA SCHOOL DISTRICT
SERIES OF 2013

Prepayable at Any Time

1	2	3	4	5	6	7	8
Date	Principal	Rate	Interest	Semi-Annual Debt Service	Fiscal Year Debt Service	State Aid	Local Effort
			Assumes District makes regularly scheduled 9/1/2020 payment				
3/1/2021			67,610.25	67,610.25	67,610.25	7,029.01	60,581.24
9/1/2021	35,000	1.990	67,610.25	102,610.25			
3/1/2022			67,262.00	67,262.00	169,872.25	17,660.54	152,211.71
9/1/2022	100,000	1.990	67,262.00	167,262.00			
3/1/2023			66,267.00	66,267.00	233,529.00	24,278.53	209,250.47
9/1/2023	110,000	1.990	66,267.00	176,267.00			
3/1/2024			65,172.50	65,172.50	241,439.50	25,100.94	216,338.56
9/1/2024	115,000	1.990	65,172.50	180,172.50			
3/1/2025			64,028.25	64,028.25	244,200.75	25,388.01	218,812.74
9/1/2025	725,000	1.990	64,028.25	789,028.25			
3/1/2026			56,814.50	56,814.50	845,842.75	87,936.92	757,905.83
9/1/2026	2,850,000	1.990	56,814.50	2,906,814.50			
3/1/2027			28,457.00	28,457.00	2,935,271.50	305,161.63	2,630,109.87
9/1/2027	2,860,000	1.990	28,457.00	2,888,457.00			
3/1/2028					2,888,457.00	300,294.62	2,588,162.38
TOTALS	**6,795,000**		**831,223.00**	**7,626,223.00**	**7,626,223.00**	**792,850.21**	**6,833,372.79**

PE% 17.52% *(Temporary)*
AR% 59.34% *(2019-20)*

Net *10.40%* *Effective Reimbursement*

EAST STROUDSBURG AREA SCHOOL DISTRICT
SERIES AA OF 2014

Optional Redemption: March 1, 2020

1	2	3	4	5	6	7	8
Date	Principal	Rate	Interest	Semi-Annual Debt Service	Fiscal Year Debt Service	State Aid	Local Effort
			Assumes District makes regularly scheduled 9/1/2020 payment				
3/1/2021			77,970.00	77,970.00	77,970.00	8,129.18	69,840.82
9/1/2021	145,000	2.000	77,970.00	222,970.00			
3/1/2022			76,520.00	76,520.00	299,490.00	31,224.94	268,265.06
9/1/2022	165,000	2.000	76,520.00	241,520.00			
3/1/2023			74,870.00	74,870.00	316,390.00	32,986.94	283,403.06
9/1/2023	2,060,000	2.300	74,870.00	2,134,870.00			
3/1/2024			51,180.00	51,180.00	2,186,050.00	227,918.40	1,958,131.60
9/1/2024	2,390,000	2.400	51,180.00	2,441,180.00			
3/1/2025			22,500.00	22,500.00	2,463,680.00	256,864.21	2,206,815.79
9/1/2025	1,800,000	2.500	22,500.00	1,822,500.00			
3/1/2026					1,822,500.00	190,014.54	1,632,485.46
TOTALS	**6,560,000**		**606,080.00**	**7,166,080.00**	**7,166,080.00**	**747,138.22**	**6,418,941.78**

PE% 17.57% *(Temporary)*
AR% 59.34% *(2019-20)*

Net *10.43%* *Effective Reimbursement*

EAST STROUDSBURG AREA SCHOOL DISTRICT
SERIES OF 2015

Optional Redemption: September 1, 2020

1	2	3	4	5	6	7	8
Date	Principal	Rate	Interest	Semi-Annual Debt Service	Fiscal Year Debt Service	State Aid	Local Effort
			Assumes District makes regularly scheduled 9/1/2020 payment				
3/1/2021			44,285.00	44,285.00	44,285.00	4,609.29	39,675.71
9/1/2021	2,120,000	2.000	44,285.00	2,164,285.00			
3/1/2022			23,085.00	23,085.00	2,187,370.00	227,666.63	1,959,703.37
9/1/2022	2,105,000	2.000	23,085.00	2,128,085.00			
3/1/2023			2,035.00	2,035.00	2,130,120.00	221,707.92	1,908,412.08
9/1/2023	185,000	2.200	2,035.00	187,035.00			
3/1/2024					187,035.00	19,467.04	167,567.96
TOTALS	**4,410,000**		**138,810.00**	**4,548,810.00**	**4,548,810.00**	**473,450.88**	**4,075,359.12**

PE%	17.54%	*(Temporary)*
AR%	59.34%	*(2019-20)*
Net	*10.41%*	*Effective Reimbursement*

EAST STROUDSBURG AREA SCHOOL DISTRICT
AMOUNT TO PREPAY BONDS

SERIES OF 2013

1 Date	2 Principal	3 Interest	4 Required
9/15/2020	6,795,000.00	5,258.58	6,800,258.58
TOTALS	**6,795,000.00**	**5,258.58**	**6,800,258.58**

SERIES AA OF 2014

5 Date	6 Principal	7 Interest	8 Required
9/15/2020	6,560,000.00	6,064.33	6,566,064.33
TOTALS	**6,560,000.00**	**6,064.33**	**6,566,064.33**

SERIES OF 2015

9 Date	10 Principal	11 Interest	12 Required
9/15/2020	4,410,000.00	3,444.39	4,413,444.39
TOTALS	**4,410,000.00**	**3,444.39**	**4,413,444.39**

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EAST STROUDSBURG AREA SCHOOL DISTRICT
SERIES OF 2020
REFUNDS THE SERIES OF 2013, SERIES AA OF 2014, AND SERIES OF 2015

Settle 9/15/2020
Dated 9/15/2020

1	2	3	4	5	6	7	8	9	10	11
Date	Principal	Coupon	Yield	Interest	Semi-Annual Debt Service	Fiscal Year Debt Service	State Aid	Proposed Local Effort	Existing Local Effort	**Savings**
3/1/2021				160,927.78	160,927.78	160,927.78	16,752.83	144,174.95	170,097.77	25,922.82
9/1/2021	1,925,000	2.000	0.970	174,500.00	2,099,500.00					
3/1/2022				155,250.00	155,250.00	2,254,750.00	234,722.91	2,020,027.09	2,380,180.13	360,153.04
9/1/2022	2,395,000	2.000	0.990	155,250.00	2,550,250.00					
3/1/2023				131,300.00	131,300.00	2,681,550.00	279,153.44	2,402,396.56	2,401,065.61	(1,330.95)
9/1/2023	2,375,000	2.000	1.000	131,300.00	2,506,300.00					
3/1/2024				107,550.00	107,550.00	2,613,850.00	272,105.76	2,341,744.24	2,342,038.11	293.88
9/1/2024	2,515,000	2.000	1.050	107,550.00	2,622,550.00					
3/1/2025				82,400.00	82,400.00	2,704,950.00	281,589.41	2,423,360.59	2,425,628.53	2,267.94
9/1/2025	2,530,000	2.000	1.130	82,400.00	2,612,400.00					
3/1/2026				57,100.00	57,100.00	2,669,500.00	277,899.01	2,391,600.99	2,390,391.28	(1,209.70)
9/1/2026	2,850,000	2.000	1.270	57,100.00	2,907,100.00					
3/1/2027				28,600.00	28,600.00	2,935,700.00	305,610.84	2,630,089.16	2,630,109.87	20.71
9/1/2027	2,860,000	2.000	1.380	28,600.00	2,888,600.00					
3/1/2028						2,888,600.00	300,707.66	2,587,892.34	2,588,162.38	270.04
TOTALS	**17,450,000**			**1,459,827.78**	**18,909,827.78**	**18,909,827.78**	**1,968,541.86**	**16,941,285.91**	**17,327,673.69**	**386,387.77**

PE% 17.54% *(Estimated)*
AR% 59.34% *(2019-20)*

Net *10.41%* *Effective Reimbursement*

Present Value Local Effort Savings	**381,926.45**

Savings Allocation	Amount	Percentage
School District's Share	386,387.77	2.17%
State's Share	44,897.45	0.25%
Total Savings	431,285.22	2.43%

Sensitivity of 10 basis points (0.10%)	**71,000**

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EAST STROUDSBURG AREA SCHOOL DISTRICT
Estimated Timeline
Series of 2020

June 2020

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				

July 2020

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	

August 2020

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
23/30	24/31	25	26	27	28	29

September 2020

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			

Authorizing Motion

Resolved: The Board of School Directors of the East Stroudsburg Area School District (the "School District") does hereby authorize the Administration to work with PFM Financial Advisors LLC as Financial Advisor, Eckert Seamans Cherin & Mellott, LLC as Bond Counsel and the Solicitor in conjunction with the issuance of General Obligation Bonds or Note, Series of 2020, via the dual track process between a bank loan and a bond issue, the proceeds of which will be used towards the current refunding of the District's Series of 2013 Bonds, Series of 2014 Bonds, Series AA of 2014 Bonds, and Series of 2015 Bonds at a minimum net savings target of 2.00%.

Timing	Event
June	*Initial discussions with Administration*
July 13th (Finance Committee)	*Introduction to Finance Committee*
July 20th (Board Meeting)	*Authorization to proceed*
By July 21st	*Distribute bank loan RFP*
August 11th	*Bank loan RFP responses due*
August 17th (Board Meeting)	***Board adopts Debt Resolution***
September 21st (or later)	*Settlement*

pfm

Disclosures:

PFM is the marketing name for a group of affiliated companies providing a range of services. All services are provided through separate agreements with each company. This material is for general information purposes only and is not intended to provide or give a specific recommendation. Financial advisory services are provided by PFM Financial Advisors LLC and Public Financial Management Inc. Both are registered municipal advisors with the Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) under the Dodd-Frank Act of 2010. Investment advisory services are provided by PFM Asset Management LLC which is registered with the SEC under the Investment Advisers Act of 1940. Additional applicable regulatory information is available upon request. Swap advisory services are provided by PFM Swap Advisors LLC which is registered as a municipal advisor with both the MSRB and SEC, a commodity trading advisor with the Commodity Futures Trading Commission, and a member of the National Futures Association. Consulting services are provided through PFM Group Consulting LLC. PFM financial modeling platform for strategic forecasting is provided through PFM Solutions LLC. For more information regarding PFM's services or entities, please visit www.pfm.com.

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VI.B.2

H.T. LYONS
contractors | engineers

WORK AUTHORIZATION – QUOTE – DL2020-43 REV. 1

Attn: Matthew Hirsch	Date: 6/19/20
Job Name: **East Stroudsburg Area Sr. H. S. North**	Invoice To: East Stroudsburg School District
Job Address: 279 Timberwolf Drive	Address: 50 Vine Street
Job City: Dingmans Ferry, PA 18328	City: East Stroudsburg, PA 18301

The undersigned hereby authorizes & directs H.T. Lyons, Inc. to furnish the following labor & material described below:

Rev. 1 - Superior Boiler M/N – 8-5-1000 S/N - 14226 Year Built - 1999 - Repair

During the service call, the technician found the boiler to be leaking, needs to be evaluated.

Technicians will grind and weld where the crack(s) is/are to seal up crack(s) in firebox/pressure vessel wall, the weld patch will be inspected and certified by a certified inspector, and boiler will be tagged as repaired, will in service test.

*****NOTE: Customer will re-install the jacket and insulation that they removed prior to or inspecting the leak.*****

*****NOTE: This quote is for a welder for one day (1). If any addition welding that is needed past the one (1) will be quoted separately. HTL will provide Fire watch during the welding process.*****

The Total contract price is: **$ 7,730.00 N.T.E.**

Purchase Order # (required field):_____

THE FULL CONTRACT PRICE IS DUE & PAYABLE UPON COMPLETION OF THE WORK.

IMPORTANT NOTICE: This work authorization is only for the work stated herein. Due to the incomplete operation of the system it cannot be checked further. When unit is operational & further testing is possible, you will be advised if further repairs are necessary & estimate submitted before work is done. All work will be performed during the standard work week ours of 8:00 AM to 4:30 PM, Monday through Friday. Over-time labor, if requested, will be billed as an extra at a premium rate. Our quotation is based on the prevailing costs of labor & materials and is subject to revision 30 days from this date unless it is bonded by a purchase order or a contract. It is expressly agreed that the above described property shall be and remain personal property, and the title to same is hereby retained by H. T. Lyons, Inc. and shall not pass to the purchaser until the full contract price has been paid. In case of default by the purchaser of any of its obligations under this contract and it is necessary that same be placed in the hands of an attorney for enforcement, purchaser agrees to pay all costs, including a reasonable attorney's fee. Unless otherwise specified, there will be a 30-day workmanship warranty on labor, combined with applicable factory warranties for material. H. T. Lyons, Inc. is not required to furnish labor without charge for the replacement of defective materials or equipment. H. T. Lyons, Inc. shall not be liable for any delay, loss or damage caused by acts of God, strikes, accidents or any other reason beyond its control.

ACCEPTED (SELLER) H. T. LYONS, INC.	ACCEPTED (CUSTOMER)
By: Don Langenberg	By:
Title: Service Sales Support Specialist	Title
Date:	Date:

VI.C.1

Change Order

No. 1

Date of Issuance: June 5, 2020 Effective Date:

Project: Resica E.S. Roof Replacement	Owner: East Stroudsburg Area S.D.	Owner's Contract No.:
Contract: General Construction		Date of Contract:
Contractor: C&D Waterproofing Corp		Engineer's Project No.: 287011

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Credit change order for unused project allowances

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price:

$ 667,715.00

[Increase] [Decrease] from previously approved Change Orders No.____ to No.____:

$ N/A

Contract Price prior to this Change Order:

$ 667,715.00

~~[Increase]~~ [Decrease] of this Change Order:

$ 28,556.00

Contract Price incorporating this Change Order:

$ 639,159.00

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☐ Calendar days

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase] [Decrease] from previously approved Change Orders No.____ to No.____:

Substantial completion (days):

Ready for final payment (days):

Contract Times prior to this Change Order:

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date):

Ready for final payment (days or date):

Contract Times with all approved Change Orders:

Substantial completion (days or date):

Ready for final payment (days or date):

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: Josh Grice	By:	By:
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Date: 6/5/20	Date:	Date: 6/5/20

Approved by Funding Agency (if applicable): Date:

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER $5,000.00

The respondent's email address (**annamarie-bauer@esasd.net**) was recorded on submission of this form.

FORM **611** **EAST STROUDSBURG AREA SCHOOL DISTRICT**

Procurement Form

Name Of Requester *

Annamarie Bauer

Department *

Administrative Services

Building *

Administration

What service or item are you requesting? *

Remote Online Notary Software

Why are you requesting the service or item? *

Our policies require a notarize signature attested to all affidavits

Suggested Replacement: *

DocuVerify

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Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

$10,000

Cost Estimate: If over $5,000, were three (3) quotes obtained? If yes, Please list the vendor's information and quoted amount. *

DocuVerify , Notarize (Quote - Doesn't Support Ed Services), (Quote - Doesn't Support Ed Services) , SafeDocs (Quote - Doesn't Support Ed Services). Note: I reached out to every vendor PAN had certified as an Online Notary Vendor and the only vendor who provided remote online services to educational institutions was DocuVerify.

What is the total cost of the purchase? *

$10,480 + $2 per ID verification

Procurement Method: *

- (●) Quote
- ( ) Request for Proposal (RFP)
- ( ) Bid
- ( ) Other:

Was this purchase budgeted? *

No

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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
- [x] NO

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

Pennsylvania

Which Fund will be charged? *

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What account will be charged? *

Administrative Services unless directed otherwise

Selection of winning proposal, Was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

Same as above - there was only one vendor

Any additional information you would like to provide.

I reached out to every vendor provided to us by the State for Remote Online Notary services. There was only one vendor who served the education market. The others worked exclusively with real estate/mortgages.

This form was created inside of East Stroudsburg Area School District.

Google Forms

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docVerify®

Proposal Overview for

East Stroudsburg School District

2030 Main Street
Suite 1300
Irvine, Ca 92614

949.222.2900

sales@docverify.com
www.docverify.com

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I. Overview

East Stroudsburg School District ("CLIENT") is looking to leverage DocVerify's Remote Online Notary (RON) capabilities as a way to enhance the notary process. Some states allow their commissioned notaries to perform electronic notarizations, and with DocVerify you can easily perform these remotely using DocVerify's robust e-notary system to have all remote signers securely sign the document being e-notarized.

Below is a proposal describing DocVerify's approach and cost structure for our recommended solution.

II. About DocVerify

DocVerify is an ultra-secure, time stamping, cloud based electronic integrity vault and electronic & digital signature system which enables you to securely perform the following to documents:

- Electronically Sign
- Integrity Vault
- Electronically Notarize
- Remote Online Notary
- Electronically Verify

DocVerify protects you and your clients by protecting the authenticity and integrity of your documents with our sophisticated patent pending 7 layers of protection, advanced 256 bit document encryption system to protect against any alterations, edits, tampering, as well as any unauthorized downloads or views.

Independent Verification

Each document is protected with DocVerify's patent pending 7 layers of protection. Every DocVerify document can be independently validated for its authenticity and integrity using DocVerify's Track Verify system. If the document has been altered or tampered with in any way it will fail the authenticity and integrity tests. Each DocVerify-ed document also has the ability to watermark every page in the document; therefore if the document has been altered, edited, or tampered with when viewed with a viewer such as Adobe Reader, the tamper watermark will become visible.

Document Security / Encryption

All documents contained within the DocVerify e-vault are encrypted on a file per file basis using the most sophisticated 256 bit advanced encryption standards which are similar to methods used by the Department of Defense. Document "owners" and individuals that are granted access by the "owner" are the only authorized users that are allowed to view, access, or download documents.

Document Deletion

Only document owners have the ability to delete documents; however, once documents have completed the electronic signature workflow, they cannot be deleted for a period of time as per the account's retention agreement.

Audit Trails

DocVerify provides a full audit trail of who, when, and where documents were created or viewed, as well as providing other vital information depending on what DocVerify features are being utilized.

Compliance

DocVerify meets or exceeds most compliance standards such as HIPAA, SOX, FISMA, etc.

Document Retention

Documents will be retained for up to three (3) years under the pricing structure of this proposal based upon an active account status; however, if longer periods are required, DocVerify can always extend retention times for a nominal fee. In some cases the system can purge stored files upon final transmission of documents.

SalesForce Integration

DocVerify e-signature platform is fully integrated with Salesforce.com, and the application is available on the SalesForce AppExchange. Once the application has been successfully deployed on SalesForce, users will be able to quickly send, follow its complete history from beginning to end from within SalesForce. An active DocVerify account is not required for the SalesForce deployment.

III. Benefits

Implementation

DocVerify is designed to be easily deployed within most environments, and in most cases users are up and running within thirty minutes. If assistance with implementation is required beyond the scope of a basic setup, a fee may apply.

Not a Call Center

DocVerify is a true e-notary platform, and not a call center, which means the notary gets to keep most of the fees collected or an organization can use their own notaries for remote online notarizations. The cost savings can be tremendous for an organization where a call center might charge anywhere from $25 for a basic remote notary to upwards of $300 for a multiple document remote notarization. DocVerify's e-notary platform will allow you to be in control while saving a lot of money in the process.

It's Fast

Once you have found a notary that can perform your remote notarization, either you can upload the document and request the notarization OR you can send them the document and they can do it for you. Once the document is processed by the DocVerify VeriVault, the remote notarization process can begin.

Web Cam Capable

In the states that allow remote notarizations, most of the time they will be completed via a web cam session. Once the web cam session starts, the notary will verify the identity of all the signers using various identity proofing methods, and then the signers will each sign the documents from their own locations which can be thousands of miles away.

Meets Legal Requirements

DocVerify's electronic notary platform adheres to each respective state's laws, and in most cases exceeds them. For example, Virginia requires ID verification in instances the person is not known to the notary, and DocVerify provides the necessary tools to meet this requirement. Also, in Virginia's case, the state requires that the notary maintain the video recording of the notarial act for 5 years, a service that DocVerify also provides for the notary with active Enterprise editions.

Very Affordable

DocVerify does not charge a premium for this service other than a small fee for the identity proofing if the notary chooses to use it. This not only makes it affordable to the signers, but also allows the notary a higher profit margin from each transaction for the duties performed by allowing the notary to keep most of the fees collected. Or in the case of organizations with their own notaries, provides a cost effective solution to recurring operational costs.

Security First!

DocVerify gives all parties peace of mind when it comes to remote notarizations. First, because the documents are all DocVerify-ed through the VeriVault they can never be altered or tampered with once they are processed. Second, all transactions are always secure using SSL based encryption between the parties and DocVerify. Lastly, all documents in the VeriVault are encrypted, which ensures they cannot be read or viewed by unauthorized parties.

x.509 Digital Certificates

X.509 digital certificates don't just offer security they also provide a peace of mind, and depending on the state DocVerify eliminates the confusion by providing the certificates directly from the DocVerify e-notary portal from a third party Certificate Authority provider. This reduces the learning curve tremendously by allowing the notary to focus on the more important things rather than having to learn how PKI works.

ID Verification

When a notary performs a remote online notarization, in most states the notary is required to have the signer go through a form of ID Verification, which in most cases is also referred to as knowledge-based authentication or KBA. With KBA the signer will provide information about themselves, and then the system will give them questions that only they should know the answers too. If answered correctly the remote notarization can continue. DocVerify provides this service through third party KBA providers.

ID Credential Analysis

In addition to ID Verification, some states go further requiring each signer to provide a copy of their ID so that the system can quickly process it. With DocVerify this process is made simple with our proprietary ID analysis solutions.

No Non-Competes

Because DocVerify is a true e-notary platform, there are no non-competes for anyone to sign. Notaries are in complete control, and free to use the platform as they wish unlike many call center type services that make notaries sign non-competes in order to perform remote notarizations.

Electronic Efficiency and Cost Savings

Using DocVerify will make current processes more efficient, whereas you no longer have to be concerned about the printing, scanning, or storage of documents because all documents will be in electronic form. Also, the entire infrastructure and application will be handled and maintained by DocVerify, thus East Stroudsburg School District do not have to bear the expense of hiring additional staff and procuring hardware in order to manage the process internally.

Storage Compliance and Cost

In order to meet compliance regulations, the cost of storing paper documents must also be taken into account when considering manually processing forms by hand. Also, the current storage system makes retrieving documents for information verification very difficult. By storing the documents in a secure electronic vault, the cost associated with the storage, transportation, manually handling the documents, etc. is dramatically reduced; while at the same time maintaining the security, authenticity, integrity, and accessibility of the documents and staying compliant.

Ease of Document Retrieval

A secure and accessible storage facility will make document retrieval much more efficient. If the documents are available online in real time, East Stroudsburg School District can have instant access to their documents.

Integrity Vaulting

Unlike other electronic signature providers, DocVerify is also an integrity vaulting system, which protects document by allowing the owner of the document to conclusively prove when a document was created, what the document was, how it was created, and where it was created from. For example, an HR department can use this feature to create an electronic paper trail that would make it more difficult to be disputed.

Support

DocVerify has one of the best customer support levels in the electronic signature and notary space.

DocVerify solutions are all designed to be remarkably easy to set up and use. We've done the hard work so you have to do very little. But in the event you need help, our team is always at-the-ready to help you get the most value possible.

DocVerify prides itself on going above and beyond with technical help - or even just helpful advice to assist you in getting the most value from our solutions. We have a dedicated technical support team at support@docverify.com. We do our best to respond within (24) hours.

IV. Pricing

The pricing will be based on the Enterprise Edition licensing model. The costs of the authenticity and integrity system, bandwidth, and cloud services are all included in the Enterprise Editions. Also included is access to the DocVerify SalesForce app, Wufoo integration, API's, widgets, webhooks, and other rich feature sets within the system such as custom branding when utilizing the e-signature platform. Each account will have one master account, and all other users will be child accounts under that master account. If additional master accounts are required, then a separate account with separate licenses will also have to be purchased. Master accounts have access to all child account documents, but child accounts will only be able to view their own documents.

Remote Online Notary (RON) Pricing PER User:

- Minimum (1) Enterprise Edition License $480/year Prepaid Annually or $50/month Month-to-Month PER License
- $100 Notary Application (for each new notary)
- $2 PER ID Verification Request Attempt
- $100 Digital Certificate

Breaking Down (1) Enterprise Edition License:

- With Prepaid Annual, receive (360) Transaction Credits which expire at the end of the year
- With Month-to-Month, receive (30) Transaction Credits which expire at the end of every month
- (4) Transaction Credits Required to RON (1) Document
- (7) Transaction Credits Required to RON (1) Packet (consists of multiple documents)
- (1) Transaction Credit Required for In-Person Electronic Notary (1) Document
- (4) Transaction Credits Required for In-Person Electronic Notary (1) Packet (consist of multiple documents)
- (1) Transaction Credit Required for Electronic Signature (1) Document(s)

DocVerify's licenses are set up in a way so that each license allows for one user and/or X number of credits per year (prepaid yearly) or month (month-to-month), and the licenses can be used in both the e-signature and e-notary platforms.

The following link allows you to easily calculate the number of licenses required based on the volume of transaction expected: https://help.docverify.com/HowmanylicensesdoIneed.html

Example Scenario with License Calculator:
The table below illustrates an example scenario utilizing the license calculator:

E-Notary Transaction Per Month	Single Document Transactions	Packet (Multiple Docs) Transactions
In-Person Notarizations	7	1
Remote Notarizations (RON)	5	2
E-Signature Transactions	4	3

The example above would require a total of **(53)** transaction credits:

- (7) Transaction Credits for the (7) in-person single documents
- (4) Transaction Credits for the (1) in-person packet
- (20) Transaction Credits for the (5) RON single documents
- (14) Transaction Credits for the (2) RON packets
- (7) Transaction Credits for the (4 + 3) E-Signature document(s)

Since (53) Transaction Credits are needed, **(2)** licenses are required.

KBA ID Verification, and if applicable credential analysis:
$2.00 per verify request attempt. If the signer enters the wrong information or fails verification, and the request must be made again to the third-party provider it will count as another requested attempt.

Notaries:
Each notary must go through the notary application process separate from the state to be activated as an e-notary in DocVerify. The application fee is $100 per notary, which includes the notary application for DocVerify. A notary must also have a valid digital certificate which can also be purchased through DocVerify; each digital certificate purchased is $100. If a notary enters the wrong name or incorrect name and a new certificate must be created that will be an additional $100 for the new certificate.

To enroll your organization in the DocVerify platform, follow these steps:

How to setup a company with multiple users

Additional Resources:
Docverify YouTube Channel

Live Webinar (WED)

Live Webinar (FRI)

DocVerify FAQ Database

Estimate for Amazon based on Estimated Transactions:
Based on (152) RON transactions per month thus (1,824) per year, a total of (7,296) transaction credits will be required (152 x 12 x 4).

A total of (21) Enterprise Licenses will be required and will result in a total of (7,560) transaction credits that can be shared throughout the entire year.

An Enterprise Edition License is $480/yr thus the annual subscription cost will be **$10,080**.

In addition, the following standard fees apply

- $100 Notary Application (for each new notary) x 2 = $200
- $2 PER ID Verification Request Attempt
- $100 Digital Certificate x 2 = $200

VI.A.1

Quote GME 06/23-01
Date June 23, 2020

THE A. G. MAURO COMPANY

580 INDUSTRIAL DRIVE, LEWISBERRY, PA 17339
TELEPHONE: (717) 938-4671
FAX: (717) 938-2471

ARCHITECTURAL HARDWARE, DOORS & SPECIALTIES

EAST STROUDSBURG AREA SD
50 VINE ST
EAST STROUDSBURG PA 18301

Job Name: EAST STROUDSBURG SHS NORTH 34 & 31
Job Location:

ATTN: SCOTT C. IHLE
PHONE: 570-424-8500 x 10420
FAX: 570-588-4406
EMAIL: scott-ihle@esasd.net

WE HEREBY PROPOSE TO FURNISH THE FOLLOWING MATERIALS:

8 CONTINUOUS HINGE 780-224-CLEAR
4 EXIT DEVICE 8813-ETL-32D
4 EXIT DEVICE 8810-EO-32D
8 CLOSER EN1431-P10
2 MULLION L980S
2 MULLION 980S
4 THRESHOLD S483AV
AND
4 PAIR ALUMINUM DOOR DARK BRONZE, TO FIT NEW COMPLICATED ALUMINUM FRAMES PER ATTACHED DRAWING, TO FIT EXISTING OPENINGS

INSTALLED PRICE: $ 59,185.00

STATE CONTRACT # 4400014916
COSTARS CONTRACT # 008-289 **COSTARS VENDOR # 143426**

COSTARS

Terms No Retention-Net 30 Days

Quoted by *Greg Eckard*

No "pay-if-paid" or "pay-when-paid" clauses accepted.
Finance charge of 1-1/4% per month.
will be applied on invoices after 60 days.

GREG ECKARD
MANAGER – OUTSIDE SALES

All Prices delivered unless noted. All prices quoted herein are guaranteed for fifteen (15) days only unless otherwise noted, and are thereafter subject to change without notice. All quotations made and orders received applying thereto are subject to the approval of our Credit Dept.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, terms and conditions are satisfactory and are hereby accepted.

COMPANY_____

DATE OF ACCEPTANCE_____

BY_____

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THE A. G. MAURO COMPANY

580 INDUSTRIAL DRIVE, LEWISBERRY, PA 17339
TELEPHONE: (717) 938-4671
FAX: (717) 938-2471

ARCHITECTURAL HARDWARE, DOORS & SPECIALTIES

EAST STROUDSBURG AREA SD
50 VINE ST
EAST STROUDSBURG PA 18301

Job Name: EAST STROUDSBURG SHS NORTH 34 & 31
Job Location:

ATTN: SCOTT C. IHLE
PHONE: 570-424-8500 x 10420
FAX: 570-588-4406
EMAIL: scott-ihle@esasd.net

WE HEREBY PROPOSE TO FURNISH THE FOLLOWING MATERIALS:

- PRICE INCLUDES DUMPSTER.
- PRICE INCLUDES REMOVAL OF OLD FRAMES.
- PRICE INCLUDES DEMO AND INSTALLATION.
- MOST WORK TO BE DONE WEEKENDS.
- INCLUDES 1" TEMPERED GLASS

STATE CONTRACT # 4400014916
COSTARS CONTRACT # 008-289 **COSTARS VENDOR # 143426**

COSTARS

Terms No Retention-Net 30 Days

No "pay-if-paid" or "pay-when-paid" clauses accepted.
Finance charge of 1-1/4% per month.
will be applied on invoices after 60 days.

Quoted by Greg Eckard
GREG ECKARD
MANAGER – OUTSIDE SALES

All Prices delivered unless noted. All prices quoted herein are guaranteed for fifteen (15) days only unless otherwise noted, and are thereafter subject to change without notice. All quotations made and orders received applying thereto are subject to the approval of our Credit Dept.

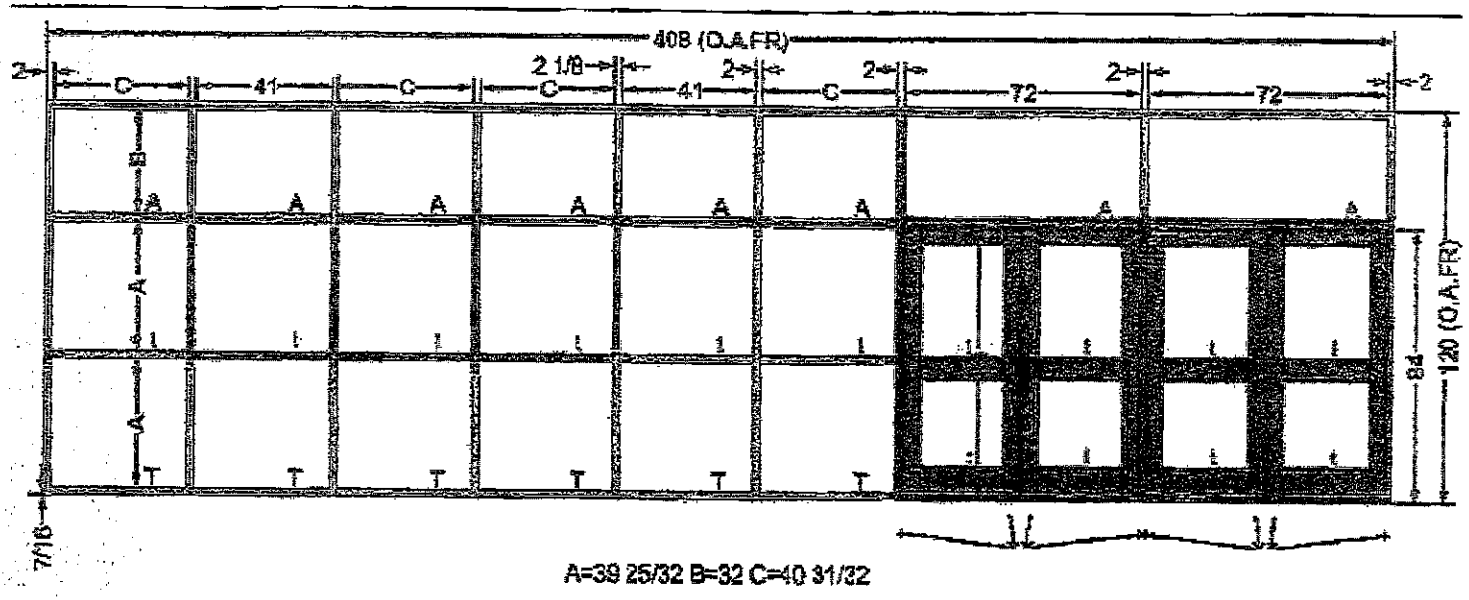
ACCEPTANCE OF PROPOSAL: The above prices, specifications, terms and conditions are satisfactory and are hereby accepted.

COMPANY_____

DATE OF ACCEPTANCE_____ BY_____

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Back Member Color: #40 DARK BRONZE : PERMANODIC **Face Member Color:** #40 DARK BRONZE : PERMANODIC



A=39 25/32 B=32 C=40 31/32

EAST STROUDSBURG AREA SD EAST STROUDSBURG SHS NORTH 34 & 31

Procurement Summary Sheet **Form 611**

Fortinet FortiGate Firewalls

A. Why are you requesting the service/needs?

Why: We currently have one Fortinet Firewall that is over 5 years old. As we have updated our Internet bandwidth over the last several years, the device is now at capacity and will not let the district realize its full potential of Internet bandwidth. We have vetted several solutions over the past 9 months and finalized on the Fortinet FortiGate Firewall. It couples nicely with the other Fortinet products we have. We are recommending purchasing 2 firewalls to avoid a single point of failure and so we have redundancy in the event of a failure as well as to load balance traffic between two data centers for proper compliance in disaster recovery best practices.

Need: A firewall filters network traffic to protect an organization from external threats (malware, spyware, ransomware, etc.) Maintaining features of stateful firewalls such as packet filtering, VPN support, network monitoring, and IP mapping features, New Generation Firewalls also possess deeper inspection capabilities that give them a superior ability to identify attacks, malware, and other threats. Next-generation firewalls provide organizations with application control, intrusion prevention, and advanced visibility across the network.

Suggested replacement: Fortinet FortiGate Firewalls through IntegraOne (lowest bidder).

B. Cost Estimate: if over $5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. Yes, 4 bids were obtained.

- IntegraOne - $228,254.00
- SHI - $231,775.00
- Insight - $273,834.00
- ePlus - $390,450.00

C. Procurement Method:

- After obtaining the specifications and part numbers for the products, a bid was issued on June 22 with a due date of July 7. The bid was advertised in the Pocono Record, as well as the district website and PASchoolbids.com.

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

- No. It is being fully funded by Federal Grant Funds: PCCD and ESSER.
- Fund 10
    - PCCD Acct = 10-2844-756-986-00-000-000-000-8749
    - ESSER acct =10-2690-650-986-00-000-000-000-8741

E. Selection of winning proposal

- IntegraOne – Fortinet FortiGate Firewalls - lowest priced vendor $228,254.00. Even though this was bid, pricing is per COSTARS contract # HW 003-085 & SW #006-040.

F. Other
N/A

Allentown
7248 Tilghman Street
Suite 120
Allentown, PA 18106
1-800-582-6399
www.integra1.net

IntegraONE

Fortinet FortiGates

Quote # 024839 Version 2

July 02, 2020

Prepared for:

East Stroudsburg Area School District

Prepared by:

Ashley Miller, Account Manager
, Administrative Assistant

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Fortinet

Description		Price	Qty	Ext. Price
FG-2201E-BDL-950-60	Fortinet FortiGate 2201E - UTM Bundle - security appliance - with 5 years FortiCare 24X7 Service + 5 years FortiGuard - 10 GigE, 40 Gigabit LAN, 25 Gigabit LAN - 2U - rack-mountable	$112,710.00	2	$225,420.00
FP-10-PS001-801-01-01	Fortinet FortiCare Professional Services Remote Resource Service (FortiCare Contract) - Consulting - 1 day - response time: 15 days	$2,834.00	1	$2,834.00
		Subtotal:		**$228,254.00**

Leasing Notes

Description	Qty

Your project may qualify for one of the following Financial Programs:

2020 Payment Relief Program – Acquire equipment now - Pay 1% of total contract value for first eight months. Defer 90% of cost until 2021. Available on new technology as low as $5,000.

Payment Deferral – Acquire equipment now, delay payment 90 days to help ease tight budgets. Available on new technology as low as $5,000.

Step Payments – Acquire equipment now. Ease back in, productivity matches expense.

Extended Deployment – This phased deployment program allows you to acquire your compute and storage capacity now with the flexibility to configure, test and stand up your systems before paying. Your deployment schedule can extend out 12 months.

Easy Pay 0% - Allows you to pay over time, no penalty or big balloon payment. Pay same as cash, and own the equipment at the end of 36 months.

Generate Cash from Existing Assets – Through an asset transfer structure, you can convert existing, owned IT assets into cash while retaining ongoing use and control of it. This puts money in oyur pockets today and can help you close the gap with IT expenditures or flexibility to support other parts of your business.

Please see the below document for more details.

per COSTARS contract # HW 003-085 & SW #006-040

4009128317

Fortinet FortiGates

Prepared by:

Allentown
Ashley Miller
amiller@integra1.net
484-223-3480 x1115

salessupportn@integra1.net

Prepared for:

East Stroudsburg Area School District
Accounts Payable
East Stroudsburg, PA 18301
Brian Borosh
(570) 424-8060
brian-borosh@esasd.net

Quote Information:

Quote #: 024839
Version: 2
Delivery Date: 07/02/2020
Expiration Date: 07/31/2020

Quote Summary

Description	Amount
Fortinet	$228,254.00
Total:	**$228,254.00**

Pricing subject to change without advanced notice from the manufacturer. Leasing rates are subject to final configuration,pricing, and credit approval.
Restock fees will apply for any items returned. Returns must be made within 21 days of receipt of items unopened. Shipping fees not included. The information provided to you in this communication is regarded by integraONE to be Confidential and Proprietary Information. This includes the description of the materials/products for sale,the prices quoted,and any description of consulting services to be performed by integraONE. This information shall not be disclosed or made available to any party unrelated to this agreement without our express written consent. You must also exercise reasonable care to protect this information from the unauthorized disclosure by others.

Ship to Address:

Additional Information:

Allentown

Signature: Ashley Miller
Name: Ashley Miller
Title: Account Manager
Date: 07/02/2020

East Stroudsburg Area School District

Signature:
Name: Brian Borosh
Date:

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EAST STROUDSBURG AREA SCHOOL DISTRICT

Fortinet FortiSIEM & Related Licenses & Equipment

INSTRUCTIONS TO VENDORS

NON-COLLUSION AFFIDAVIT

The undersigned proposer having fully reviewed the Computers and Related Equipment Bid and determined the accuracy of the statements made herein certifies that:

1. I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers, as the case may be.
2. This proposal was developed independently and submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition.
3. The contents of this proposal have not been communicated by me or by any employees or agents of my firm to any person not an employee or agent of this firm and I/we will not communicate any information concerning this proposal to any such person prior to the official opening of the BID.
4. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal for this project or to submit a price higher than this price, or to submit an intentionally high or noncompetitive price.
5. My firm, its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
6. I acknowledge that the above representations are material and important, and will be relied upon by the East Stroudsburg Area School District when recommending an award for the services for which this proposal is submitted.

IntegraONE
Firm Name

7/1/20
Date

Ashley Miller - Account Manager
Name and Title (Printed)

Signature

BUDGET TRANSFER FOR JUNE 2020

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	17	BUA	06/03/2020	06/03/2020	supply	4963susan-cole	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 / ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011920 360			sjc			move for supplies for PPE		100.00	
	10-2834-360-000-10-211-602-000-0000-					BES Medial Training&Develop				
2	10010070 610			sjc			move for supplies for PPE	100.00		
	10-2420-610-000-20-517-602-000-0000-					JTLMedicalSvsGen Sup				
3	10011930 360			sjc			move for supplies for PPE		200.00	
	10-2834-360-000-10-212-602-000-0000-					ESEMedicalTraining&Development				
4	10010070 610			sjc			move for supplies for PPE	200.00		
	10-2420-610-000-20-517-602-000-0000-					JTLMedicalSvsGen Sup				
5	10011960 360			sjc			move for supplies for PPE		100.00	
	10-2834-360-000-10-214-602-000-0000-					MSE Medical Training&Develop				
6	10010070 610			sjc			move for supplies for PPE	100.00		
	10-2420-610-000-20-517-602-000-0000-					JTLMedicalSvsGen Sup				
7	10011970 360			sjc			move for supplies for PPE		100.00	
	10-2834-360-000-10-215-602-000-0000-					RES Medical Training&Develop				
8	10010070 610			sjc			move for supplies for PPE	100.00		
	10-2420-610-000-20-517-602-000-0000-					JTLMedicalSvsGen Sup				
9	10011990 360			sjc			move for supplies for PPE		100.00	
	10-2834-360-000-10-216-602-000-0000-					SME Medical Training&Develop				
10	10010070 610			sjc			move for supplies for PPE	100.00		
	10-2420-610-000-20-517-602-000-0000-					JTLMedicalSvsGen Sup				
11	10012110 360			sjc			move for supplies for PPE		200.00	
	10-2834-360-000-30-819-602-000-0000-					EHNMedicalTraining&Development				
12	10010070 610			sjc			move for supplies for PPE	200.00		
	10-2420-610-000-20-517-602-000-0000-					JTLMedicalSvsGen Sup				
13	10012150 360			sjc			move for supplies for PPE		200.00	
	10-2834-360-000-30-820-602-000-0000-					EHS Medical Training&Develop				
14	10010070 610			sjc			move for supplies for PPE	200.00		
	10-2420-610-000-20-517-602-000-0000-					JTLMedicalSvsGen Sup				
15	10011930 580			sjc			move for supplies for PPE		267.57	
	10-2834-580-000-10-212-602-000-0000-					ESESDevNonInstCertTravel/Conf				
16	10010070 610			sjc			move for supplies for PPE	267.57		
	10-2420-610-000-20-517-602-000-0000-					JTLMedicalSvsGen Sup				
17	10012110 580			sjc			move for supplies for PPE		200.00	
	10-2834-580-000-30-819-602-000-0000-					EHNSDevNonInstCertTravel/Conf				
18	10010070 610			sjc			move for supplies for PPE	200.00		
	10-2420-610-000-20-517-602-000-0000-					JTLMedicalSvsGen Sup				
19	10012030 360			sjc			move for supplies for PPE		100.00	
	10-2834-360-000-20-517-602-000-0000-					Empolyee Training&Development				
20	10010070 610			sjc			move for supplies for PPE	100.00		
	10-2420-610-000-20-517-602-000-0000-					JTLMedicalSvsGen Sup				
21	10012050 360			sjc			move for supplies for PPE		100.00	
	10-2834-360-000-20-518-602-000-0000-					Empolyee Training&Development				

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	17	BUA	06/03/2020	06/03/2020	supply	4963susan-cole	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
22	10010070	610		sjc			move for supplies for PPE	100.00		
	10-2420-610-000-20-517-602-000-0000-						JTLMedicalSvsGen 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
2020	12	18	BUA	06/03/2020	06/03/2020	ppe SUPPLY	4963susan-cole	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10010030	432		SJC			correct a deficit		2.30	
	10-2420-432-000-10-216-602-000-0000-						SMIMedicalSvsRep&MaintEq			
2	10009920	610		SJC			correct a deficit	2.30		
	10-2420-610-000-10-211-602-000-0000-						BESMedicalSvsGen Sup			
3	10010200	581		SJC			correct a deficit		9.09	
	10-2420-581-000-30-819-602-000-0000-						EHNMedicalSvsInDistrictTrvl			
4	10009920	610		SJC			correct a deficit	9.09		
	10-2420-610-000-10-211-602-000-0000-						BESMedicalSvsGen Sup			
5	10010260	581		SJC			supplies for ppe		20.40	
	10-2420-581-000-30-820-602-000-0000-						EHSMedicalSvsInDistrictTrvl			
6	10010070	610		SJC			supplies for ppe	20.40		
	10-2420-610-000-20-517-602-000-0000-						JTLMedicalSvsGen Sup			
7	10009940	610		SJC			supplies for ppe		67.25	
	10-2420-610-000-10-212-602-000-0000-						ESEMedicalSvsGen Sup			
8	10010070	610		SJC			supplies for ppe	67.25		
	10-2420-610-000-20-517-602-000-0000-						JTLMedicalSvsGen Sup			
9	10009970	610		SJC			supplies for ppe		53.89	
	10-2420-610-000-10-213-602-000-0000-						JMHMedicalSvsGen Sup			
10	10010070	610		SJC			supplies for ppe	53.89		
	10-2420-610-000-20-517-602-000-0000-						JTLMedicalSvsGen Sup			
11	10009990	610		SJC			supplies for ppe		158.65	
	10-2420-610-000-10-214-602-000-0000-						MSEMedicalSvsGen Sup			
12	10010070	610		SJC			supplies for ppe	158.65		
	10-2420-610-000-20-517-602-000-0000-						JTLMedicalSvsGen Sup			
13	10010010	610		SJC			supplies for ppe		298.42	
	10-2420-610-000-10-215-602-000-0000-						RESMedicalSvsGen Sup			
14	10010070	610		SJC			supplies for ppe	298.42		
	10-2420-610-000-20-517-602-000-0000-						JTLMedicalSvsGen Sup			
15	10010120	610		SJC			supplies for ppe		391.04	
	10-2420-610-000-20-518-602-000-0000-						LISMedicalSvsGen Sup			

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	18	BUA	06/03/2020	06/03/2020	ppe SUPPLY	4963susan-cole	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
16	10010070	610		SJC			supplies for ppe	391.04		
	10-2420-610-000-20-517-602-000-0000-						JTLMedicalSvsGen Sup			
17	10010200	610		SJC			supplies for ppe		584.87	
	10-2420-610-000-30-819-602-000-0000-						EHNMedicalSvsGen Sup			
18	10010070	610		SJC			supplies for ppe	584.87		
	10-2420-610-000-20-517-602-000-0000-						JTLMedicalSvsGen Sup			
19	10010260	610		SJC			supplies for ppe		216.02	
	10-2420-610-000-30-820-602-000-0000-						EHSMedicalSvsGen Sup			
20	10010070	610		SJC			supplies for ppe	216.02		
	10-2420-610-000-20-517-602-000-0000-						JTLMedicalSvsGen Sup			
21	10010200	581		SJC			supplies for ppe		4.86	
	10-2420-581-000-30-819-602-000-0000-						EHNMedicalSvsInDistrictTrvl			
22	10010070	610		SJC			supplies for ppe	4.86		
	10-2420-610-000-20-517-602-000-0000-						JTLMedicalSvsGen Sup			
							** JOURNAL TOTAL	0.00	0.00	

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	41	BUA	06/04/2020	06/04/2020	Technology	4963coleen-joseph	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10012350	348		CJ	per BrianB		As per Brian's Email		787.23	
	10-2844-348-000-00-000-006-000-0000-						ITEC SvcsSupplea'STech			
2	10280090	650		CJ	per BrianB		As per Brian's Email	787.23		
	10-2844-650-000-00-000-006-000-0600-						Intiative TechSupplies Tech			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	42	BUA	06/04/2020	06/04/2020	BB2 email	4963coleen-joseph	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10012350	438		CJ	TECH		BB2 emai-Technology		3,951.57	
	10-2844-438-000-00-000-006-000-0000-						ITEC Mnt/Rpr/Upgrade			
2	10280090	650		CJ	TECH		BB2 emai-Technology	3,951.57		
	10-2844-650-000-00-000-006-000-0600-						Intiative TechSupplies Tech			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	43	BUA	06/04/2020	06/04/2020	Technology	4963coleen-joseph	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10012350	531		CJ	BB2 email		BB2 email-Technology		261.89	
	10-2844-531-000-00-000-006-000-0000-						ITEC Postage			
2	10280090	650		CJ	BB2 email		BB2 email-Technology	261.89		
	10-2844-650-000-00-000-006-000-0600-						Intiative TechSupplies Tech			
3	10012350	538		CJ	BB2 email		BB2 email-Technology		699.19	
	10-2844-538-000-00-000-006-000-0000-						ITEC Communications			
4	10280090	650		CJ	BB2 email		BB2 email-Technology	699.19		
	10-2844-650-000-00-000-006-000-0600-						Intiative TechSupplies Tech			
5	10012350	581		CJ	BB2 email		BB2 email-Technology		2,607.45	
	10-2844-581-000-00-000-006-000-0000-						ITEC InDistrictTrvl			
6	10012350	610		CJ	BB2 email		BB2 email-Technology		5,372.04	
	10-2844-610-000-00-000-006-000-0000-						ITEC Gen Sup			
7	10280090	650		CJ	BB2 email		BB2 email-Technology	2,607.45		
	10-2844-650-000-00-000-006-000-0600-						Intiative TechSupplies Tech			
8	10280090	650		CJ	BB2 email		BB2 email-Technology	5,372.04		
	10-2844-650-000-00-000-006-000-0600-						Intiative TechSupplies Tech			
9	10012350	650		CJ	BB2 email		BB2 email-Technology		1,324.50	
	10-2844-650-000-00-000-006-000-0000-						ITEC Supplies Tech			
10	10280090	650		CJ	BB2 email		BB2 email-Technology	1,324.50		
	10-2844-650-000-00-000-006-000-0600-						Intiative TechSupplies Tech			
11	10012350	810		CJ	BB2 email		BB2 email-Technology		135.00	
	10-2844-810-000-00-000-006-000-0000-						ITEC OperationSvcsDues&Fees			
12	10280090	650		CJ	BB2 email		BB2 email-Technology	135.00		
	10-2844-650-000-00-000-006-000-0600-						Intiative TechSupplies Tech			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	52	BUA	06/04/2020	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10210020	550		ajs			to cover neg bal		100.00	
	10-2111-550-000-10-000-009-000-0000-						PupilSrvPrint&Bind-Elem			
2	10210010	640		ajs			to cover neg bal	100.00		
	10-2111-640-000-00-000-009-000-0000-						PupilSrv.Books/Period			
							** 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
2020	12	53	BUA	06/04/2020	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10210020	550		ajs			to cover neg bal		50.00	
	10-2111-550-000-10-000-009-000-0000-						PupilSrvPrint&Bind-Elem			
2	10006370	640		ajs			to cover neg bal	50.00		
	10-2119-640-000-10-000-009-000-0000-						SpvStuServ Books/Period			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	55	BUA	06/04/2020	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10011900	360		ajs			to cover neg bal		300.00	
	10-2834-360-000-10-000-009-000-0000-						OthPupilPeTraining&Development			
2	10012080	580		ajs			to cover neg bal	300.00		
	10-2834-580-000-30-000-009-000-0000-						OthPupilPerTravel/Conf			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	56	BUA	06/04/2020	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10210010	360		ajs			to cover neg bal		3,500.00	
	10-2111-360-000-00-000-009-000-0000-						Empolyee Training&Development			
2	10210020	810		ajs			to cover neg bal		300.00	
	10-2111-810-000-10-000-009-000-0000-						PupilSrv.Dues&Fees			
3	10210020	650		ajs			to cover neg bal	3,800.00		
	10-2111-650-000-10-000-009-000-0000-						PupilSrv.Supplies Tech			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	57	BUA	06/04/2020	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020	

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

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	57	BUA	06/04/2020	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10006810 10-2190-581-000-00-000-009-000-0000-	581		ajs			to cover neg bal OthPupilPer InDistrictTrvl		1,500.00	
2	10210040 10-2111-810-000-30-000-009-000-0000-	810		ajs			to cover neg bal PupilSrv.Dues&Fees		300.00	
3	10210170 10-2160-581-000-30-000-009-000-0000-	581		ajs			to cover neg bal SocialWorkServInDistrictTrvl		1,200.00	
4	10210030 10-2111-650-000-20-000-009-000-0000-	650		ajs			to cover neg bal Pupil Services Supplies Tech	3,000.00		
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	58	BUA	06/04/2020	06/04/2020	neg bal	4963amy-snyder	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10210030 10-2111-810-000-20-000-009-000-0000-	810		ajs			to cover neg balance PupilSrv.Dues&Fees		300.00	
2	10210020 10-2111-581-000-10-000-009-000-0000-	581		ajs			to cover neg balance PupilSrv.InDistrictTrvl		1,000.00	
3	10006390 10-2119-810-000-20-000-009-000-0000-	810		ajs			to cover neg balance SpvStuServ Dues&Fees		500.00	
4	10210160 10-2160-581-000-10-000-009-000-0000-	581		ajs			to cover neg balance SocialWorkServInDistrictTrvl		400.00	
5	10006420 10-2119-810-000-30-000-009-000-0000-	810		ajs			to cover neg balance SpvStuServ Dues&Fees		300.00	
6	10011900 10-2834-580-000-10-000-009-000-0000-	580		ajs			to cover neg balance OthPupilPerTravel/Conf		245.00	
7	10006370 10-2119-810-000-10-000-009-000-0000-	810		ajs			to cover neg balance SpvStuServ Dues&Fees		255.00	
8	10210040 10-2111-650-000-30-000-009-000-0000-	650		ajs			to cover neg balance PupilSrv.Supplies Tech	3,000.00		
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	75	BUA	06/08/2020	06/08/2020	Em. Sppt	C4963matthew-krauss	1	N	Hist	2020	

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

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	75	BUA	06/08/2020	06/08/2020	Em. Sppt	C4963matthew-krauss	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10128120	610		MK			To Cover Em. Sppt. Classro	27,000.00		
	10-1231-610-891-10-211-310-000-9891-						ACCESS - Gen Sup			
2	10128140	610		MK			To Cover Em. Sppt. Classro	13,000.00		
	10-1231-610-891-10-212-310-000-9891-						ACCESS - Gen Sup			
3	10128260	610		MK			To Cover Em. Sppt. Classro	37,500.00		
	10-1231-610-891-10-216-310-000-9891-						ACCESS - Gen Sup			
4	10128120	640		MK			To Cover Em. Sppt. Classro	375.00		
	10-1231-640-891-10-211-310-000-9891-						ACESS - Books/Period			
5	10128140	640		MK			To Cover Em. Sppt. Classro	200.00		
	10-1231-640-891-10-212-310-000-9891-						ACCESS - Books/Period			
6	10128260	640		MK			To Cover Em. Sppt. Classro	350.00		
	10-1231-640-891-10-216-310-000-9891-						ACCESS - Books/Period			
7	10004660	752		MK			To Cover Em. Sppt. Classro		78,425.00	
	10-1200-752-891-00-000-310-000-9891-						ACCESS NewEq>$2,500			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	88	BUA	06/10/2020	06/10/2020	trans	4963debra-wisotsky	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10011200	610		dw			Trans to veh repair explor		1,035.62	
	10-2660-610-000-00-000-091-000-0000-						Security Gen Sup			
2	10011200	433		dw			Trans to veh repair explor	1,035.62		
	10-2660-433-000-00-000-091-000-0000-						Security Rep&MaintVeh			
							** 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	12	92	BUA	06/10/2020	06/10/2020	transfer	4963debra-wisotsky	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10260530	432		dw	dw		trans to south repair		3,000.00	
	10-2660-432-000-00-059-091-000-0000-						Sewer PlantSecurityRep&MaintEq			
2	10011560	432		dw	dw		trans from bus sew rpr	3,000.00		
	10-2660-432-000-30-820-091-000-0000-						EHSSecurity Rep&MaintEq			
							** 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
2020	12	93	BUA	06/10/2020	06/10/2020	transfer	4963debra-wisotsky	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10260380	432		dw	dw		trans to south repair		1,600.00	
	10-2660-432-000-10-211-091-000-0000-						BESSecurity Rep&MaintEq			
2	10011560	432		dw	dw		trans frm BUS repair	1,600.00		
	10-2660-432-000-30-820-091-000-0000-						EHSSecurity Rep&MaintEq			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	94	BUA	06/10/2020	06/10/2020	transfer	4963debra-wisotsky	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10260140	432		dw	dw		trans to south repair		1,200.00	
	10-2660-432-000-10-212-091-000-0000-						ESESecirotu Rep&MaintEq			
2	10011560	432		dw	dw		trans frm ESE repair	1,200.00		
	10-2660-432-000-30-820-091-000-0000-						EHSSecurity Rep&MaintEq			
							** 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
2020	12	95	BUA	06/10/2020	06/10/2020	transfer	4963debra-wisotsky	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10260110	432		dw	dw		transfer to MSE repair		54.00	
	10-2660-432-000-10-215-091-000-0000-						RESSecurity Rep&MaintEq			
2	10260130	432		dw	dw		transfer from RES repair	54.00		
	10-2660-432-000-10-214-091-000-0000-						MSESecurity Rep&MaintEq			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	119	BUA	06/12/2020	06/12/2020	neg bal	4963amy-snyder	1	N	Hist	2020	

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

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	119	BUA	06/12/2020	06/12/2020	neg bal	4963amy-snyder	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10006420	330		ajs			to cvr a negative bal		5,370.16	
	10-2119-330-000-30-000-009-000-0000-						SpvStuServOtherOtherProfSvc			
2	10006390	330		ajs			to cvr a negative bal		5,370.16	
	10-2119-330-000-20-000-009-000-0000-						SpvStuServOtherOtherProfSvc			
3	10006370	330		ajs			to cvr a negative bal	10,740.32		
	10-2119-330-000-10-000-009-000-0000-						SpvStuServOtherOtherProfSvc			
							** 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	12	121	BUA	06/12/2020	06/12/2020	neg bal	4963amy-snyder	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10210160	581		ajs			to cvr a neg bal		200.00	
	10-2160-581-000-10-000-009-000-0000-						SocialWorkServInDistrictTrvl			
2	10006810	581		ajs			to cvr a neg bal		300.00	
	10-2190-581-000-00-000-009-000-0000-						OthPupilPer InDistrictTrvl			
3	10006370	640		ajs			to cvr a neg bal	500.00		
	10-2119-640-000-10-000-009-000-0000-						SpvStuServ Books/Period			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	225	BUA	06/23/2020	06/23/2020	catrillo	4963debra-ecenbarger	1	N	Hist	2020	

LN	ORG / ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	10003440	330		de	graduation		graduation		2,300.00	
	10-1110-330-000-30-820-110-000-0000-						EHSRegularOtherProfSvc			
2	10009870	891		de	graduation		graduation	2,300.00		
	10-2390-891-000-30-820-000-000-0000-						EHS GraduationAdminMiscExpense			
							** 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
2020	12	267	BUA	06/24/2020	06/24/2020	Catrillo	4963debra-ecenbarger	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10003440 650 10-1110-650-000-30-820-110-000-0000-			de	graduation	EHSRegularSupplies Tech	graduation		1,000.00	
2	10009870 891 10-2390-891-000-30-820-000-000-0000-			de	graduation	EHS GraduationAdminMiscExpense	graduation	1,000.00		
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	268	BUA	06/24/2020	06/24/2020	Catrillo	4963debra-ecenbarger	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10009730 531 10-2380-531-000-30-820-000-000-0000-			de	graduation	EHSPrincipalPostage	graduation		1,000.00	
2	10009870 891 10-2390-891-000-30-820-000-000-0000-			de	graduation	EHS GraduationAdminMiscExpense	graduation	1,000.00		
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	299	BUA	06/24/2020	06/24/2020	Catrillo	4963debra-ecenbarger	1	N	Hist	2020	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10009730 810 10-2380-810-000-30-820-000-000-0000-			de	graduation	EHSPrincipalDues&Fees	graduation		1,000.00	
2	10009870 891 10-2390-891-000-30-820-000-000-0000-			de	graduation	EHS GraduationAdminMiscExpense	graduation	1,000.00		
							** JOURNAL TOTAL	0.00	0.00	
							** GRAND TOTAL	0.00	0.00	

23 Journals printed

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

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East Stroudsburg Area School District

Date Range 5/15/20 through 6/12/20

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
1077	06/08/2020	KATOM RESTA	Equip. Grant - Steamer FOR SMITHFIELD ELEM	$ 16,454.27
1078	06/08/2020	KATOM RESTA	Equip. Grant - Steamer FOR BUSHKILL	$ 16,454.63
1079	06/08/2020	MIDDLE SMITHFIELD TOWNSHIP	MIDDLE SMITHFIELD 2ND QTR SEWER	$ 4,725.00
			RESICA 2ND QTR SEWER	$ 4,200.00
1080	06/08/2020	THE WEBSTAURANT STORE	Equip. Grant - Double Oven FOR ESE	$ 6,453.76
1081	06/08/2020	WASTE MANAGEMENT	DISTRICT FEBRUARY 202 WASTE PICK UP	$ 12,070.68
			DISTRICTS MARCH 2020 WASTE PICKUP	$ 11,504.52
246867	05/21/2020	ANGELA M BYRNE	Empl Expense claim # 3688.	$ 6.61
			Empl Expense claim # 3689.	$ 138.91
246868	05/21/2020	ARTS ACADEMY CHARTER SCHOOL	Tuition / Arts Academy - May 2	$ 4,029.50
246869	05/21/2020	ASHLEY DREISBACH	Empl Expense claim # 3690.	$ 2,500.00
246870	05/21/2020	BANKS' VACUUM SALES AND SERVICE	Banks Vacuum Open PO	$ 73.49
246871	05/21/2020	BEHAVIORAL HEALTH ASSOCIATES	Tuition / BHA - Feb 2020	$ 8,109.00
			Tuition / BHA - Jan 2020	$ 8,301.00
246872	05/21/2020	H.A. BERKHEIMER INC.	TAX COLLECTION FEE	$ 100.60
246873	05/21/2020	CANON-MCMILLAN SCHOOL DISTRICT	Tuition / Southwood - Mar 2020	$ 1,661.10
246874	05/21/2020	UGI CENTRAL	ES ELEM APRIL NATURAL GAS LINE DISTRIBUTION CHARGE	$ 1,692.94
			HS SOUTH APRIL NATURAL GAS LINE DISTRIBUTION CHARG	$ 4,655.38
			JT LAMBERT APRIL NATURAL GAS LINE DISTRIBUTION CHA	$ 2,743.54
246875	05/21/2020	CHAPMAN REFRIGERATION LLC	Equip. Grant - Freezer 2ND HALF	$ 17,897.50
246876	05/21/2020	CHILDREN'S HOSPITAL OF PHILADELHIA	Tuition / CHOP - Mar 2020	$ 228.00
246877	05/21/2020	COMPUTER DISCOUNT WAREHOUSE	3 Scanners for HR 6 Scanners f	$ 3,582.00
246878	05/21/2020	DEBRA A PADAVANO	Empl Expense claim # 3685.	$ 120.50
246879	05/21/2020	EASTBAY INC.	NORTH BASEBALL HATS	$ 900.00
246880	05/21/2020	EASTON ARTS ACADEMY CHARTER SCHOOL	Tuition / Easton Arts - May 20	$ 16,674.17
246881	05/21/2020	EHN NON-EXP.SCHOLARSHIPS	Elizabeth Dimmick Walter's Memorial Scholarship 20	$ 100.00
246882	05/21/2020	EHN NON-EXP.SCHOLARSHIPS	Ashley Aggrey-Finn-W.E. Van Vliet Scholarship 2020	$ 1,000.00
246883	05/21/2020	EHN-EXPENDABLE SCHOLARSHIPS	East Stroudsburg Achievers Scholarship	$ 250.00
246884	05/21/2020	EHN-EXPENDABLE SCHOLARSHIPS	Mark Price Scholarship 2020	$ 500.00
246885	05/21/2020	EHN-EXPENDABLE SCHOLARSHIPS	East Stroudsburg Achievers Scholarship	$ 250.00
246886	05/21/2020	EHN-EXPENDABLE SCHOLARSHIPS	Troy Verway Memorial Scholarship 2020	$ 200.00
246887	05/21/2020	EHN-EXPENDABLE SCHOLARSHIPS	Jubrial Saigh Pepsi Bottling Co Scholarship 2020	$ 1,500.00
246888	05/21/2020	EHN-EXPENDABLE SCHOLARSHIPS	Margrit Roeckendorf Memorial 2020	$ 100.00

East Stroudsburg Area School District

Date Range 6/12/20 through 6/20/20

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
247522	06/18/2020	MESKO GLASS CO., INC	plexiglass hsn/hss concession	$ 650.00
247523	06/18/2020	SUN LITHO-PRINT, INC.	2020 graduation program	$ 2,100.00
			graduation tickets and program	$ 110.00
Grand Total				$ 547,009.56

East Stroudsburg Area School District
Date Range 6/21/20 through 7/10/20
Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
1082	07/06/2020	PCARD VENDOR	CAFETERIA SUPPLIES- M POSSINGER	$ 15.76
1083	07/06/2020	PCARD VENDOR	HS SOUTH FCS SUPPLIES- R BROTHERTON	$ 34.97
1084	07/06/2020	PCARD VENDOR	HS SOUTH FCS SUPPLIES - R BROTHERTON	$ 15.00
1085	07/06/2020	POSTMASTER	MAILING WERE SHORT USED CARD FOR DIFFERENCE	$ 5.00
1086	07/06/2020	PCARD VENDOR	GoDaddy 1668535976	$ 959.94
1087	07/06/2020	BISHOP PHOTO	HS North homecoming shirts	$ 1,617.20
1088	07/06/2020	GALLEY INC	Equip. Grant - Serving Line	$ 12,847.17
1089	07/06/2020	HAJOCA CORPORATION	MAINTENANCE PLUMBING SUPPLIES	$ 3,294.91
1090	07/06/2020	NASSP/NHS/NJHS	HS SOUTH GRADUATION STOLES	$ 1,398.76
1091	07/06/2020	WASTE MANAGEMENT	Districts Wates April pick-up	$ 303.71
247524	06/23/2020	COMMONWEALTH OF PA	new Vehicle plate for cafe van	$ 11.00
247525	06/26/2020	H.A. BERKHEIMER INC.	TAX COLLECTION FEE FOR MAY	$ 324.88
247526	06/26/2020	UGI CENTRAL	HS SOUTH STADIUM MAY GAS LINE 411005507123	$ 101.31
			JM HILL MAY GAS LINE 41007277063	$ 355.28
			MAINTENANCE BLDG MAY GAS LINE 411008050535	$ 33.09
247527	06/26/2020	COLONIAL INTERMEDIATE UNIT 20	Psychiatric Eval - 3rd quarter	$ 1,123.21
			Title I Nonpublic Services	$ 18,003.12
			Title II Nonpublic Services	$ 1,602.99
247528	06/26/2020	D'HUY ENGINEERING, INC.	JLT Camera's Inv#51087 March	$ 890.00
247529	06/26/2020	DIRECT ENERGY BUSINESS	HS SOUTH STADIUM MAY NATURAL GAS 411005507123	$ 41.40
			JM HILL MAY NATURAL GAS 411007277063	$ 276.54
			mAINTENANCE MAY NATURAL GAS 411008050535	$ 8.34
247530	06/26/2020	FOLLETT SCHOOL SOLUTIONS, INC.	MSE Follett Final Book Order	$ 349.87
247531	06/26/2020	FRONTIER	OPEN PURCHASE ORDER FOR POTS L	$ 1,713.70
247532	06/26/2020	THE GOODYEAR TIRE & RUBBER COMPANY	Inv # 207-1053934	$ 1,649.16
247533	06/26/2020	IRONTON GLOBALL LLC	OPEN PURCHASE ORDER FOR DISTRI	$ 1,005.71
247534	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND LYSIS E	$ 15.00
247535	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND DIAZIYA P	$ 5.00
247536	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND ADALYN M	$ 20.00
247537	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND LOGHYN R	$ 15.00
247538	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND NIYORA V	$ 5.00

East Stroudsburg Area School District
Date Range 6/21/20 through 7/10/20
Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
247539	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND DREA	$ 15.00
247540	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND KYLIE T	$ 5.00
247541	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND OLIVIA G	$ 5.00
247542	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND CIARAH	$ 5.00
247543	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND RAHIYM R	$ 5.00
247544	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND AALIYAH R	$ 5.00
247545	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND CAMILLE G	$ 5.00
247546	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND KIOKO L	$ 8.00
247547	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND NAFISAH H	$ 5.00
247548	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND JAYLA B	$ 15.00
247549	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND LOGAN M	$ 15.00
247550	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND ABIGAIL V	$ 5.00
247551	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND SIERRA	$ 15.00
247552	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL TURTLE BACK ZOO TRIP REFUND MARIAH T	$ 5.00
247553	06/26/2020	KING, SPRY, HERMAN, FREUND & FAUL, LLC	Legal services for sp ed paren	$ 1,855.00
247554	06/26/2020	MET-ED	HS SOUTH CAMPUS MAY ELECTRIC 100017327568	$ 21,502.57
			JUNE TRAFFIC LIGHT ELECTRIC 100016944322	$ 22.36
			JUNE TRAFFIC LIGHT ELECTRIC 100017096742	$ 22.36
			MAY TRAFFIC LIGHT ELECTRIC 100031621285	$ 22.36
			MAY TRAFFIC LIGHT ELECTRIC 100051981031	$ 22.47
			MAY TRAFFIC LIGHT ELECTRIC 100080490897	$ 33.76
			MIDDLE SMITHFIELD ELEM MAY ELECTRIC 100071509721	$ 5,384.71
			RESICA ELEM JUNE ELECTRIC 10016949099	$ 3,765.06
			SMITHFIELD ELEM JUNE ELECTRIC 100066917749	$ 4,224.39
247555	06/26/2020	MORITZ EMBROIDERY WORKS INC.	HS SOUTH SHOW SHIRTS	$ 683.00
247556	06/26/2020	NESTLE WATERS NORTH AMERICA	mse water bottle	$ 1,308.34
247557	06/26/2020	PAPCO INC.	HS NORTH BUS GARAGE HEATING FUEL	$ 469.04
247558	06/26/2020	PENTELEDATA	OPEN PURCHASE ORDER FOR DISTRI	$ 4,235.00
247559	06/26/2020	SWEET, STEVENS, KATZ & WILLIAMS LLP	Pool Counsel Agreement	$ 2,000.00
			Prof Svc for Sp Ed student	$ 2,280.00
			Training services	$ 2,032.00

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247561	06/26/2020	ANTHONY J CALDERONE	Empl Expense claim # 3723.	$ 37.72
247562	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND	$ 5.00
247563	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND GRACE D	$ 62.00
247564	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND FIELDS R	$ 62.00
247565	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND ROJAS D	$ 10.00
247566	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND LUGO C	$ 62.00
247567	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND ZACHERY U	$ 5.00
247568	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND BRIANNA E	$ 5.00
247569	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND SHEVLIN N	$ 5.00
247570	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND M ERNST	$ 62.00
247571	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND DOUGLAS & JENNIFER	$ 10.00
247572	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND LOGAN M	$ 5.00
247573	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND MAHDI B	$ 218.00
247574	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND TREVAUGHN E	$ 62.00
247575	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND TAMERA A	$ 62.00
247576	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND LAUREN L	$ 5.00
247577	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND JOSEPH A	$ 5.00
247578	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND HUNTER C	$ 124.00
247579	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND ALEXANDRA M	$ 62.00
247580	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND JADA M	$ 10.00
247581	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND ANNA H	$ 62.00
247582	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND ETHAN O	$ 62.00
247584	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND MARISSA M	$ 62.00
247585	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND ISABELLA R	$ 62.00
247586	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND ANDREW G	$ 124.00
247587	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND JAROD V	$ 62.00
247588	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND THOMAS C	$ 62.00
247589	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND DYLAN I	$ 218.00
247590	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND GUZMAN A	$ 5.00
247591	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND MANDERS J	$ 5.00
247592	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND JORDAN C	$ 62.00

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247593	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND KAYTIE N	$ 10.00
247594	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND NELSON G	$ 5.00
247595	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND KAMAR H	$ 10.00
247597	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND KATE B	$ 62.00
247598	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND THALIA I	$ 124.00
247599	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND OMAR S	$ 5.00
247600	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND DAN D	$ 124.00
247601	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND HUNTER G	$ 10.00
247602	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND JODI C	$ 62.00
247603	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND GRIFFIN L	$ 218.00
247604	06/26/2020	AP TESTING REFUNDS	HS SOUTH AP TESTING REFUND BRANDAN E	$ 10.00
247605	06/26/2020	AP TESTING REFUNDS	HS NORTH AP TESTING REFUND PATRICK C	$ 62.00
247606	06/26/2020	BANKS' VACUUM SALES AND SERVICE	Banks Vacuum Open PO	$ 2,410.86
247607	06/26/2020	BUS PARTS WAREHOUSE	Open PO for Bus Parts	$ 31.87
247608	06/26/2020	CANFIELD'S PET AND FARM	OPEN ORDER FOR SUPPLIES - CANF	$ 18.99
247609	06/26/2020	CELEBRATION FIREWORKS, INC	graduation firework display	$ 2,550.00
247610	06/26/2020	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 200625	$ 245.00
247611	06/26/2020	CLAUDE S. CYPHERS, INC.	coil bucket truck	$ 18.36
247612	06/26/2020	CRITICAL SYSTEM, LLC	district wide generator PM	$ 9,115.00
247613	06/26/2020	D'HUY ENGINEERING, INC.	dhuy retainer 4/25-5/29 invoic	$ 2,000.00
247614	06/26/2020	DEANA M OSTROSKI	Empl Expense claim # 3720.	$ 133.40
247615	06/26/2020	E.S.E.A.	Payroll Run 1 - Warrant 200625	$ 241.43
247616	06/26/2020	EAST STROUDSBURG	Payroll Run 1 - Warrant 200625	$ 7,055.97
247617	06/26/2020	EAST STROUDSBURG UNIVERSITY	JTL ESU ATHLETIC TRAINER GRAD	$ 7,500.00
			LEHMAN ESU ATHLETIC TRAINER GR	$ 7,500.00
			NORTH ESU ATHLETIC TRAINER GRA	$ 4,000.00
			SOUTH ESU ATHLETIC TRAINER GRA	$ 4,000.00
247618	06/26/2020	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 200625	$ 28.00
247619	06/26/2020	EDMENTUM	Title III Renew ESL Reading Sm	$ 504.60
247620	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND SEBASTIAN	$ 5.00
247621	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND CALEB B	$ 5.00

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247622	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND AYDEN P	$ 5.00
247623	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND ELIJAH V	$ 5.00
247624	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND RYLNN P	$ 5.00
247625	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND KELLIE W	$ 5.00
247626	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND HAILEY T	$ 5.00
247627	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND CHASE J	$ 10.00
247628	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND RUI S	$ 5.00
247629	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND SEAN R	$ 5.00
247630	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND KEVIN B	$ 5.00
247631	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND QUINCY B	$ 5.00
247632	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND CAMERON A	$ 5.00
247633	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND TRINITY T	$ 5.00
247634	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND HARRY B	$ 5.00
247635	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND ALEXIS G	$ 5.00
247636	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND WILLIE A	$ 5.00
247637	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND BLAKE Z	$ 5.00
247638	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND LOGAN H	$ 10.00
247639	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND SPOPHIE A	$ 5.00
247640	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND SAJDAH S	$ 5.00
247641	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND ANNABELLE	$ 5.00
247642	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND ANTONIO S	$ 10.00
247643	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND BARBARA H	$ 5.00
247644	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND NATHALIA P	$ 5.00
247645	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND JAZIYAH S	$ 5.00
247646	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND JAYANU M	$ 5.00
247647	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND ZOEY H	$ 5.00
247648	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND ADAM H	$ 5.00
247649	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND ARIEL K	$ 5.00
247650	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND RYANN K	$ 5.00
247651	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND MARVELOUS	$ 5.00
247652	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND OLIVIA G	$ 5.00

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247653	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND JAYVEN P	$ 5.00
247654	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND LEAH L	$ 5.00
247655	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND LIAM G	$ 5.00
247656	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND JAYDEN B	$ 5.00
247657	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND JULIA B	$ 5.00
247658	06/26/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE - ESU PLANETARIUM FIELD TRIP REFUND JYMIAH W	$ 5.00
247659	06/26/2020	FACE/SCHOLASTIC INC.	Title I KG Screening Books	$ 400.00
247660	06/26/2020	FIVE STAR INTERNATIONAL LLC	Invoice # 05P212593	$ 433.06
247662	06/26/2020	FUN AND FUNCTION	BES Em Sppt Calm Rooms	$ 542.37
			ESE Em Sppt Calm Rooms	$ 271.18
247663	06/26/2020	GOT SPECIAL KIDS	HSN Sensory Room	$ 2,309.06
247664	06/26/2020	HAB-DLT	Payroll Run 1 - Warrant 200625	$ 139.98
247665	06/26/2020	HOUSE OF RIBBONS	Already ordered-honor roll rib	$ 99.00
247666	06/26/2020	IMPERIAL BAG & PAPER CO.,LLC	CUSTODIAL SUPPLIES BUSHKILL	$ 87.28
			CUSTODIAL SUPPLIES HSNORTH	$ 69.96
			CUSTODIAL SUPPLIES HSSOUTH	$ 404.89
			CUSTODIAL SUPPLIES JTL	$ 162.13
			CUSTODIAL SUPPLIES LEHMAN	$ 69.96
			CUSTODIAL SUPPLIES MSF	$ 749.54
247667	06/26/2020	INSIGHT INVESTMENT, LLC	Insight Investments-ESASD SAN	$ 852.00
247668	06/26/2020	INTEGRAONE	IntegraOne Meraki Camera for S	$ 5,222.00
247669	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND RILEY M	$ 66.00
247670	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND BRIAN L	$ 44.00
247671	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND ARIANNA R	$ 66.00
247672	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND ALESSANDRA	$ 55.00
247673	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND ISABELLA R	$ 88.00
247674	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND OLIVIA A	$ 55.00
247675	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND NOLYN R	$ 44.00
247676	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND MORGAN S	$ 44.00
247677	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND KAYLA C	$ 22.00
247678	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND ALEXIS C	$ 44.00

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247679	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND MATTHEW L	$ 44.00
247680	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND CHASE B	$ 77.00
247681	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND LUNETTA G	$ 33.00
247682	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND BRIANA R	$ 132.00
247683	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND NYLAH J	$ 33.00
247684	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND JAYDA B	$ 44.00
247685	06/26/2020	J.M.HILL REFUND TRIP-SPECIAL ACT.COVID-19	JM HILL IRON PIGS TRIP REFUND LILY V	$ 44.00
247686	06/26/2020	LJC DISTRIBUTORS OF FULLER BRUSH	ljc open po	$ 247.50
			ljc po	$ 40.00
247687	06/26/2020	LOUIS CARBAJAL	Empl Expense claim # 3721.	$ 194.58
247688	06/26/2020	MEIER SUPPLY CO., INC.	mse air filter	$ 88.98
			truck stock	$ 223.79
247689	06/26/2020	MESKO GLASS CO., INC	Admin Entrance Transaction Win	$ 745.00
247690	06/26/2020	NYSCSPC (NEW YORK STATE CHILD SUPPORT	Payroll Run 1 - Warrant 200625	$ 129.00
247691	06/26/2020	OFFICE DEPOT	Binding Combs for Board Books	$ 110.00
			Office Supplies	$ 214.91
247692	06/26/2020	ORIENTAL TRADING	Title I KG Screening Bags	$ 192.12
247693	06/26/2020	PAFPC	Title I PAFPC renewal	$ 100.00
247694	06/26/2020	PENNSYLVANIA DEPARTMENT OF REVENUE	Payroll Run 1 - Warrant 200625	$ 31.96
247695	06/26/2020	PLAQUES & SUCH	Honors ceremony award plaques	$ 851.00
247696	06/26/2020	POCONO INTERNATIONAL RACEWAY, INC.	Pocono Raceway track rental fe	$ 9,000.00
247697	06/26/2020	POSTAGE PRO PLUS, INC	SUPPLY FOR ADMIN BUILDING	$ 196.42
247698	06/26/2020	PROSSER LABORATORIES, INC.	mse water test	$ 110.00
			north bus garage water test	$ 30.00
			north campus water test	$ 2,215.00
			north effluent test may	$ 426.00
			north/res water test	$ 90.00
			resica water test	$ 315.00
247699	06/26/2020	PSERS	Employer Statement of amount due 6.25.2020	$ 1,217.97
247700	06/26/2020	QUILL CORPORATION	BATTERIES FOR THERMOMETERS FOR	$ 54.76
247701	06/26/2020	RYAN MORAN	Empl Expense claim # 3722.	$ 45.31

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247702	06/26/2020	SMART FUTURES	Software program for elem and	$ 11,000.00
247703	06/26/2020	STUDENT REFUNDS	HS SOUTH PROM REFUND THOMAS B	$ 100.00
247704	06/26/2020	TYLER TECHNOLOGIES, INC.	Invoice# 045-301570 Applicatio	$ 1,400.00
			TYLER TECH MAINT 7/1/20-6/30/2	$ 3,281.87
247705	06/26/2020	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 200625	$ 267.49
247706	06/26/2020	YOUTH ADVOCATE PROGRAMS, INC.	Student program per Board appr	$ 19,945.90
247707	06/26/2020	ZESWITZ MUSIC COMPANY	Instrument Repairs	$ 1,000.80
247708	06/26/2020	ANDRONIKKI ANDREWS	Empl Expense claim # 3725.	$ 359.20
247710	06/26/2020	MARTENE SALERNO	Empl Expense claim # 3727.	$ 1,500.00
247711	06/26/2020	MICHAEL HEALEY	Final Payment for Empl Expense claim # 3729.	$ 515.00
247712	06/26/2020	CHRISTOPHER S. BROWN LAW OFFICES	CHRIS BROWN INVOICE APRIL 202	$ 5,430.84
			CHRIS BROWN INVOICE MAY 2020 I	$ 4,812.50
247713	06/30/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE-2nd Grade Adventure Aquarium Trip Refund M.Dze	$ 92.00
247714	06/30/2020	A WIZ CORP.	TO PAY INVOICES FOR 2019-2020	$ 285.00
247715	06/30/2020	ALL AMERICAN SPORTS CORP.	JTL FOOTBALL REPLACEMENTS HELM	$ 2,823.70
			LEHMAN FOOTBALL RECONDITIONING	$ 5,992.25
			LEHMAN FOOTBALL REPLACEMENTS H	$ 4,214.79
			NORTH FOOTBALL REPLACEMENTS HE	$ 4,480.69
			SOUTH FOOTBALL REPLACEMENTS HE	$ 6,030.41
			SOUTH FRESHMAN FOOTBALL RECOND	$ 3,524.94
247718	06/30/2020	APPLE INC.	Tech equip for Compensatory Ed	$ 199.95
247719	06/30/2020	BOLLINGER LAW FIRM, LLC	Services for Tyler Tech Agreement	$ 517.50
247720	06/30/2020	BRAY'S ADVANCED COLLISION	Repair to Ford expedition unde	$ 2,179.00
247721	06/30/2020	CANON-MCMILLAN SCHOOL DISTRICT	Tuition / SW - 07/01/019 - 08/	$ 2,268.00
247722	06/30/2020	CHAPMAN REFRIGERATION LLC	to pay refrigeration invoices	$ 2,039.07
247723	06/30/2020	CLAUDE S. CYPHERS, INC.	linchpin	$ 57.04
247724	06/30/2020	COMPUTER DISCOUNT WAREHOUSE	CDW Open PO $5,000	$ 176.18
247725	06/30/2020	CRAMER'S HOME CENTER	for cafeteria staff to purchas	$ 27.99
247726	06/30/2020	DM SUPPLY SOURCE, LLC	bucket truck inverter	$ 200.32
			jmh base adapter	$ 167.17
			jtl flow	$ 1,060.88

East Stroudsburg Area School District
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Check Number	Date	Vendor Name	Invoice Description	Check Amount
247726	06/30/2020	DM SUPPLY SOURCE, LLC	jtl max inlet	$ 367.30
			jtl vlv	$ 302.46
			shop adapter	$ 83.24
247727	06/30/2020	ECOLAB INC.	to pay soap and chemical invoi	$ 173.61
247728	06/30/2020	EKON-O-PAC LLC	PLASTIC BAGS AND SEALING TAPE	$ 1,204.00
247729	06/30/2020	EASTERN PENN SUPPLY COMPANY	sloan parts	$ 557.05
247730	06/30/2020	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	Tuition / Executive Education	$ 1,168.92
247731	06/30/2020	FASTENAL COMPANY	short u nuts	$ 42.00
247732	06/30/2020	FIVE STAR INTERNATIONAL LLC	Inv # 05P213499 Date 6/18/2020	$ 579.00
247733	06/30/2020	FORECAST 5 ANALYTICS	5SIGHT LICENSE AGREEMENT	$ 4,635.00
247734	06/30/2020	FRANCIS DISALVO	Invoice # 06182070822 Date # 6	$ 141.50
247735	06/30/2020	GENERAL SUPPLY COMPANY	offset pulls	$ 100.00
247736	06/30/2020	GLOBAL INDUSTRIAL EQUIPMENT	safe distance stickers	$ 230.85
247737	06/30/2020	GOT SPECIAL KIDS	Sensory Room tools for distric	$ 3,304.57
247738	06/30/2020	GREGORY GRAHAM PIANO SERVICE	Music	$ 105.00
247739	06/30/2020	HERCULES ACHIEVEMENT INC.	girls diplomas	$ 868.90
247740	06/30/2020	HERCULES ACHIEVEMENT INC.	diploma covers	$ 2,172.98
247741	06/30/2020	HILLTOP SALES & SERVICE	hilltop po	$ 1,030.57
247742	06/30/2020	INTEGRITEC, INC.	north cooling water treatment	$ 755.00
247743	06/30/2020	JAY KULE	Empl Expense claim # 3726.	$ 1,548.00
			Empl Expense claim # 3728.	$ 1,548.00
247744	06/30/2020	JONES SCHOOL SUPPLY COMPANY INC.	End of Year Awards	$ 698.85
247745	06/30/2020	KEYSTONE FIRE PROTECTION CO.	Keystone Invoice for repairs J	$ 327.00
			Keystone repair to alarm ESE	$ 224.00
247746	06/30/2020	LEHIGH LEARNING ACADEMY	Tuition / Lehigh Learning - Ju	$ 3,012.00
			Tuition / Lehigh Learning - Ma	$ 10,040.00
247747	06/30/2020	LJC DISTRIBUTORS OF FULLER BRUSH	CUSTODIAL SUPPLIES ESE	$ 40.00
			hsn foam hand sanitizer covid.	$ 2,446.00
			hss disposable face mask	$ 1,300.00
			ljc open po	$ 204.20
247748	06/30/2020	LUNCH ACCT REFUND	ACCOUNT REFUND TO 130726	$ 26.40

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247749	06/30/2020	LUNCH ACCT REFUND	ACCOUNT REFUNDS 201294,203958	$ 320.45
247750	06/30/2020	LUNCH ACCT REFUND	REFUND TO 136669	$ 52.80
247751	06/30/2020	MEIER SUPPLY CO., INC.	hss fan coil	$ 166.31
			hss pressure switch	$ 114.29
			mse air filter	$ 88.98
			res greensorb	$ 125.19
			smi belimo	$ 342.58
			truck stock	$ 101.28
247752	06/30/2020	NAZARETH MUSIC CENTER	Instrument Repair	$ 1,226.00
247754	06/30/2020	PATRIOT WORKWEAR	Patriot pants for R. Grant	$ 59.00
			Patriot uniforms E. Sanchez-Ri	$ 412.00
			Patriot uniforms for Officer D	$ 306.00
247755	06/30/2020	PENNSYLVANIA ONE CALL SYSTEM, INC.	monthly one call system	$ 106.00
247756	06/30/2020	POCONO RECORD	Open Purchase Order for Advert	$ 435.56
247757	06/30/2020	PRAXAIR DISTRIBUTION MID-ATLANTIC	co2 for hsn pool	$ 615.89
247758	06/30/2020	QUILL CORPORATION	first aid kit	$ 31.99
			mobile laptop desk	$ 33.29
247759	06/30/2020	SHARON J. GERBERICH	Internet reimbursement 2020	$ 114.00
247760	06/30/2020	SOUTHEASTERN EQUIPMENT & SUPPLY, INC	power cord, metering kit	$ 165.83
247761	06/30/2020	SOUTHWOOD PSYCHAITRIC HOSPITAL	OT & Speech for sp ed student	$ 2,367.96
247762	06/30/2020	STEVE SHANNON TIRE & AUTO CENTER	fac. truck tires	$ 386.00
247763	06/30/2020	STROUDSBURG ELECTRIC MOTOR SERVICE	bes coupling	$ 20.97
			hss 6201zz	$ 7.99
			hss milwaukee	$ 68.74
			jmh pump	$ 805.00
			motor	$ 616.00
			mse motor	$ 1,153.00
247764	06/30/2020	SWEETWATER SOUND, INC.	Blue Microphones	$ 160.21
247765	06/30/2020	TRANE U.S. INC.	bes controller	$ 1,405.00
			jtl service chiller	$ 412.47
			north coil replacement	$ 7,146.00

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247766	06/30/2020	VIDAM LAPTEV	TAX REFUND FOR PARCEL 060100197 OVERPAID-LAPTEV	$ 2.54
247767	06/30/2020	WILLIAM V. MACGILL & CO.	Susan Cole - Nurses supplies f	$ 360.00
247768	06/30/2020	YOUTH ADVOCATE PROGRAMS, INC.	May invoice per contract	$ 19,945.90
247769	06/30/2020	ZESWITZ MUSIC COMPANY	Instrument Repairs	$ 2,044.80
247770	06/30/2020	ZOLL MEDICAL CORPORATION	AED Batteries	$ 1,273.60
			AED batteries replacement	$ 2,228.80
247771	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247772	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247773	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247774	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247775	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247776	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247777	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247778	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247779	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247780	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247781	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247782	06/30/2020	JTL-FIELD TRIP REFUN	NJHS Escape Room Field Trip refund 2020	$ 20.00
247783	06/30/2020	PATRICIA A TIERNAN	Cavalier Literary Magazine Mailing Costs	$ 197.40
247784	07/02/2020	APPLE INC.	20/21 Apple Lease 2nd yr payme	$ 11,969.66
			APPLE INC LEASE	$ 133,888.56
247785	07/02/2020	CATHERINE TYNEMOUTH	Get well gift	$ 25.00
247786	07/02/2020	DEBORAH KULICK	Board Luncheon after 6/13/2020 graduation	$ 153.85
247787	07/02/2020	DOUBLE M PRODUCTIONS	Wilderness Club T shirts	$ 192.00
247788	07/02/2020	ESHS GIRLS BASKETBALL	Winter concession stand payout	$ 1,593.34
247789	07/02/2020	ESHS SWIMMING TEAM	Winter concession stand payout	$ 1,006.32
247790	07/02/2020	ESHS WRESTLING	Winter concession stand payout	$ 1,006.32
247791	07/02/2020	FRONTLINE TECHNOLOGIES, INC.	FRONTLINE/INV#us122573 7/1/20-	$ 40,884.61
247792	07/02/2020	GOVERNMEN LEASING AND FINANCE, INC	usbancorp contract 077-0000070	$ 164,403.48
247793	07/02/2020	KARIN A HOGAN	Retirement Flowers	$ 60.00
247794	07/02/2020	KLEINFELDER, INC	hsn asphalt coring	$ 2,500.00

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247795	07/02/2020	LAKESHORE LEARNING MATERIALS	EL. EM. SPPT CLASSROOM MATERIA	$ 1,574.88
247796	07/02/2020	M A BRIGHTBILL BODY WORKS INC.	OPEN PO FOR MA BRIGHTBILL BODY	$ 55.62
247797	07/02/2020	MARY POLOWAY	retirement gift	$ 13.88
247798	07/02/2020	MICHELLE KRAJEWSKI	Gifts retirement/baby shower Thank you gifts	$ 165.00
247799	07/02/2020	PASBO	PASBO membership rob romagno	$ 150.39
			pasbo membership scott ihle	$ 260.51
247800	07/02/2020	PRECISION EXCAVATING & PAVING, INC	INVOICE # 35 DATE 1/16/2020	$ 360.00
			INVOICE # 38 DATE 1/18/2020	$ 969.50
			INVOICE #36 DATE 1/18/2020	$ 3,531.00
			INVOICE #37 DATE 1/18/2020	$ 1,123.50
			INVOICE #39 DATE 1/18/2020	$ 117.00
247801	07/02/2020	SPIRALEDGE INC.	NORTH SWIM SUITS	$ 51.93
247802	07/09/2020	ADVANCE AUTO PARTS	MECHANICS SHOP SUPPLIES	$ 257.21
			MECHANICS SHOP SUPPLIES CREDIT	$ (0.03)
			MECHANICS SHOP SUPPLIES FOR POLICE CAR	$ 641.31
			MECHANICS SHOP SUPPLIES FOR POLICE CAR RETURNS	$ (13.00)
			MECHANICS SHOP SUPPLIES RETURNS	$ (12.87)
247803	07/09/2020	HUDL	NORTH FOOTBALL HUDL SIDELINE P	$ 900.00
247804	07/09/2020	AMAZON	Apple Smart Battery Case for E	$ 121.99
			replacement stand mixer	$ 379.98
247805	07/09/2020	APPLE INC.	Apple Quote: 2206359092	$ 3,002.00
247806	07/09/2020	ASCD STORE	2020/2021SY Membership for Sup	$ 304.00
247807	07/09/2020	ASPEN PEST SERVICES, LLC	pest control po	$ 51.00
			pest CONTROL services	$ 447.10
			pest services	$ 204.35
247808	07/09/2020	BAHIAH ABDRABBOH	INDEPENDENT EVALUATION FOR STUDENT	$ 2,583.08
247809	07/09/2020	BANKS' VACUUM SALES AND SERVICE	Banks Vacuum order RD80HXMXV3X3W	$ 214.96
247810	07/09/2020	BOROUGH OF EAST STROUDSBURG	HS SOUTH MAINTENANCE WATER & SEWER	$ 100.62
			HS SOUTH STADIUM WATER & SEWER	$ 622.32
			HS SOUTH WATER & SEWER	$ 5,753.96
			JM HILL WATER & SEWER	$ 428.68

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247811	07/09/2020	CARBON LEHIGH IU #21	Speech & Lang svc for sp ed st	$ 4,737.00
247812	07/09/2020	CAROL DEANE-GARDNER	Empl Expense claim # 3735.	$ 115.29
247813	07/09/2020	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 200709	$ 245.00
247814	07/09/2020	CHESTER COUNTY INTERMEDIATE UNIT	Inv # 421862 Dated 4/30/20 Speech services for s	$ 235.94
247815	07/09/2020	CHRISTOPHER S. BROWN LAW OFFICES	CHRIS BROWN INVOICE JUNE 2020	$ 12,012.50
247816	07/09/2020	CLAUDE S. CYPHERS, INC.	Truck/trailer replacement lights	$ 362.94
247817	07/09/2020	CM REGENT RESOURCES	LIFE INSURANCE FOR JULY 2020/2021	$ 12,093.18
247818	07/09/2020	CM REGENT RESOURCES	LONG TERM DISABILITY INSURANCE FOR JULY 2020/2021	$ 9,443.64
247819	07/09/2020	COLONIAL INTERMEDIATE UNIT 20	2019-2020 PARTIAL HOSPITALIZATION INSTALLMENT	$ 65,643.39
			Colonial Acad Operating Costs	$ 4,569.98
			Mid yr billing - balance	$ 19,989.20
247820	07/09/2020	COLT PLUMBING SPECIALTIES	ganged solenoid valve	$ 576.17
247821	07/09/2020	COMMUNICATIONS SYSTEMS, INC.	BEC Updated intrusion detection system codes	$ 187.50
			North bad motion and door contact service required	$ 562.50
247822	07/09/2020	COMPUTER DISCOUNT WAREHOUSE	CDW Open PO $5,000	$ 728.46
247823	07/09/2020	CRAMER'S HOME CENTER	for cafeteria staff to purchas	$ 12.50
247824	07/09/2020	DM SUPPLY SOURCE, LLC	8 pc fitting	$ 163.68
			jtl vlv PO# 20004275	$ 479.63
247825	07/09/2020	DON KLEIN	Empl Expense claim # 3746.	$ 43.81
247826	07/09/2020	DTN, LLC	DTN Invoice #5770001	$ 1,065.00
247827	07/09/2020	EAST STROUDSBURG	Payroll Run 1 - Warrant 200709	$ 3,321.21
247828	07/09/2020	ECOLAB INC.	to pay soap and chemical invoi	$ 422.24
247829	07/09/2020	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 200709	$ 28.00
247830	07/09/2020	EDGENUITY INC.	SPRING INTO TECH CONFERENCE CANCELED-REFUND	$ 500.00
247831	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND SIENA G	$ 82.00
247832	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND TRISTEN K	$ 46.00
247833	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND GRADY H	$ 128.00
247834	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND CHELSEY P	$ 92.00
247835	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND OLIVIA H	$ 82.00
247836	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND JASHUA B	$ 92.00
247837	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND SERENITY R	$ 92.00

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247838	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND SABRYNA J	$ 36.00
247839	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND OLIVIA R	$ 92.00
247840	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND LEIANA K	$ 82.00
247841	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND JAYDEN W	$ 36.00
247842	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND CAYDEN W	$ 82.00
247843	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND DAVID M	$ 82.00
247844	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND DOMINICK D	$ 36.00
247845	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND OLIVIA K	$ 82.00
247846	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND LIAN C	$ 92.00
247847	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND BRODY M	$ 82.00
247848	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ADRIANNA A	$ 46.00
247849	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ALYVIA S	$ 82.00
247850	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND AXEL R	$ 92.00
247851	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND SEPHORA A	$ 36.00
247852	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND TREASURE R	$ 82.00
247853	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ARIAH D	$ 92.00
247854	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND LYDIA L	$ 82.00
247855	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND RIVER N	$ 36.00
247856	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND WILLOW N	$ 82.00
247857	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ALINA S	$ 36.00
247858	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND JULIAN G	$ 128.00
247859	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND MAKAYLA G	$ 98.00
247860	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND ZIVAH M	$ 92.00
247861	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND EMMA & GRACE	$ 118.00
247862	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND BRADEN G	$ 92.00
247863	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND ETHAN T	$ 46.00
247864	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND LAILAH W	$ 86.00
247865	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND TRINITY B	$ 92.00
247866	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND RYAN S	$ 82.00
247867	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND WILLIAM C	$ 92.00
247868	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND MCKENNA B	$ 46.00

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247869	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND RILEY K	$ 92.00
247870	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND KATELTN S	$ 92.00
247871	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND JACOB C	$ 92.00
247872	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND KYRA H	$ 82.00
247873	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND MARKELL F	$ 36.00
247874	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND SKARLET S	$ 46.00
247875	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND MICHAEL B	$ 82.00
247876	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND TIANNA N	$ 82.00
247877	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND DAVID G	$ 36.00
247878	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND RUBY ROSE G	$ 36.00
247879	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND AUSTIN P	$ 36.00
247880	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND COLE W	$ 92.00
247881	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND CASPIAN N	$ 82.00
247882	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND SERGIO T	$ 36.00
247883	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND JONATHAN Q	$ 36.00
247884	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND NICHOLAS D	$ 138.00
247885	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ISABELLA F	$ 82.00
247886	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND SUMMER P	$ 46.00
247887	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ANAGHA N	$ 36.00
247888	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND CAMILA A	$ 46.00
247889	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND LOGAN N	$ 92.00
247890	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND DANIELLA G	$ 138.00
247891	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND ISABELLA F	$ 92.00
247892	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ERIC O	$ 92.00
247893	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND JONAS P	$ 92.00
247894	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND GILLIAN B	$ 46.00
247895	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND SEBASTIAN K	$ 46.00
247896	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND LEAH R	$ 92.00
247897	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND MADISON M	$ 82.00
247898	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ARIANA M	$ 82.00
247899	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ALEXIS L	$ 92.00

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
247900	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND MARIAH S	$ 92.00
247901	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND LAYLA P	$ 36.00
247902	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND SOPHIA C	$ 36.00
247903	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND EANNA G	$ 46.00
247904	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND RYDER B	$ 46.00
247905	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND MICHAELA R	$ 92.00
247906	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND M'KENZIE R	$ 82.00
247907	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ISMAEL B	$ 92.00
247908	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND MICHAEL B	$ 82.00
247909	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND AVERY J	$ 82.00
247910	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND MADISON T	$ 92.00
247911	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND MATTHEW D	$ 138.00
247912	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND COURTNET C	$ 46.00
247913	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND CHLOE K	$ 92.00
247914	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND DAMINE H	$ 46.00
247915	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND ISABELLA D	$ 82.00
247916	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND MARIBELLE H	$ 82.00
247917	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND MADISON B	$ 46.00
247918	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND JUSTIN G	$ 36.00
247919	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND TAYLOR W	$ 92.00
247920	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND KYANN D	$ 82.00
247921	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND TYLER E	$ 36.00
247922	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND TAMIA R	$ 46.00
247923	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE ADVENT AQUARIUM REFUND LIAM G	$ 82.00
247924	07/09/2020	ESE FIELD TRIP REFUND-SPECIAL ACT.COVID-19	ESE 2ND GRADE AQUARIUM TRIP REFUND AVA K	$ 82.00
247925	07/09/2020	FACE/SCHOLASTIC INC.	Title I Summer Reading books	$ 2,773.00
247926	07/09/2020	FISHER & SON CO INC	Herbicide 210479-INV	$ 693.65
247927	07/09/2020	FRASER ADVANCED INFORMATION SYSTEMS	DISTRICTS COPIER COST	$ 712.97
			faculty copiers - lease/mainte	$ 131.81
247928	07/09/2020	THE GOODYEAR TIRE & RUBBER COMPANY	Security-Tires	$ 1,332.12
			tires security	$ 440.00

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
247929	07/09/2020	HAB-DLT	Payroll Run 1 - Warrant 200709	$ 83.32
247930	07/09/2020	HERCULES ACHIEVEMENT INC.	8x10 acetate	$ 161.05
			NHS Gold Tassels	$ 103.46
247931	07/09/2020	HERCULES ACHIEVEMENT INC.	Diplomas 2019-2020 South	$ 766.74
247932	07/09/2020	HSLC - ACCESS PA	HSLC Library Renewal Request	$ 2,560.00
247933	07/09/2020	INTERSTATE TAX SERVICE BUREAU	Unemployment Comp/JULY-SEPTEMB	$ 922.14
247934	07/09/2020	IRONTON GLOBALL LLC	OPEN PURCHASE ORDER FOR DISTRI	$ 1,005.61
247935	07/09/2020	JOHN SOULES FOODS, INC.	308 10# cases of chicken chnks	$ 3,080.00
247936	07/09/2020	JOSH FULLER	Empl Expense claim # 3742.	$ 50.00
247937	07/09/2020	KEYCO DISTRIBUTORS INC.	TO PAY INVOICES FOR 2019-2020	$ 915.12
247938	07/09/2020	KEYSTONE FIRE PROTECTION CO.	Proposal 19-2399 set up starling JMH 2019-2020	$ 995.00
			restocking fee for cancelled job JMH	$ 27.75
			Restocking fee for cancelled project SME	$ 27.75
247939	07/09/2020	KISTLER PRINTING COMPANY	Business Cards for Board Membe	$ 78.00
247940	07/09/2020	LAKESHORE LEARNING MATERIALS	BES Em Sppt 3-5 Classroom Furn	$ 13,397.18
			BES Em Sppt K-2 Classroom Furn	$ 12,741.64
			ESE Em Sppt 3-5 Classroom Furn	$ 13,397.18
			SES EM. SPPT K-2 CLASSROOM FUR	$ 18,345.53
247941	07/09/2020	THRIVEWORKS	Independent evaluation for a special ed student	$ 3,500.00
247942	07/09/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 7 BLUE RAILRIDER TRIP REFUND	$ 40.00
247943	07/09/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 7 BLUE RAILRIDER TRIP REFUND	$ 30.00
247944	07/09/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 7 SILVER RAILRIDER TRIP REFUND	$ 35.00
247945	07/09/2020	LUCID SOFTWARE INC.	SPRING INTO TECH CONFERENCE CANCELED-REFUND	$ 500.00
247946	07/09/2020	LUNCH ACCT REFUND	ACCOUNT REFUND KAREN ERNST	$ 47.95
247947	07/09/2020	LUNCH ACCT REFUND	ACCOUNT REFUND MARIAM MAHMOUD	$ 36.70
247948	07/09/2020	LYNETTE GRIMALDI	Empl Expense claim # 3743.	$ 437.27
247949	07/09/2020	MANWALAMINK WATER COMPANY	SMITHFIELD WATER & SEWER	$ 298.76
247950	07/09/2020	MARILYN M POSSINGER	Empl Expense claim # 3739.	$ 63.02
247951	07/09/2020	MARY L BURKE	Empl Expense claim # 3737.	$ 1,038.38
247952	07/09/2020	MATTHEW KRAUSS	Empl Expense claim # 3736.	$ 20.93
247953	07/09/2020	MAZZITTI & SULLIVAN EAP SERVICES	INV ESASD060120 7/120-9/30/2020	$ 5,350.50

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247954	07/09/2020	MEIER SUPPLY CO., INC.	gallo gun swoosh cartridges	$ 94.22
			magnetic jumper credit	$ (17.42)
			truck stock	$ 175.49
247955	07/09/2020	MET-ED	ESE JUNE ELECTRIC 100065663211	$ 5,638.53
			JM HILL JUNE ELECTRIC 100105710071	$ 3,397.35
			JTL JUNE ELECTRIC 100019615861	$ 8,215.23
			TRAFFIC LIGHT JUNE ELECTRIC 100019284494	$ 22.30
			TRAFFIC LIGHT JUNE ELECTRIC 100054179492	$ 34.35
			TRAFFIC LIGHT JUNE ELECTRIC 100075377489	$ 31.99
247956	07/09/2020	MOELLER WELDING	nHS Pressbox camera mount	$ 120.00
247957	07/09/2020	MOHAWK USA, LLC	Estimate# 6130 3/30/20 PEPPM Tech Pro/pocket COVID	$ 10,708.27
247958	07/09/2020	MORITZ EMBROIDERY WORKS INC.	ES South Face Masks	$ 322.50
247959	07/09/2020	WILLIAM M. SNYDER	to pay for replacing bad drain pipe at south cafe	$ 216.98
247960	07/09/2020	NATIONAL SCHOOL BOARDS ASSOCIATION	2020/2021 Membership to NSBA A	$ 4,165.00
247961	07/09/2020	OVERDRIVE, INC.	OverDrive eBook & Audiobook Li	$ 3,600.00
247962	07/09/2020	PA SCHOOL BOARDS ASSOCIATION (PSBA)	2020/2021 SY PSBA Board Member	$ 15,840.42
247963	07/09/2020	PARAGO SOFTWARE INC	Parago-IT & Inventory USA ANnu	$ 10,000.00
247964	07/09/2020	PASBO	PASBO & ASBO Membership Renewal Brian Borosh	$ 490.00
			PASBO DUES 2020- 2021 DIANE KELLY	$ 199.80
			PASBO DUES 2020- 2021 THOMAS MCINTYRE	$ 490.00
247965	07/09/2020	PASCD ASCD	PASCD INV 1569 SUPERVISION ACA	$ 7,050.00
247966	07/09/2020	PATRICIA PADULA	Empl Expense claim # 3734.	$ 613.30
			Empl Expense claim # 3733.	$ 419.55
247967	07/09/2020	PEARSON EDUCATION	SPRING INTO TECH CONFERENCE CANCELED-REFUND	$ 250.00
247968	07/09/2020	PETROLEUM TRADERS CORPORATION	MIDDLE SMITHFIELD ELE HEATING OIL	$ 792.71
			NORTH BUS LOT HEATING OIL	$ 1,968.86
247969	07/09/2020	PETTY CASH HS SOUTH	HS SOUTH PETTY CASH FROM 08/23/19 TO 05/05/020	$ 39.80
247970	07/09/2020	PETTY CASH MIDDLE SMITHFIELD	MIDDLE SMITHFIELD PETTY CASH POSTAGE & ITECH SUPPL	$ 25.71
247971	07/09/2020	PETTY CASH RESICA ELEMENTARY	RESICA PETTY CASH - SUPPLIES TO FIX DESK	$ 6.99
247972	07/09/2020	PHAROS HOLDINGS, LLC	LIGHTHOUSE INV#25839 6/1/20 TO	$ 1,085.00
247973	07/09/2020	POCONO 4 WHEEL DRIVE CENTER	has lift parts	$ 168.00

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247974	07/09/2020	POCONO MOUNTAIN DAIRIES	TO PAY 2019-2020 INVOICES	$ 36,846.68
247975	07/09/2020	POCONO PROFOODS	TO PAY 2019-2020 INVOICES	$ 67,273.90
247976	07/09/2020	QUILL CORPORATION	Binders for COVID Forms	$ 26.46
247977	07/09/2020	QUILL CORPORATION	COVID Form Binders	$ 6.38
247978	07/09/2020	R.E.M GRADUATE SERVICES LLC	Honor Cords for graduation 202	$ 129.35
247979	07/09/2020	REINHART FOOD SERVICE	TO PAY INVOICES FOR 2019-2020	$ 3,407.73
247980	07/09/2020	RICHARD HOUGHTALING	Final Payment for Empl Expense claim # 3747.	$ 24.84
247981	07/09/2020	ROCKLAND BAKERY	TO PAY 2019-2020 INVOICES	$ 3,483.36
247982	07/09/2020	SARA CAMPBELL	Empl Expense claim # 3745.	$ 35.83
247983	07/09/2020	SARGENT'S COURT REPORTING SERVICE, INC	Invoice# 1455237	$ 815.45
247984	07/09/2020	SCHUYLKILL VALLEY SPORTING GOODS	HS NORTH WARM UPS FOR PLAYERS	$ 592.00
247985	07/09/2020	SCOTT C. IHLE	Empl Expense claim # 3738.	$ 178.83
247986	07/09/2020	SCOTT R HNASKO	New Teacher Induction Presenta	$ 150.00
247987	07/09/2020	SIMPLY NUC, INC	Sensory rm equipm for secondar PO#20003453	$ 1,618.00
247988	07/09/2020	SOUTHWOOD PSYCHAITRIC HOSPITAL	Inv dated 6/15/20 for speech/occupational therapy	$ 2,109.66
247989	07/09/2020	STEPHEN FYLSTRA	Empl Expense claim # 3730.	$ 36.00
247990	07/09/2020	STEVE SHANNON TIRE & AUTO CENTER	Work Order # 16039023	$ 60.00
247991	07/09/2020	STROUDSBURG ELECTRIC MOTOR SERVICE	8JE insert	$ 44.97
			hss bearing assembly	$ 269.99
			p motor	$ 495.00
			p-taco pump	$ 295.00
247992	07/09/2020	SWEET, STEVENS, KATZ & WILLIAMS LLP	Invoice # 129243 Labor Matters	$ 624.00
			Invoice # 129244	$ 604.50
			Invoice # 129245	$ 1,950.00
			Invoice # 129246	$ 195.00
			Legal services for sp ed stude	$ 1,221.50
			Prof Svc for Sp Ed student	$ 1,117.00
247993	07/09/2020	SWEETWATER SOUND, INC.	Digital Piano-20003305 FINAL	$ 44.31
247994	07/09/2020	TRANE U.S. INC.	JMHill chiller repair	$ 125.00
247995	07/09/2020	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 200709	$ 267.49
247996	07/09/2020	UNIVERSITY OF OREGON	Dibels Data System	$ 1,498.00

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247996	07/09/2020	UNIVERSITY OF OREGON	EASY CBM Resica MATH	$ 52.00
			MTSS Grant - Intervention Supp	$ 1,157.00
247997	07/09/2020	VERIZON WIRELESS	OPEN PURCHASE ORDER FOR DISTRI	$ 3,494.74
247998	07/09/2020	WILLIAM GOUGER	Empl Expense claim # 3740.	$ 1,135.48
			Empl Expense claim # 3731.	$ 99.40
247999	07/09/2020	ZESWITZ MUSIC COMPANY	Baritone Conn 3367	$ 64.80
			Baritone King 155898	$ 64.80
			Baritone King 157210	$ 64.80
			french horn Yamaha 3676	$ 57.60
			French horn Yamaha 206325	$ 57.60
			french Horn Yamaha 207677	$ 57.60
			French Horn Yamaha 8233	$ 57.60
Grand Total				$ 1,169,178.93

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
1092	07/14/2020	AMAZON	CAFETERIA SUPPLIES - M POSSINGER	$ 349.60
1093	07/14/2020	THE WEBSTAURANT STORE	CAFETERIA SUPPLIES - M POSSINGER	$ 8.50
1094	07/14/2020	PCARD VENDOR	LANYARDS FOR TEACHERS APPRECIATION REORDER	$ 159.20
1095	07/14/2020	PCARD VENDOR	AMMUNITION FOR SCHOOL POLICE DEPARTMENT	$ 1,946.46
1096	07/14/2020	POSTMASTER	POSTAGE TO SEND OUT EMPLOYEES APPRECIATION ENVELOP	$ 174.00
			POSTAGE TO SEND OUT EMPLOYEES APPRECIATION ENVLOPE	$ 8.00
248000	07/16/2020	21ST CENTURY CYBER CHARTER SCHOOL	Tuition / 21st Century - Jun 2	$ 1,168.92
248001	07/16/2020	ACHIEVEMENT HOUSE CHARTER SCHOOL	June 2020 19/20 SY	$ 5,198.42
			Mar 2020 19/20 SY	$ 5,198.42
248002	07/16/2020	AGORA CYBER CHARTER SCHOOL	June 2020 19/20 SY	$ 33,221.03
248003	07/16/2020	AMPLIFIED IT, LLC	GOPHER PACK DOMAIN 1 YEAR	$ 2,129.50
248004	07/16/2020	ANACA TECHNOLOGIES	QUOTE REF #039845	$ 2,780.00
248005	07/16/2020	ANGELIC S SEGOND	Expense claim # 3754.SPRING 2020 TUITION REIMBURSE	$ 2,675.00
248006	07/16/2020	ATHMEDICS	SOUTH ATHLETICS COVID 19 PPE	$ 973.38
248007	07/16/2020	BEHAVIORAL HEALTH ASSOCIATES	June 2020 19/20 SY	$ 690.00
			MAY 2020 Tuition	$ 6,555.00
248008	07/16/2020	H.A. BERKHEIMER INC.	TAX COLLECTION FEE JUNE 2020	$ 53.01
248009	07/16/2020	BEST, INC	DISTRICT CASUAL FOR A CAUSE FOR SCHOLARSHIPS	$ 2,038.27
248010	07/16/2020	BETHLEHEM AREA SCHOOL DISTRICT	Past Due 2018-2019 ESSA Foster Student Tuition	$ 6,732.82
248011	07/16/2020	BLACKBOARD INC.	BLACKBOARD RENEWAL CONF	$ 32,452.50
248012	07/16/2020	BUS PARTS WAREHOUSE	Open PO for Bus Parts	$ 177.14
248013	07/16/2020	BUTLER AREA SCHOOL DISTRICT	9/3-4/7/2020 Last EDU Date	$ 22,217.29
248014	07/16/2020	CANON-MCMILLAN SCHOOL DISTRICT	Student B.A Service	$ 2,254.35
			Student B.A.	$ 1,305.15
248015	07/16/2020	CATHERINE TYNEMOUTH	PRINTS MADE FOR RETIREES	$ 38.00
248016	07/16/2020	CENGAGE LEARNING	Gale Library Database Renewals	$ 17,977.62
248017	07/16/2020	UGI CENTRAL	ESE NATURAL GAS LINE JUNE 2020	$ 1,117.27
			HS SOUTH MAINTENANCE NATURAL GAS LINE JUNE 2020	$ 23.15
			HS SOUTH NATURAL GAS LINE JUNE 2020	$ 3,430.51
			HS SOUTH STADIUM NATURAL GAS LINE JUNE 2020	$ 31.78
			JT LAMBERT NATURAL GAS LINE JUNE 2020	$ 1,888.71
248018	07/16/2020	UGI CENTRAL	ESE NATURAL GAS JUNE 2020 411006828957	$ 263.10

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Check Number	Date	Vendor Name	Invoice Description	Check Amount
248018	07/16/2020	UGI CENTRAL	HS SOUTH NATURAL GAS JUNE 2020 411008006032	$ 1,717.20
			JTL NATURAL GAS JUNE 2020 411006894413	$ 766.66
248019	07/16/2020	CENTRAL PENNSYLVANIA DIGITAL LEARNING FOUNDATION	CPDLF Tuition May 2020	$ 5,721.16
248020	07/16/2020	CENTRAL POLY CORP.	Custodial Bid HSN 2021	$ 125.00
			Custodial Bid LEHMAN 2021	$ 125.00
248021	07/16/2020	CENTRAL SUSQUEHANNA INTERMEDIATE UNIT	Educational Instruction for J.Q 1/2/2020-3/31/2020	$ 5,700.00
			Educational Instruction for J.Q 4/1/2020-6/4/2020	$ 3,895.00
248022	07/16/2020	CHAPMAN REFRIGERATION LLC	TO PAY INVOICES FOR 2020-2021	$ 611.33
248023	07/16/2020	CHESTER COUNTY INTERMEDIATE UNIT	D.D. Cyber /4/1-4/30/2020	$ 3,524.58
			Devereux Tuition 3/19-4/3-/2020	$ 10,852.38
			Devereux Tuition May 1-May 29 2020	$ 9,299.55
			Service Student D.D. 19/20 SY	$ 1,261.52
248024	07/16/2020	CLAUDE S. CYPHERS, INC.	EZ band Clamps	$ 8.95
248025	07/16/2020	CLEAR CHOICE GLASS AND MIRROR	INV # 17544	$ 390.00
248026	07/16/2020	COMMONWEALTH CHARTER ACADEMY SCHOOL	19/20 SY	$ 105,137.36
248027	07/16/2020	COOPER ELECTRIC SUPPLY CO.	north led site lights	$ 2,425.00
			north site lights	$ 24,864.77
248028	07/16/2020	COPE COMMERCIAL FLOORING & INTERIORS, INC	Project#287020 Resica Flooring Replacement	$ 65,700.00
248029	07/16/2020	CXTEC, INC	CXTEC EXTENDED TEMP	$ 131.00
			CXTEC'S LIFETIME ADVANCE WARRA	$ 1,214.00
248030	07/16/2020	D'HUY ENGINEERING, INC.	JTL/Resica Flooring Replacement prj#287020	$ 5,887.40
			North Roof proj#28710 Bidding & Construction Phas	$ 12,000.18
			proj#287016 RES/MSE Water Filtration	$ 3,700.46
			Proj#287017 North Sanitary Liner replacement	$ 8,180.03
248031	07/16/2020	EAST STROUDSBURG UNIVERSITY	DISTRICTS SPRING 2020 TUITION REIMBURSEMENT	$ 69,735.60
248032	07/16/2020	EASTON ARTS ACADEMY CHARTER SCHOOL	June 2020 19/20 SY	$ 14,549.80
248033	07/16/2020	EKON-O-PAC LLC	TO PAY INVOICES FOR 2020-2021	$ 1,204.00
248034	07/16/2020	EMILY NIEMAN	Expense claim # 3753.SPRING 2020 TUITION REIMBURSE	$ 1,761.00
248035	07/16/2020	ERIN ILCH	Expense claim # 3749.SPRING 2020 TUITION REIMBURSE	$ 1,548.00
248036	07/16/2020	EVERGREEN COMMUNITY CHARTER SCHOOL	Tuition 2019-2020 June 2,2020	$ 11,689.22
248037	07/16/2020	FACE/SCHOLASTIC INC.	Title I Summer Reading books	$ 1,258.00
248038	07/16/2020	FIVE STAR INTERNATIONAL LLC	Inv # 05P211261	$ 464.26

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248039	07/16/2020	FRASER ADVANCED INFORMATION SYSTEMS	DISTRICT COPIER CONTRACT 2020/2021	$ 90,703.59
248040	07/16/2020	FRONTIER	TELEPHONE POTS LINE 2020-2021	$ 176.35
			TELEPHONE POTS LINES 2020-20201	$ 715.03
248041	07/16/2020	THE GOODYEAR TIRE & RUBBER COMPANY	tires for maintenance	$ 180.00
248042	07/16/2020	GROVE CITY AREA SCHOOL DISTRICT	Tuition April 2019-2020	$ 6,360.00
			Tuition May 2019-2020	$ 6,042.00
248043	07/16/2020	HP FINANCIAL SERVICES COMPANY	HPE San and Server replacement	$ 127,524.26
248044	07/16/2020	INSIGHT PA CYBER CHARTER SCHOOL	July 2019-June 2020 SY	$ 35,466.94
248045	07/16/2020	JOANNE PETERS	Expense claim # 3752.SPRING 2020 TUITION REIMBURSE	$ 336.75
248046	07/16/2020	JOSTENS	SOUTH 2020 YEARBOOK FINAL PAYMENT	$ 1,029.54
248047	07/16/2020	JOTTAN, INC	North Roof Project	$ 684,263.62
248048	07/16/2020	JUSTIN MENGEL	Expense claim # 3750.SPRING 2020 TUITION REIMBURSE	$ 2,280.00
248049	07/16/2020	K12 SYSTEMS	Sapphire Creating report Write	$ 500.00
248050	07/16/2020	KANE J FURST	Expense claim # 3748.SPRING 2020 TUITION REIMBURSE	$ 1,551.00
248051	07/16/2020	LAKESHORE LEARNING MATERIALS	BES Calming Room 3-5	$ 1,913.28
			BES Calming Room K-2	$ 1,668.17
			ESE Calming Room 3-5	$ 1,923.72
248052	07/16/2020	LEHIGH VALLEY FLOOR COVERING, LLC	App 6/1/2020-6/30/2020 JTL Flooring Replacement	$ 291,925.80
248053	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-BRANDON	$ 65.00
248054	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JESSICA	$ 65.00
248055	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-CHRISTIA	$ 25.00
248056	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-ALEX	$ 25.00
248057	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-CIARA	$ 25.00
248058	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-TATIANA	$ 65.00
248059	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-LUIS	$ 45.00
248060	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-ELY	$ 25.00
248061	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JAYLEN	$ 45.00
248062	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-ZABRINA	$ 65.00
248063	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-RAELYN	$ 25.00
248064	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-KEVIN	$ 50.00
248065	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-ALEXLANI	$ 30.00
248066	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-NICHOLAS	$ 25.00

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248067	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-AIDAN	$ 40.00
248068	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-KENTON	$ 65.00
248069	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-CARSON	$ 25.00
248070	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-JASMIN	$ 25.00
248071	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JULIAN	$ 50.00
248072	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-ETHAN	$ 65.00
248073	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-AUORA	$ 25.00
248074	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-DANIELLA	$ 65.00
248075	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-GRACE	$ 25.00
248076	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-MICHELLE	$ 65.00
248077	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-AYDEN B	$ 25.00
248078	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-DAMON	$ 25.00
248079	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-DOMINICK	$ 65.00
248080	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-CHRISTINE	$ 65.00
248081	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-NATE	$ 65.00
248082	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-SAMANTHA	$ 65.00
248083	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-ASHTON	$ 65.00
248084	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-VICTORIA	$ 25.00
248085	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JEFFREY	$ 65.00
248086	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-MEKHI	$ 65.00
248087	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-EDUARDO	$ 65.00
248088	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-OLIVIA	$ 65.00
248089	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-SANAI	$ 65.00
248090	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-TANAYA	$ 65.00
248091	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-CAMERON	$ 23.00
248092	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-ETHAN	$ 25.00
248093	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-SEAN	$ 40.00
248094	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-ARIANA	$ 20.00
248095	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JOSEPH	$ 50.00
248096	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-CARDIER	$ 65.00
248097	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JASMINE	$ 25.00
248098	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-ALEX	$ 25.00

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248099	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-NIKOLAS	$ 25.00
248100	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-CHRISTIAN	$ 65.00
248101	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-JOSIAH	$ 65.00
248102	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-ALAN	$ 20.00
248103	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JORDAN	$ 25.00
248104	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-MOLLY	$ 65.00
248105	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-AIDAN	$ 25.00
248106	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-NATALYA	$ 35.00
248107	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-NILMAR	$ 65.00
248108	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-FRANKLIN	$ 25.00
248109	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-MALIK	$ 65.00
248110	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-SEAN	$ 25.00
248111	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY REFUND-MICHAI&MICHAEL	$ 50.00
248112	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-JULIA	$ 65.00
248113	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-ARIEL	$ 20.00
248114	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-DEVIN	$ 25.00
248115	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JASMINE	$ 25.00
248116	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-OWEN	$ 45.00
248117	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-SPENCER	$ 25.00
248118	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-JONATHAN	$ 65.00
248119	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-JASON Z	$ 65.00
248120	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-SOREL	$ 25.00
248121	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JOHN	$ 65.00
248122	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JOSEPH	$ 20.00
248123	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-IZAIAH	$ 65.00
248124	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-JAVIER	$ 45.00
248125	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-BART	$ 65.00
248126	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-JULIANA	$ 20.00
248127	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-NORALLYN	$ 65.00
248128	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JAMES	$ 65.00
248129	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-MADISON	$ 45.00
248130	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-NEVEYAH	$ 20.00

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248131	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-ALEXIS	$ 45.00
248132	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-NASIAH	$ 65.00
248133	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-KIARA	$ 65.00
248134	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JAYDEN	$ 30.00
248135	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-ADAM	$ 65.00
248136	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-CARLOS	$ 25.00
248137	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-SYMEON	$ 45.00
248138	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-NATE	$ 25.00
248139	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-HOPE	$ 65.00
248140	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-JUNIOR	$ 65.00
248141	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-TRINITI	$ 25.00
248142	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-CYRENITY	$ 25.00
248143	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-PRESTON	$ 35.00
248144	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-ALEXIS	$ 65.00
248145	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-TAMIA	$ 25.00
248146	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-JACOB	$ 25.00
248147	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-SOLOMON	$ 25.00
248148	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 BLUE POCONO VALLEY TRIP REFUND-NATALIA	$ 25.00
248149	07/16/2020	LIS FIELD TRIP REFUND-SPECIAL ACT.COVID-19	LEHMAN 8 SILVER POCONO VALLEY TRIP REFUND-JORDYN	$ 25.00
248150	07/16/2020	LISA JOHNSON	Expense claim # 3755.SPRING 2020 TUITION REIMBURSE	$ 336.75
248151	07/16/2020	LONGSTRETH SPORTING GOODS, LLC	JTL FILED HOCKEY TEAMS SUPPLIE	$ 436.48
			SOUTH FILED HOCKEY SUPPLIES	$ 453.05
248152	07/16/2020	LUCID SOFTWARE INC.	LUCIDPRESS EDUCATIONAL ENTERPR	$ 15,000.00
248153	07/16/2020	LUNCH ACCT REFUND	KELLY WEABER ACCOUNT REFUNDS 134898,133553	$ 23.00
248154	07/16/2020	LYMAN & ASH	Legal Services rendered April & May 2020	$ 17,377.50
248155	07/16/2020	MANN AND PARKER LUMBER COMPNAY	IND TECH BID GRAPHIC ARTS HSS	$ 622.50
			IND TECH BID JTL 20-21	$ 800.00
			IND TECH LUMBER LIS 20-21	$ 1,120.00
248156	07/16/2020	MARSHALLS CREEK PLUMB.&ELECT. SUPPLIES	sloan kit	$ 39.02
248157	07/16/2020	MET-ED	NORTH CAMPUS JUNE ELECTRIC 100018255800	$ 24,070.07
			TRAFFIC LIGHT JUNE ELECTRIC 100031621285	$ 22.39
248158	07/16/2020	MODERN GAS SALES, INC.	PROPANE GAS FOR LEHMAN POOL	$ 181.78

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248159	07/16/2020	SWANK MOTION PICTURES INC	PUBLIC PERFORMANCE SITE LICENS	$ 5,011.00
248160	07/16/2020	NOTABLE INCORPORATED	KAMI DISTRICT WIDE LICENSE; ON	$ 10,800.00
248161	07/16/2020	OFFICE TECHNOLOGY, LLC	CE505X printer cartridge FOR	$ 132.00
248162	07/16/2020	PA DISTANCE LEARNING CHARTER SCHOOL	Tuition June 2020	$ 15,595.27
248163	07/16/2020	PA TREATMENT & HEALING	Tuition / PATH - Apr 2020 / #0	$ 12,445.00
			Tuition / PATH - May 2020 / #0	$ 12,445.00
248164	07/16/2020	PAPER MART, INC.	IU 20 PAPER ENV 1 2020-2021	$ 250.00
			IU 20 PAPER JANITORIAL 2020202	$ 47.35
248165	07/16/2020	PENN JERSEY PAPER CO	IU 20 PAPER JANITORIAL PT 7 20	$ 1,185.31
248166	07/16/2020	PENNSYLVANIA PAPER & SUPPLY CO.	Custodial Bid JMHILL 20-21	$ 221.40
			CUSTODIAL BID SMI 20-21	$ 389.55
248167	07/16/2020	PENNSYLVANIA VIRTUAL CHARTER SCHOOL	Tuition / PA Virtual - May 202	$ 13,380.88
248168	07/16/2020	PITTSTON AREA SD	Tuition / PASD-MAYS/PA Child C	$ 391.23
248169	07/16/2020	POCONO MOUNTAIN SCHOOL DISTRICT	19-20 school year account#008488	$ 72,131.96
248170	07/16/2020	POCONO RECORD	Open Purchase Order for Advert	$ 28.92
248171	07/16/2020	POCONO RECORD	Open Purchase Order for Advert	$ 196.36
248172	07/16/2020	POSTAGE PRO PLUS, INC	250pk Meter tape for postage machine	$ 79.67
248173	07/16/2020	PP&L	HS SOUTH CAMPUS JUNE ELECTRIC 67841-29000	$ 27.58
			HS SOUTH CAMPUS JUNE ELECTRIC 92422-54001	$ 27.64
			HS SOUTH CAMPUS JUNE ELECTRIC 95041-29005	$ 27.58
			HS SOUTH CAMPUS JUNE ELECTRIC 98641-29009	$ 25.19
248174	07/16/2020	PRAXAIR DISTRIBUTION MID-ATLANTIC	Co2 for North pool	$ 82.16
248175	07/16/2020	PROSSER LABORATORIES, INC.	WATER TESTING	$ 2,601.00
248176	07/16/2020	PUBLIC CONSULTING GROUP, INC	EDPLAN CONNECT SERVICE THROUGH PCG	$ 7,000.00
248177	07/16/2020	QUILL CORPORATION	ATHLETICS CALENDARS, BANK BAGS	$ 246.07
			BO SUPPLIES JULY 2020	$ 206.17
			SOUTH FOOTBALL OFFICE SUPPLY O	$ 69.27
248178	07/16/2020	RACHEL M MEOLA	Expense claim # 3751.SPRING 2020 TUITION REIMBURSE	$ 1,548.00
248179	07/16/2020	REACH CYBER CHARTER SCHOOL	19/20 SY JUNE 2020	$ 50,016.73
248180	07/16/2020	SANDRA HARTMAN	Expense claim # 3756.SPRING 2020 TUITION REIMBURSE	$ 3,090.00
248181	07/16/2020	SCHOOL HEALTH CORPORATION	Medical Bid HSN 20-21	$ 116.79
			Medical Bid LIS 20-21	$ 61.70

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248182	07/16/2020	SCHOOLMART	Calculators & Batteries	$ 5,137.50
248183	07/16/2020	SHINETIME AUTO WASH	Security car -car wash 6/1/2020-6/30/2020	$ 12.00
248184	07/16/2020	SOUTHWOOD PSYCHAITRIC HOSPITAL	Tuition / SW - 04/01/19 - 06/3	$ 2,172.60
248185	07/16/2020	STOTZ & FATZINGER	Office Chairs	$ 295.68
248186	07/16/2020	TRANE U.S. INC.	Sensor temp	$ 289.27
248187	07/16/2020	VOICETHREAD	QUOTE REF #039845	$ 3,000.00
248188	07/16/2020	W.B. MASON CO., INC.	Custodial Bid HSN 2021	$ 63.18
			Custodial Bid LEHMAN 2021	$ 63.18
248189	07/16/2020	WASTE MANAGEMENT	DISTRICT WASTE PICK-UP FOR JUNE 2020	$ 14,197.47
248190	07/16/2020	ZESWITZ MUSIC COMPANY	Instrument Repairs	$ 309.60
Grand Total				**$ 2,085,397.36**

JUNE 2020 WIRE PAYMENTS

Payroll	$ 3,442,367.44
Accounts Payable - Benefits	$ 7,390,520.55
Flex Spending Accounts TASC	$ 20,734.83
Payments to Inservco Insurance for Workers' Comp	$ 35,685.41
Procurement Card	$ 23,995.60
EBTEP	$ 1,754,852.38
Neopost Postage	$ 1,000.00
Wright Express Fleet - Gas Cards	$ 1,901.52
	$12,671,057.73

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

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

6/1/20 Balance	$	4,191,312.50
Receipts	$	14,886,587.89
Interest/Dividends	$	2,335.09
Disbursements	$	(15,080,514.73)
6/30/20 Balance	$	3,999,720.75

PLGIT - GENERAL FUND

6/1/20 Balance	$	18,211,774.88
Receipts	$	172,366.29
Interest/Dividends	$	3,220.54
Disbursements		
6/30/20 Balance	$	18,387,361.71

PSDLAF - GENERAL FUND

6/1/20 Balance	$	42,891,405.61
Receipts	$	105,434,386.38
Interest/Dividends	$	11,257.52
Disbursements	$	(109,263,995.16)
6/30/20 Balance	$	39,073,054.35

ESSA WORKERS COMP SELF INS - GENERAL FUND

6/1/20 Balance	$	200,192.59
Receipts		
Interest/Dividends	$	78.98
Disbursements		
6/30/20 Balance	$	200,271.57

ESSA PAYPAL - GENERAL FUND

6/1/20 Balance	$	2,796.65
Receipts		
Interest/Dividends	$	1.10
Disbursements		
6/30/20 Balance	$	2,797.75

ESSA FERNWOOD ESCROW - GENERAL FUND

6/1/20 Balance	$	38,452.55
Receipts		
Interest/Dividends	$	15.17
Disbursements		
6/30/20 Balance	$	38,467.72

ESSA - CAFETERIA FUND

6/1/20 Balance	$	242,223.91
Receipts	$	947.70
Interest/Dividends	$	95.69
Disbursements	$	(319.81)
6/30/20 Balance	$	242,947.49

PLGIT - CAFETERIA FUND

6/1/20 Balance	$	41,661.88
Receipts		
Interest/Dividends	$	7.33
Disbursements		
6/30/20 Balance	$	41,669.21

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

PLGIT - CAPITAL RESERVE FUND

6/1/20 Balance	$	14,833,156.61
Receipts		
Interest/Dividends	$	2,609.15
Disbursements		
6/30/20 Balance	$	14,835,765.76

ESSA - CONCESSION STAND

6/1/20 Balance	$	27,836.98
Receipts		
Interest/Dividends	$	10.98
Disbursements		
6/30/20 Balance	$	27,847.96

ESSA - EXPENDABLE TRUST

6/1/20 Balance	$	31,762.12
Receipts		
Interest/Dividends	$	12.53
Disbursements		
6/30/20 Balance	$	31,774.65

ESSA - NON-EXPENDABLE TRUST

6/1/20 Balance	$	18,702.19
Receipts		
Interest/Dividends	$	7.38
Disbursements		
6/30/20 Balance	$	18,709.57

ESSA - SPECIAL ACTIVITY

6/1/20 Balance	$	242,733.88
Receipts		
Interest/Dividends	$	95.76
Disbursements		
6/30/20 Balance	$	242,829.64

ESSA CD INVESTMENT - SPECIAL ACTIVITY

6/1/20 Balance	$	41,338.58
Receipts		
Interest/Dividends	$	78.93
Disbursements		
6/30/20 Balance	$	41,417.51

ESSA - STUDENT ACTIVITY

6/1/20 Balance	$	74,582.75
Receipts		
Interest/Dividends	$	29.42
Disbursements		
6/30/20 Balance	$	74,612.17

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		STATEMENT OF INCOME For the Period Ending May 31, 2020 CAFETERIA FUND	STATEMENT OF INCOME For the Period Ending May 31, 2020 CAFETERIA FUND
	Munis Account Number	Current Period	Year-to-Date
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-000-0000-	129.22	2,632.98
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-000-0000-	7.55	347,160.96
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-000-0000-	-	65,849.35
SUMMER SALES - B-FAST & LUNCH	50-6614-000-000-00-000-000-000-0000-	-	-
SALES, A LA CARTE LUNCH	50-6620-000-000-00-000-000-000-0000-	-	340,189.45
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-000-0000-	168.75	30,469.75
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-000-0000-	571.32	36,226.34
TOTAL SALES		747.62	819,895.85
TOTAL LOCAL REVENUE		876.84	822,528.83
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-000-0000-	9,259.88	86,235.58
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-000-0000-	6,614.20	38,927.40
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-000-0000-	7,156.82	56,784.44
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-000-0000-	32,495.34	249,584.03
TOTAL STATE REVENUE		55,526.24	431,531.45
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-000-0000-	231,497.00	1,783,964.96
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-000-0000-	145,512.40	771,327.30
FEDERAL DONATED COMMODITY	50-8533-000-000-00-000-000-000-0000-		-
TOTAL FEDERAL REVENUE		377,009.40	2,555,292.26
TOTAL CAFETERIA REVENUE		$433,412.48	$3,809,352.54
EXPENSES OF OPERATIONS			
Salary, Manager	50-3100-111-000-00-000-000-106-0000-	12,401.55	108,227.99
Salary, Supervisors	50-3100-111-000-00-000-000-109-0000-	7,325.22	84,240.03
Salary, OT Supervisors	50-3100-113-000-00-000-000-109-0000-	-	8,939.28
Salary, Secretary	50-3100-151-000-00-000-000-502-0000-	4,942.50	45,489.36
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000-	-	300.26
Salary, Cafeteria Worker	50-3100-170-000-00-000-000-804-0000-	153,428.96	1,073,871.56
Salary, Workers	50-3100-171-000-00-000-000-804-0000-	-	-
Salary, Cafeteria Monitor	50-3100-171-000-00-000-000-806-0000-	1,758.00	21,965.53
Salary, Substitutes Worker	50-3100-172-000-00-000-000-804-0000-	-	5,788.12
Salary, Sub Cafeteria Monitor	50-3100-172-000-00-000-000-806-0000-	-	48.00
Salary, OT Worker	50-3100-173-000-00-000-000-804-0000-	-	4,250.34
Salary, Summer Workers	50-3100-177-000-00-000-000-804-0000-	-	28,271.75
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000-	10,125.60	126,786.97
Salary, Substitutes Worker	50-3100-182-000-00-000-000-802-0000-	-	-
Salary, Substitutes Cafeteria Monitor	50-3100-182-000-00-000-000-806-0000-	-	-
Salary, OT Cafeteria Custodian	50-3100-183-000-00-000-000-802-0000-	-	1,222.17
LIFE Insurance	50-3100-213-000-00-000-000-000-0000-	378.87	6,528.43
LTD Insurance	50-3100-214-000-00-000-000-000-0000-	319.56	2,666.58
EYE Insurance	50-3100-215-000-00-000-000-000-0000-	-	-
FICA OASDI	50-3100-220-000-00-000-000-000-0000-	11,600.52	92,042.35
FICA HI	50-3100-221-000-00-000-000-000-0000-	2,713.11	21,526.49
RETIREMENT	50-3100-230-000-00-000-000-000-0000-	64,990.68	499,178.00
VOYA Contribution Plan	50-3100-232-000-00-000-000-000-0000-	(28.27)	236.03
UNEMPLOYMENT	50-3100-250-000-00-000-000-000-0000-	-	186.40
WORKERS COMPENSATION	50-3100-260-000-00-000-000-000-0000-	1,215.94	9,660.27
MEDICAL INSURANCE	50-3100-271-000-00-000-000-000-0000-	26,845.56	414,807.59
BES Caf Grant Other Prof Svc	50-3100-330-740-10-211-000-000-9310-	700.00	700.00
ESE Caf Grant Other Prof Svc	50-3100-330-740-10-212-000-000-9310-	890.00	890.00
SME Caf Grant Other Prof Svc	50-3100-330-740-10-213-000-000-9310-	700.00	700.00
OTHER EMPLOYEE BENEFITS -PENSION	50-3100-290-000-00-000-000-000-0000-	-	-
TRAINING-REGISTRATION FEES	50-3100-360-000-00-000-000-000-0000-	-	3,076.20
CONTRACT MAINTENANCE	50-3100-411-000-00-000-000-000-0000-	3,685.64	27,027.15
UTILITY SERVICES, ELECTRICITY	50-3100-422-000-00-000-000-000-0000-	-	-
MAINTENANCE/REPAIRS	50-3100-432-000-00-000-000-000-0000-	924.50	26,025.25
VEHICLES-REPAIR/MAINTENANCE	50-3100-433-000-00-000-000-000-0000-	-	565.30
UPGRADE OF INFORMATION SYSTEM	50-3100-438-000-00-000-000-000-0000-	-	84.11
POSTAGE	50-3100-531-000-00-000-000-000-0000-	8.65	888.75
PRINTING & BINDING	50-3100-550-000-00-000-000-000-0000-	-	-
CONF/TRAVEL/MILEAGE	50-3100-580-000-00-000-000-000-0000-	-	3,837.94
SUPPLIES, NON-FOOD	50-3100-610-000-00-000-000-000-0000-	8,778.41	115,101.15
ELECTRICITY	50-3100-622-000-00-000-000-000-0000-	2,506.17	40,407.64
FUEL	50-3100-626-000-00-000-000-000-0000-	31.42	3,024.93
Food Purchases	50-3100-631-000-00-000-000-000-0000-	12,103.30	750,773.39
MILK PURCHASES	50-3100-632-000-00-000-000-000-0000-	26,918.04	236,618.45
COMMODITY VALUE	50-3100-633-000-00-000-000-000-0000-	-	-
BOOKS & PERIODICALS	50-3100-640-000-00-000-000-000-0000-	-	-
SUPPLIES, TECH	50-3100-650-000-00-000-000-000-0000-	-	12,595.60
DEPRECIATION OF EQUIPMENT	50-3100-741-000-00-000-000-000-0000-	1,960.06	21,560.66
BES Caf Grant NewEq>$2,500	50-3100-752-740-10-211-000-000-9310-	-	-
ESE Caf Grant NewEq>$2,500	50-3100-752-740-10-212-000-000-9310-	-	-
JMH Caf Grant NewEq>$2,500	50-3100-752-740-10-213-000-000-9310-	-	-
MSE Caf Grant NewEq>$2,500	50-3100-752-740-10-214-000-000-9310-	35,795.00	35,795.00
SME Caf Grant NewEq>$2,500	50-3100-752-740-10-216-000-000-9310-	-	-
NEW EQUIPMENT REPL>2,500	50-3100-640-000-00-000-000-000-0000-	-	3,800.00
DUES & FEES	50-3100-810-000-00-000-000-000-0000-	761.90	56,040.50
TOTAL FOOD SERVICE EXPENSES		$393,780.89	$3,895,745.52
NET INCOME (LOSS)		$39,631.59	($86,392.98)

ESSA Bank & Trust

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

RETURN SERVICE REQUESTED

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

Statement Ending 06/30/2020

Customer Service Contact

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

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		$3,999,720.75

Government Checking

Account Summary

Date	Description	Amount
05/30/2020	**Beginning Balance**	**$4,191,312.50**
	22 Credit(s) This Period	$14,888,922.98
	48 Debit(s) This Period	-$15,080,514.73
06/30/2020	**Ending Balance**	**$3,999,720.75**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$2,335.09
Interest Paid Year-to-Date	$33,724.34

Deposits

Date	Description	Amount
05/30/2020	INTEREST FROM ACCT # 0043324039	$0.26
05/30/2020	INTEREST FROM ACCT # 0043324040	$0.65
05/30/2020	INTEREST FROM ACCT # 0044923511	$63.10
05/30/2020	INTEREST FROM ACCT # 0046123684	$7.38
05/30/2020	INTEREST FROM ACCT # 0046123685	$8.94
05/30/2020	INTEREST FROM ACCT # 0046123698	$11.89
06/02/2020	TRANSFER FROM 0047706059	$49,637.96
06/05/2020	WIRE FROM PSDLAF	$4,000,000.00
06/16/2020	TRANSFER FROM 0047706017	$537.77
06/18/2020	WIRE FROM PSDLAF	$10,800,000.00
06/23/2020	TRANSFER FROM 0047706017	$2,325.59
06/30/2020	TRANSFER FROM 0047706059	$13,790.48
06/30/2020	INTEREST FROM ACCT # 0046123684	$7.15
06/30/2020	INTEREST FROM ACCT # 0044923511	$61.06
06/30/2020	INTEREST FROM ACCT # 0046123685	$8.65
06/30/2020	INTEREST FROM ACCT # 0046123698	$11.51
06/30/2020	INTEREST FROM ACCT # 0043324040	$1.95
06/30/2020	INTEREST FROM ACCT # 0043923817	$1.26
06/30/2020	INTEREST FROM ACCT # 0043923831	$2.50
06/30/2020	INTEREST FROM ACCT # 0043324039	$0.78
		20 item(s) totaling $14,866,478.88

EQUAL HOUSING LENDER Member FDIC

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PLGIT
Pennsylvania Local Government Investment Trust

Account Statement - Transaction Summary

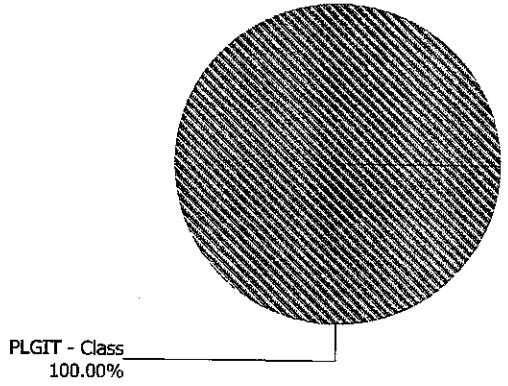
For the Month Ending **June 30, 2020**

East Stroudsburg Area School District - GENERAL FUND

PLGIT - Class	
Opening Market Value	18,211,774.88
Purchases	175,586.83
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	**$18,387,361.71**
Cash Dividends and Income	3,220.54

Asset Summary		
	June 30, 2020	**May 31, 2020**
PLGIT - Class	18,387,361.71	18,211,774.88
Total	**$18,387,361.71**	**$18,211,774.88**

Asset Allocation



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PSDLAF Monthly Statement

Statement for the Account of:
EAST STROUDSBURG ASD

(71256-101) · GENERAL FUND

Statement Period
Jun 1, 2020 to Jun 30, 2020

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY	MAX
Beginning Balance	**$10,491,405.61**
Dividends	$382.23
Credits	$57,945,261.67
Checks Paid	$0.00
Other Debits	($62,323,995.16)
Ending Balance	**$6,113,054.35**
Average Monthly Rate	0.06%

PLEASE NOTE: THE FUND WILL BE CLOSED JULY 3RD IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

TOTAL MAX	**$6,113,054.35**
TOTAL FIXED INCOME	**$32,960,000.00**
ACCOUNT TOTAL	**$39,073,054.35**

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

FIXED INCOME INVESTMENTS

Statement Period
Jun 1, 2020 to Jun 30, 2020

PURCHASES

Type	Holding ID	Trade	Settle	Maturity	Description	Cost	Projected Interest	Rate	Face/Par
FLEX	104186	06/02/20	06/02/20	06/18/20	Full Flex Pool (CB)	$5,000,000.00	$219.18	0.100%	$5,000,000.00
FLEX	104253	06/17/20	06/17/20	06/18/20	Full Flex Pool (NEX ICS)	$10,500,000.00	$71.92	0.250%	$10,500,000.00
FLEX	104786	06/18/20	06/18/20	07/30/20	Full Flex Pool (CTZ)	$5,000,000.00	$402.74	0.070%	$5,000,000.00
FLEX	104467	06/18/20	06/18/20	07/30/20	Full Flex Pool (CNB)	$1,500,000.00	$155.34	0.090%	$1,500,000.00
FLEX	104256	06/18/20	06/18/20	07/30/20	Full Flex Pool (ORG)	$5,000,000.00	$1,380.82	0.240%	$5,000,000.00
FLEX	104956	06/18/20	06/18/20	07/30/20	Full Flex Pool (NEX ICS)	$20,500,000.00	$5,661.37	0.240%	$20,500,000.00
					Totals for Period:	**$47,500,000.00**	**$7,891.37**		**$47,500,000.00**

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FIXED INCOME INVESTMENTS

Statement Period
Jun 1, 2020 to Jun 30, 2020

MATURITIES

Type	M	Holding ID	Settle Date	Transaction Date	Maturity Date	Description	Cost	Projected Interest	Face/Par
CD	M	1348048	06/18/20	06/18/20	06/18/20	58979 BANK UNITED*FNC*(T:92 R:0.7)	$240,000.00	$423.45	$240,000.00
CD	M	1348124	06/18/20	06/18/20	06/18/20	9396 Valley National Bank *FNC*(T:92 R:0.6)	$240,000.00	$362.96	$240,000.00
FLEX	M	103643	06/18/20	06/18/20	06/18/20	Full Flex Pool (CNB)	$1,500,000.00		$1,500,000.00
FLEX	M	103690	06/18/20	06/18/20	06/18/20	Full Flex Pool (NEX ICS)	$20,500,000.00		$20,500,000.00
FLEX	M	103721	06/18/20	06/18/20	06/18/20	Full Flex Pool (ORG)	$5,000,000.00		$5,000,000.00
FLEX	M	104084	06/18/20	06/18/20	06/18/20	Full Flex Pool (CTZ)	$5,000,000.00		$5,000,000.00
CD	M	1350569	06/22/20	06/22/20	06/22/20	7213** Collateralized Pool (CB-NB)(T:90 R:0.58)	$3,000,000.00	$4,290.41	$3,000,000.00
CD	M	1352548	06/25/20	06/25/20	06/25/20	29708 NORTH AMERICAN SAVINGS BANK, F.S.B.*FNC*(T:92 R:0.75)	$240,000.00	$453.70	$240,000.00
CD	M	1355030	06/30/20	06/30/20	06/30/20	8056 Merchants Bank of Indiana *FNC*(T:96 R:0.8)	$240,000.00	$504.99	$240,000.00
CD	M	1355091	06/30/20	06/30/20	06/30/20	19048 BBVA USA*FNC*(T:91 R:0.9)	$240,000.00	$538.52	$240,000.00
CD	M	1355149	06/30/20	06/30/20	06/30/20	57135 CresCom *FNC*(T:91 R:0.6)	$240,000.00	$359.01	$240,000.00

SALES

Type	S	Holding ID	Settle Date	Transaction Date	Maturity Date	Description	Settlement	Projected Interest	Face/Par
FLEX	S	104023	06/16/20	06/16/20	06/18/20	Full Flex Pool (CB)	$500,000.00	$2.74	$500,000.00
FLEX	S	104113	06/16/20	06/16/20	06/18/20	Full Flex Pool (CB)	$5,000,000.00	$27.40	$5,000,000.00
FLEX	S	104186	06/16/20	06/16/20	06/18/20	Full Flex Pool (CB)	$5,000,000.00	$27.40	$5,000,000.00
						Totals for Period:	**$46,940,000.00**	**$6,990.57**	**$46,940,000.00**

PSDLAF

EAST STROUDSBURG ASD

FIXED INCOME INVESTMENTS

Statement Period
Jun 1, 2020 to Jun 30, 2020

INTEREST

Type	Holding ID	Transaction Date	Description	Interest
Flex	1346839	06/16/20	CD Interest- Full Flex	$1,062.14
Flex	1346840	06/16/20	CD Interest- Full Flex	$119.18
Flex	1346841	06/16/20	CD Interest- Full Flex	$219.95
Flex	1346842	06/16/20	CD Interest- Full Flex	$273.22
Flex	1346843	06/16/20	CD Interest- Full Flex	$2,117.49
Flex	1346844	06/16/20	CD Interest- Full Flex	$150.27
CD	1348048	06/18/20	58979 BANK UNITED*FNC*(T:92 R:0.7)	$423.45
CD	1348124	06/18/20	9396 Valley National Bank *FNC*(T:92 R:0.6)	$362.96
CD	1350569	06/22/20	7213** Collateralized Pool (CB-NB)(T:90 R:0.58)	$4,290.41
CD	1352548	06/25/20	29708 NORTH AMERICAN SAVINGS BANK, F.S.B.*FNC*(T:92 R:0.75)	$453.70
CD	1355030	06/30/20	8056 Merchants Bank of Indiana *FNC*(T:96 R:0.8)	$504.99
CD	1355091	06/30/20	19048 BBVA USA*FNC*(T:91 R:0.9)	$538.52
CD	1355149	06/30/20	57135 CresCom *FNC*(T:91 R:0.6)	$359.01
			Totals for Period:	**$10,875.29**

ESSA Bank & Trust

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

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

Statement Ending 06/30/2020

Customer Service Contact

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

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		$200,271.57

Government Checking

Account Summary

Date	Description	Amount
05/30/2020	**Beginning Balance**	**$200,192.59**
	1 Credit(s) This Period	$78.98
	0 Debit(s) This Period	$0.00
06/30/2020	**Ending Balance**	**$200,271.57**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$78.98
Interest Paid Year-to-Date	$661.17

Other Credits

Date	Description	Amount
06/30/2020	INTEREST PAID 5/30 THROUGH 6/30	$78.98
		1 item(s) totaling $78.98

Daily Balances

Date	Amount
06/30/2020	$200,271.57

EQUAL HOUSING LENDER

Member FDIC

ESSA Bank & Trust

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

RETURN SERVICE REQUESTED

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

Statement Ending 06/30/2020

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		$2,797.75

Government Checking

Account Summary

Date	Description	Amount
05/30/2020	**Beginning Balance**	**$2,796.65**
	1 Credit(s) This Period	$1.10
	0 Debit(s) This Period	$0.00
06/30/2020	**Ending Balance**	**$2,797.75**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$1.10
Interest Paid Year-to-Date	$20.16

Other Credits

Date	Description	Amount
06/30/2020	INTEREST PAID 5/30 THROUGH 6/30	$1.10
		1 item(s) totaling $1.10

Daily Balances

Date	Amount
06/30/2020	$2,797.75

Member FDIC

EQUAL HOUSING LENDER

ESSA Bank & Trust

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

RETURN SERVICE REQUESTED

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

Statement Ending 06/30/2020

Customer Service Contact

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

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		$38,467.72

Government Checking

Account Summary

Date	Description	Amount
05/30/2020	**Beginning Balance**	**$38,452.55**
	1 Credit(s) This Period	$15.17
	0 Debit(s) This Period	$0.00
06/30/2020	**Ending Balance**	**$38,467.72**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$15.17
Interest Paid Year-to-Date	$126.75

Other Credits

Date	Description	Amount
06/30/2020	INTEREST PAID 5/30 THROUGH 6/30	$15.17
		1 item(s) totaling $15.17

Daily Balances

Date	Amount
06/30/2020	$38,467.72

EQUAL HOUSING LENDER
Member FDIC

ESSA Bank & Trust

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 06/30/2020

Customer Service Contact

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

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		$242,947.49

Government Checking

Account Summary

Date	Description	Amount
05/30/2020	**Beginning Balance**	**$242,223.91**
	12 Credit(s) This Period	$1,043.39
	2 Debit(s) This Period	-$319.81
06/30/2020	**Ending Balance**	**$242,947.49**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$95.69
Interest Paid Year-to-Date	$902.19

Electronic Credits

Date	Description	Amount
06/01/2020	GLOBAL PAY GLOBAL DEP CCD	$158.45
06/01/2020	GLOBAL PAY GLOBAL DEP CCD	$265.20
06/01/2020	GLOBAL PAY GLOBAL DEP CCD	$22.50
06/04/2020	GLOBAL PAY GLOBAL DEP CCD	$22.50
06/08/2020	GLOBAL PAY GLOBAL DEP CCD	$167.50
06/08/2020	GLOBAL PAY GLOBAL DEP CCD	$16.50
06/11/2020	GLOBAL PAY GLOBAL DEP CCD	$50.25
06/12/2020	GLOBAL PAY GLOBAL DEP CCD	$18.50
06/29/2020	GLOBAL PAY GLOBAL DEP CCD	$55.00
06/29/2020	GLOBAL PAY GLOBAL DEP CCD	$98.80
06/30/2020	GLOBAL PAY GLOBAL DEP CCD	$72.50
		11 item(s) totaling $947.70

Other Credits

Date	Description	Amount
06/30/2020	INTEREST PAID 5/30 THROUGH 6/30	$95.69
		1 item(s) totaling $95.69

Electronic Debits

Date	Description	Amount
06/02/2020	GLOBAL PAY GLOBAL STL CCD	$302.07
06/03/2020	HEARTLAND PAYMEN MSB Mnth F CCD	$17.74
		2 item(s) totaling $319.81

EQUAL HOUSING LENDER

Member FDIC

PLGIT
Pennsylvania Local Government Investment Trust

Account Statement - Transaction Summary

For the Month Ending **June 30, 2020**

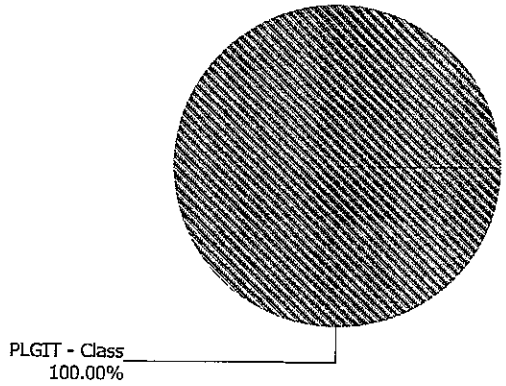
East Stroudsburg Area School District - CAFETERIA -

PLGIT - Class	
Opening Market Value	41,661.88
Purchases	7.33
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	**$41,669.21**
Cash Dividends and Income	7.33

Asset Summary

	June 30, 2020	May 31, 2020
PLGIT - Class	41,669.21	41,661.88
Total	**$41,669.21**	**$41,661.88**

Asset Allocation



PLGIT
Pennsylvania Local Government Investment Trust

Account Statement - Transaction Summary

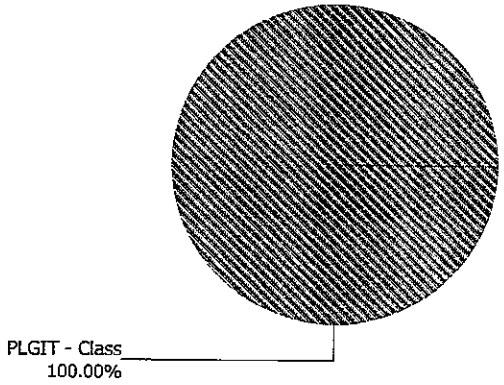
For the Month Ending **June 30, 2020**

East Stroudsburg Area School District - CAPITAL RESERVE

PLGIT - Class	
Opening Market Value	14,833,156.61
Purchases	2,609.15
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	**$14,835,765.76**
Cash Dividends and Income	2,609.15

Asset Summary		
	June 30, 2020	**May 31, 2020**
PLGIT - Class	14,835,765.76	14,833,156.61
Total	**$14,835,765.76**	**$14,833,156.61**

Asset Allocation



ESSA Bank & Trust

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

RETURN SERVICE REQUESTED

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

Statement Ending 06/30/2020

Customer Service Contact

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

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		$27,847.96

Government Checking

Account Summary

Date	Description	Amount
05/30/2020	**Beginning Balance**	**$27,836.98**
	1 Credit(s) This Period	$10.98
	0 Debit(s) This Period	$0.00
06/30/2020	**Ending Balance**	**$27,847.96**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$10.98
Interest Paid Year-to-Date	$91.76

Other Credits

Date	Description	Amount
06/30/2020	INTEREST PAID 5/30 THROUGH 6/30	$10.98
		1 item(s) totaling $10.98

Daily Balances

Date	Amount
06/30/2020	$27,847.96

EQUAL HOUSING LENDER Member FDIC

ESSA Bank & Trust

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

RETURN SERVICE REQUESTED

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

Statement Ending 06/30/2020

Customer Service Contact

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

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		$31,774.65

Government Checking

Account Summary

Date	Description	Amount
05/30/2020	**Beginning Balance**	**$31,762.12**
	1 Credit(s) This Period	$12.53
	0 Debit(s) This Period	$0.00
06/30/2020	**Ending Balance**	**$31,774.65**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$12.53
Interest Paid Year-to-Date	$104.70

Other Credits

Date	Description	Amount
06/30/2020	INTEREST PAID 5/30 THROUGH 6/30	$12.53
		1 item(s) totaling $12.53

Daily Balances

Date	Amount
06/30/2020	$31,774.65

Member FDIC

EQUAL HOUSING LENDER

ESSA Bank & Trust

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

RETURN SERVICE REQUESTED

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

Statement Ending 06/30/2020

Customer Service Contact

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

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		$18,709.57

Government Checking

Account Summary

Date	Description	Amount
05/30/2020	**Beginning Balance**	**$18,702.19**
	1 Credit(s) This Period	$7.38
	0 Debit(s) This Period	$0.00
06/30/2020	**Ending Balance**	**$18,709.57**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$7.38
Interest Paid Year-to-Date	$61.65

Other Credits

Date	Description	Amount
06/30/2020	INTEREST PAID 5/30 THROUGH 6/30	$7.38
		1 item(s) totaling $7.38

Daily Balances

Date	Amount
06/30/2020	$18,709.57

EQUAL HOUSING LENDER Member FDIC

ESSA Bank & Trust

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 06/30/2020

Customer Service Contact

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

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		$242,829.64

Government Checking

Account Summary

Date	Description	Amount
05/30/2020	**Beginning Balance**	**$242,733.88**
	1 Credit(s) This Period	$95.76
	0 Debit(s) This Period	$0.00
06/30/2020	**Ending Balance**	**$242,829.64**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$95.76
Interest Paid Year-to-Date	$800.12

Other Credits

Date	Description	Amount
06/30/2020	INTEREST PAID 5/30 THROUGH 6/30	$95.76
		1 item(s) totaling $95.76

Daily Balances

Date	Amount
06/30/2020	$242,829.64

EQUAL HOUSING LENDER
Member FDIC

ESSA Bank & Trust

Savings

Account Number

Statement Date 07/07/2020 Page 1

Date	Transaction Description	Amount	Ending Balance
09/28/2019	Interest Deposit - INTEREST PAID 07/01 THROUGH 09/30	179.04	41,002.88
12/30/2019	Interest Deposit - INTEREST PAID 10/01 THROUGH 12/31	179.82	41,182.70
03/16/2020	Interest Deposit - INTEREST PAID 01/01 THROUGH 03/15	146.83	41,329.53
03/30/2020	Interest Deposit - INTEREST PAID 03/16 THROUGH 03/31	9.05	41,338.58
04/16/2020	Interest Deposit	3.17	41,341.75
06/29/2020	Interest Deposit - INTEREST PAID 04/01 THROUGH 06/30	75.76	41,417.51

EAST STROUDSBURG AREA SCHOOL DISTRI
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301

221

ESSA Bank & Trust

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

RETURN SERVICE REQUESTED

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

Statement Ending 06/30/2020

Customer Service Contact

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

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		$74,612.17

Government Checking

Account Summary

Date	Description	Amount
05/30/2020	**Beginning Balance**	**$74,582.75**
	1 Credit(s) This Period	$29.42
	0 Debit(s) This Period	$0.00
06/30/2020	**Ending Balance**	**$74,612.17**

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	$0.00
Interest Paid This Period	$29.42
Interest Paid Year-to-Date	$245.85

Other Credits

Date	Description	Amount
06/30/2020	INTEREST PAID 5/30 THROUGH 6/30	$29.42
		1 item(s) totaling $29.42

Daily Balances

Date	Amount
06/30/2020	$74,612.17

Member FDIC

EQUAL HOUSING LENDER

222

Balance Sheet Report for 2020 Period 12

Account Number	Description		Net Change	Account Balance
00 Treasury Fund				
Assets			**291,388.46**	**(5,921,535.53)**
00-0000-010-000-00-000-000-000-0000-	AP Cash - TREASURY FUND		291,388.46	(5,921,535.53)
Liabilities		Total Liabilities	**(291,388.46)**	**5,921,535.53**
00-0000-001-000-00-000-000-000-0000-	Due To/Due From General Fund		(619,646.26)	5,199,464.80
00-0000-002-000-00-000-000-000-0000-	Due To/Due From Special Activi		1,940.66	4,806.87
00-0000-003-000-00-000-000-000-0000-	Due To/Due From Capital Reserv		237,597.28	282,402.67
00-0000-004-000-00-000-000-000-0000-	Due To/Due From Caferteria Fun		87,761.60	534,559.75
00-0000-005-000-00-000-000-000-0000-	Due To/Due From Student Activi		(1,766.17)	(32,268.53)
00-0000-006-000-00-000-000-000-0000-	Due To/Due From Concession Sta		(301.87)	(18,134.73)
00-0000-007-000-00-000-000-000-0000-	Due To/Due From Private - Purp		(30.04)	6,155.24
00-0000-008-000-00-000-000-000-0000-	Due To/Due From Investment Tru		(564.82)	(58,791.70)
00-0000-038-000-00-000-000-000-0000-	PNC-Procurement Card Liability		3,621.16	3,341.16
		Total Liabilities + Fund Balance	**(291,388.46)**	**5,921,535.53**

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Balance Sheet Report for 2020 Period 12

Account Number	Description		Period Net Change	Account Balance
10 General Fund				
Assets		**Total Assets**	**(2,717,359.95)**	**78,448,781.92**
10-0000-010-000-00-000-000-000-0000-	AP Cash - GENERAL FUND		619,646.26	(5,199,464.80)
10-0101-020-000-00-000-000-000-0001-	Cash ESSA General Fund		0.00	8,844,489.52
10-0103-020-000-00-000-000-000-0000-	Cash Petty Cash		0.00	975.00
10-0111-011-000-00-000-000-000-0003-	Investment PLGIT		175,586.83	18,387,361.71
10-0111-011-000-00-000-000-000-0009-	Investment Liquid Asset PSDLAF		(3,818,351.26)	39,073,054.35
10-0121-012-000-00-000-000-000-0013-	Delinquent Taxes Receivable		0.00	13,971,094.24
10-0121-012-000-00-000-000-000-0014-	Delinquent Taxes Interim		0.00	102,679.94
10-0121-012-000-00-000-000-000-0015-	Taxes Receivable Tax Claim Dif		0.00	(2,360,231.47)
10-0142-014-000-00-000-000-000-0023-	State Subsidies Receivable		0.00	3,108,938.38
10-0143-014-000-00-000-000-000-0026-	Federal Subsidies Receivable		0.00	1,809,463.01
10-0154-015-000-00-000-000-000-0027-	Allowance Uncollected Recievab		0.00	(17,620.58)
10-0155-015-000-00-000-000-000-0034-	Due from Employees		(200.00)	95,862.58
10-0155-015-000-00-000-000-000-0035-	Due from Use of Facility		0.00	2,185.15
10-0155-015-000-00-000-000-000-0036-	Due from Students & Misc		3,000.00	50,017.46
10-0181-018-000-00-000-000-000-0040-	Prepaid Expenses		302,862.97	337,936.29
10-0181-018-000-00-000-000-000-0041-	Prepaid Expenses Arbiterpay		0.00	504.10
10-0101-020-000-00-000-000-000-0019-	Cash ESSA PayPal		1.10	2,797.75
10-0101-020-000-00-000-000-000-0025-	Cash ESSA W/C Escrow		78.98	200,271.57
10-0101-020-000-00-000-000-000-0028-	Cash ESSA Fernwood Escrow		15.17	38,467.72
Liabilities		**Total Liabilities**	**(8,285,483.84)**	**(30,701,539.48)**
10-0000-042-000-00-000-000-000-0000-	Accounts Payable		(268,264.72)	(234,048.05)
10-0421-039-000-00-000-000-000-0043-	Account Payable CDL class		4,200.00	(11,280.00)
10-0421-039-000-00-000-000-000-0044-	Account Payable Donation		0.00	(3,007.91)
10-0461-046-000-00-000-000-000-0000-	Payroll Payable		(6,943,411.37)	(6,943,411.37)
10-0462-046-000-00-000-000-000-0082-	Federal Withholding		0.00	193.07
10-0462-046-000-00-000-000-000-0083-	Federal Withholding Contracts		(2,625.00)	(2,625.00)

Balance Sheet Report for 2020 Period 12

Account Number	Description		Period Net Change	Account Balance
29 Special Activity				
29-0000-010-000-00-000-000-000-2999-	AP Cash		78.93	3,631.62
29-0000-010-000-00-000-000-000-5011-	AP Cash		0.00	7,387.17
29-0000-010-000-00-000-000-000-5012-	AP Cash		0.00	559.64
29-0000-010-000-00-000-000-000-5021-	EHN Baseball AP Cash		0.00	3,071.80
29-0000-010-000-00-000-000-000-5030-	AP Cash		0.00	7,231.40
29-0000-010-000-00-000-000-000-5050-	AP Cash		0.00	255.80
29-0000-010-000-00-000-000-000-5062-	AP Cash		0.00	3,486.67
29-0000-010-000-00-000-000-000-5071-	AP Cash		0.00	4,025.12
29-0000-010-000-00-000-000-000-5080-	AP Cash		0.00	1,111.36
29-0000-010-000-00-000-000-000-5100-	AP Cash		(692.95)	6,337.31
29-0000-010-000-00-000-000-000-5132-	AP Cash		0.00	4,223.29
29-0000-010-000-00-000-000-000-5142-	AP Cash		0.00	(239.90)
29-0000-010-000-00-000-000-000-5172-	AP Cash		0.00	1,837.28
29-0000-010-000-00-000-000-000-5192-	Cash Control		0.00	1,650.28
29-0101-020-000-00-000-000-000-0001-	Cash ESSA Special Activity		95.76	242,829.64
29-0111-011-000-00-000-000-000-0002-	Investment Special Act CD		78.93	41,417.51
Liabilities		Total Liabilities	**(9,084.56)**	**(9,855.76)**
29-0000-042-000-00-000-000-000-2957-	Accounts Payable Control		(263.88)	(263.88)
29-0000-042-000-00-000-000-000-2962-	Accounts Payable Control		(192.00)	(192.00)
29-0000-042-000-00-000-000-000-2905-	Accounts Payable Control		(153.85)	(153.85)
29-0000-042-000-00-000-000-000-2966-	Accounts Payable Control		(35.83)	(35.83)
29-0000-042-000-00-000-000-000-2912-	Acct Pay Control ESE SPA		(6,972.00)	(6,972.00)
29-0000-042-000-00-000-000-000-2976-	Accounts Payable Control		(70.00)	(70.00)
29-0000-042-000-00-000-000-000-2978-	Accounts Payable Control		(35.00)	(35.00)
29-0000-042-000-00-000-000-000-2979-	Accounts Payable Control		(770.00)	(770.00)
29-0000-042-000-00-000-000-000-5192-	Accounts Payable Control		(592.00)	(592.00)
29-0499-049-000-00-000-000-000-0138-	Other Current Liab Sales Tax		0.00	0.01

Balance Sheet Report for 2020 Period 12

Account Number	Description		Period Net Change	Account Balance
32 Capital Reserve				
Assets				
		Total Assets	**(234,988.13)**	**14,553,363.09**
32-0000-010-000-00-000-000-000-0000-	AP Cash		(237,597.28)	(282,402.67)
32-0101-020-000-00-000-000-000-0003-	Cash PLGit Capital Reserve		2,609.15	14,835,765.76
Liabilities				
		Total Liabilities	**(2,500.00)**	**(2,500.00)**
32-0000-042-000-00-000-000-000-0000-	Accounts Payable		(2,500.00)	(2,500.00)
Fund Balance				
		Total Fund Balance	**237,488.13**	**(14,550,863.09)**
32-0000-032-000-00-000-000-000-0000-	Revenue Control		(8,543,272.50)	(8,852,906.78)
32-0000-062-000-00-000-000-000-0000-	Expend Control		8,780,760.63	15,037,381.02
32-0000-063-000-00-000-000-000-0000-	Encumbrance Control		28,754.52	100,113.63
32-0000-080-000-00-000-000-000-0000-	Fund Balance Unreserved		0.00	2,933,911.20
32-0000-086-000-00-000-000-000-0000-	Budgetary Fund Bal Reserved fo		(28,754.52)	(100,113.63)
32-0840-084-000-00-000-000-000-0166-	Assigned Fund Balance		0.00	(23,669,248.53)
		Total Liabilities + Fund Balance	**234,988.13**	**(14,553,363.09)**

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Balance Sheet Report for 2020 Period 12

Account Number	Description		Period Net Change	Account Balance
50 Cafeteria Fund				
Assets				
		Total Assets	**(170,307.82)**	**434,979.77**
50-0000-010-000-00-000-000-000-0000-	AP Cash		(87,761.60)	(534,559.75)
50-0101-020-000-00-000-000-000-0001-	Cash ESSA Cafeteria Fund		277.43	242,947.49
50-0101-020-000-00-000-000-000-0003-	Cash PLGIT Cafeteria Fund		7.33	41,669.21
50-0103-020-000-00-000-000-000-0000-	Cash Petty Cash		0.00	1,255.00
50-0142-014-000-00-000-000-000-0023-	State Subsidies Receivable		(1,779.84)	14,094.24
50-0142-014-000-00-000-000-000-0024-	State Subsidies Comp Absences		0.00	36,063.62
50-0143-014-000-00-000-000-000-0026-	Federal Subsidies Receivable		(42,271.20)	334,738.20
50-0155-015-000-00-000-000-000-0000-	Other Receivalbes		(5,864.00)	71,311.00
50-0172-017-000-00-000-000-000-0038-	Inventory Supplies & Materials		(833.20)	17,255.68
50-0172-017-000-00-000-000-000-0039-	Inventory Purchased Food		(30,122.68)	108,027.66
50-0231-023-000-00-000-000-000-0000-	Machinery, Equip, & Furniture		0.00	498,609.13
50-0244-024-000-00-000-000-000-0000-	Accum Depr Machinery & Equip		(1,960.06)	(396,431.71)
Liabilities		**Total Liabilities**	**(160,837.26)**	**(6,318,988.72)**
50-0000-042-000-00-000-000-000-0000-	Accounts Payable		(163,931.26)	(116,755.70)
50-0421-039-000-00-000-000-000-0036-	Due to Students		3,094.00	(44,380.00)
50-0421-039-000-00-000-000-000-0045-	Net Pension Liability		0.00	(5,226,024.00)
50-0540-050-000-00-000-000-000-0000-	Accumulated Comp Abs Payable		0.00	(251,459.02)
50-0560-050-000-00-000-000-000-0000-	OPEB Payable		0.00	(680,370.00)
Fund Balance		**Total Fund Balance**	**331,145.08**	**5,884,008.95**
50-0000-032-000-00-000-000-000-0000-	Revenue Control		(349,270.10)	(4,158,622.64)
50-0000-062-000-00-000-000-000-0000-	Expend Control		680,415.18	4,576,160.70
50-0000-063-000-00-000-000-000-0000-	Encumbrance Control		(324,341.79)	265,236.28
50-0000-086-000-00-000-000-000-0000-	Budgetary Fund Bal Reserved fo		324,341.79	(265,236.28)
50-0790-079-000-00-000-000-000-0156-	Net Position		0.00	5,020,765.89
50-0910-091-000-00-000-000-000-0000-	DeferredOutflowResourcePension		0.00	770,077.00
50-0950-095-000-00-000-000-000-0000-	DeferredInflowResourcePension		0.00	(392,784.00)

Balance Sheet Report for 2020 Period 12

Account Number	Description		Period Net Change	Account Balance
58 Concession Stand				
Assets				
		Total Assets	**312.85**	**45,982.69**
58-0000-010-000-00-000-000-000-0000-	AP Cash		301.87	18,134.73
58-0101-020-000-30-819-000-000-0011-	Cash ESSA ConcessionStand Nort		5.49	12,276.72
58-0101-020-000-30-820-000-000-0012-	Cash ESSA ConcessionStand Sout		5.49	15,571.24
Liabilities				
		Total Liabilities	**(7,616.61)**	**(45,583.06)**
58-0000-042-000-00-000-000-000-0000-	Accounts Payable		(3,605.98)	(3,605.98)
58-0421-039-000-30-000-000-000-0042-	A/P ATHLETIC DEPT		(1,755.09)	(43,213.38)
58-0421-039-000-30-819-551-000-5030-	A/P EHN Cheerleading Fall		0.00	(5.30)
58-0421-039-000-30-819-551-000-5062-	A/P EHN Field Hockey Fall		0.00	(5.30)
58-0421-039-000-30-819-551-000-5071-	A/P EHN Football Fall		0.00	(3.20)
58-0421-039-000-30-819-551-000-5131-	A/P EHN B Soccer Fall		0.00	(5.30)
58-0421-039-000-30-819-551-000-5132-	A/P EHN G Socccer Fall		0.00	(5.31)
58-0421-039-000-30-819-551-000-5172-	A/P EHN G Tennis Fall		0.00	(7.22)
58-0421-039-000-30-819-551-000-5201-	A/P EHN Wristling Fall		0.00	46.87
58-0421-039-000-30-819-551-000-8001-	A/P EHN Band Club Fall		0.00	(8.51)
58-0421-039-000-30-819-552-000-5011-	A/P EHN B Basketball Winter		(40.84)	114.16
58-0421-039-000-30-819-552-000-5012-	A/P EHN G Basketball Winter		(122.53)	188.01
58-0421-039-000-30-819-552-000-5030-	A/P EHN Cheerleading Winter		0.00	(0.30)
58-0421-039-000-30-819-552-000-5201-	A/P EHN Wrestling Winter		(163.36)	(171.52)
58-0421-039-000-30-819-553-000-5182-	A/P EHN G Track Spring		0.00	140.95
58-0421-039-000-30-820-000-000-5000-	A/P EHS Athletic Fall		0.00	341.26
58-0421-039-000-30-820-551-000-5011-	A/P EHS B Basketball Fall		0.00	1,301.40
58-0421-039-000-30-820-551-000-5012-	A/P EHS G Basketball Fall		0.00	1,348.72
58-0421-039-000-30-820-551-000-5030-	A/P EHS Cheerleading Fall		0.00	(1.69)
58-0421-039-000-30-820-551-000-5050-	A/P EHS Cross Country Fall		0.00	(7.72)
58-0421-039-000-30-820-551-000-5062-	A/P EHS Field Hockey Fall		0.00	1,428.52
58-0421-039-000-30-820-551-000-5071-	A/P EHS Football Fall		0.00	(18.19)

Balance Sheet Report for 2020 Period 12

Account Number	Description		Period Net Change	Account Balance
71 Private - Purpose Trust Fund				
Assets				
		Total Assets	**37.42**	**47,113.19**
71-0000-010-000-00-000-000-000-7190-	AP Cash		2.42	847.73
71-0000-010-000-00-000-000-000-7191-	AP Cash		9.55	163.64
71-0000-010-000-00-000-000-000-7193-	AP Cash		0.94	113.84
71-0000-010-000-00-000-000-000-7194-	AP Cash		16.56	10,951.87
71-0000-010-000-00-000-000-000-7197-	AP Cash		7.95	477.25
71-0101-010-000-00-000-000-000-0001-	AP Cash		(7.38)	(18,709.57)
71-0101-020-000-00-000-000-000-0001-	CASH ESSA Bank Non-Expenda		7.38	18,709.57
71-0111-011-000-00-000-000-000-7190-	Investment Reid CD		0.00	2,500.00
71-0111-011-000-00-000-000-000-7191-	Investment Kulick CD		0.00	6,052.77
71-0111-011-000-00-000-000-000-7193-	Investment Davis CD		0.00	1,000.00
71-0111-011-000-00-000-000-000-7194-	Investment VanVliet CD		0.00	20,006.09
71-0111-011-000-00-000-000-000-7197-	Investment Walter CD		0.00	5,000.00
Fund Balance				
		Total Fund Balance	**(37.42)**	**(47,113.19)**
71-0000-032-000-00-000-000-000-7190-	Revenue Control		(2.42)	(46.97)
71-0000-062-000-00-000-000-000-7190-	Expend Control		0.00	25.00
71-0000-032-000-00-000-000-000-7191-	Revenue Control		(9.55)	(122.28)
71-0000-062-000-00-000-000-000-7191-	Expend Control		0.00	200.00
71-0000-032-000-00-000-000-000-7193-	Revenue Control		(0.94)	(18.18)
71-0000-062-000-00-000-000-000-7193-	Expend Control		0.00	25.00
71-0000-032-000-00-000-000-000-7194-	Revenue Control		(16.56)	(1,388.39)
71-0000-062-000-00-000-000-000-7194-	Expend Control		0.00	3,000.00
71-0000-032-000-00-000-000-000-7197-	Revenue Control		(7.95)	(102.09)
71-0000-062-000-00-000-000-000-7197-	Expend Control		0.00	200.00
71-0795-079-000-00-000-100-000-7190-	Net Position Reid		0.00	(2,530.66)
71-0795-079-000-00-000-100-000-7191-	Net Position Kulick		0.00	(6,300.84)
71-0795-079-000-00-000-100-000-7193-	Net Position Davis		0.00	(954.33)

Balance Sheet Report for 2020 Period 12

Account Number	Description		Period Net Change	Account Balance
72 Investment Trust Fund				
72-0000-010-000-00-000-000-000-7225-	AP Cash		500.01	(397.44)
72-0000-010-000-00-000-000-000-7226-	AP Cash		0.00	2.95
72-0000-010-000-00-000-000-000-7227-	AP Cash		0.08	0.12
72-0000-010-000-00-000-000-000-7228-	AP Cash		0.00	3.96
72-0000-010-000-00-000-000-000-7229-	AP Cash		0.00	0.46
72-0000-010-000-00-000-000-000-7230-	AP Cash		0.00	3.81
72-0000-010-000-00-000-000-000-7231-	AP Cash		0.00	0.20
72-0101-020-000-00-000-000-000-0001-	Cash ESSA Bank Expendable Trus		12.53	31,774.65
72-0111-011-000-00-000-000-000-7201-	Investment Verwey		0.00	1,462.71
72-0111-011-000-00-000-000-000-7202-	Investment Maynard		0.00	4,665.00
72-0111-011-000-00-000-000-000-7203-	Investment Lantz		0.00	50,000.00
72-0000-010-000-00-000-000-000-0001-	Cash Control		(12.53)	(31,774.65)
Fund Balance		**Total Fund Balance**	**(577.35)**	**(146,694.06)**
72-0000-032-000-00-000-000-000-7232-	Revenue Control		(6.12)	(65,075.68)
72-0000-062-000-00-000-000-000-7232-	Expend Control		0.00	500.00
72-0000-032-000-00-000-000-000-7237-	Revenue Control		(0.04)	(1.09)
72-0000-032-000-00-000-000-000-7238-	Revenue Control		(0.18)	(1,083.80)
72-0000-062-000-00-000-000-000-7238-	Expend Control		0.00	500.00
72-0000-032-000-00-000-000-000-7201-	Revenue Control		(1.29)	(24.68)
72-0000-062-000-00-000-000-000-7201-	Expend Control		0.00	200.00
72-0000-032-000-00-000-000-000-7202-	Revenue Control		(2.72)	(83.91)
72-0000-032-000-00-000-000-000-7203-	Revenue Control		(64.59)	(774.27)
72-0000-062-000-00-000-000-000-7203-	Expend Control		0.00	1,500.00
72-0000-032-000-00-000-000-000-7204-	Revenue Control		(0.37)	(9.42)
72-0000-062-000-00-000-000-000-7204-	Expend Control		0.00	200.00
72-0000-032-000-00-000-000-000-7205-	Revenue Control		0.00	(0.09)
72-0000-032-000-00-000-000-000-7206-	Revenue Control		(0.07)	(1.85)

Balance Sheet Report for 2020 Period 12

Account Number	Description		Period Net Change	Account Balance
80 Student Activity				
80-0000-010-000-00-000-000-000-8090-	AP Cash		0.11	23.34
80-0000-010-000-00-000-000-000-8091-	AP Cash		1.49	319.36
80-0000-010-000-00-000-000-000-8095-	Cash Control		1.46	313.54
80-0000-010-000-00-000-000-000-8995-	AP Cash		(470.51)	(0.04)
80-0101-020-000-00-000-000-000-0001-	Cash ESSA Student Activity Fun		29.42	74,612.17
Liabilities		**Total Liabilities**	**(1,795.59)**	**(106,880.70)**
80-0496-049-000-00-000-000-000-8995-	Due Student Activity/NSF Inter		470.51	0.04
80-0496-049-000-20-517-510-000-8009-	JTL Due to Builder's Club		(8.03)	(1,725.61)
80-0496-049-000-20-517-510-000-8023-	JTL Due to National Honor Soci		(707.92)	(3,299.35)
80-0496-049-000-30-819-510-000-8020-	EHN Due to Yearbook Club		(7.69)	(1,651.86)
80-0496-049-000-30-819-510-000-8022-	EHN Due to Newspaper Club		(1.35)	(290.56)
80-0496-049-000-30-819-510-000-8023-	EHN Due to National honor soci		(3.88)	(833.75)
80-0496-049-000-30-819-510-000-8025-	EHN Due to Student Government		1,604.53	(1,104.08)
80-0496-049-000-30-819-510-000-8026-	EHN Due to SADD Club		(25.67)	(5,515.35)
80-0496-049-000-30-819-510-000-8035-	EHN Due to FBLA		(9.23)	(1,983.13)
80-0496-049-000-30-819-510-000-8038-	EHN Due to Key Club		207.39	(650.51)
80-0496-049-000-30-819-510-000-8039-	EHN Due to Foreign Language Cl		(22.21)	(4,771.81)
80-0496-049-000-30-819-510-000-8084-	EHN Due to Reading Olympics Cl		(7.13)	(1,530.94)
80-0496-049-000-30-819-510-000-8090-	EHN Due to Class of 2018		(0.11)	(23.34)
80-0496-049-000-30-819-510-000-8091-	EHN Due to Class of 2019		(1.49)	(319.36)
80-0496-049-000-30-820-510-000-8020-	EHS Due to Yearbook Club		(327.77)	(20,567.18)
80-0496-049-000-30-820-510-000-8022-	EHS Due to Newspaper Club		(0.33)	(70.30)
80-0496-049-000-30-820-510-000-8023-	EHS Due to National Honor Soci		640.59	(1,043.34)
80-0496-049-000-30-820-510-000-8025-	EHS Due to Student Government		(4.72)	(1,013.61)
80-0496-049-000-30-820-510-000-8026-	EHS Due to SADD Club		(98.47)	(733.04)
80-0496-049-000-30-820-510-000-8034-	EHS Due to Art Club		(6.80)	(1,459.98)
80-0496-049-000-30-820-510-000-8035-	EHS Due to FBLA		(747.07)	(1,305.06)

FOR 2020 12

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1110 Regular	55,516,410	55,594,275	54,930,593.33	11,749,524.48	26,460.30	637,221.10	98.9%
1190 Federal	2,408,859	2,408,859	2,273,851.28	467,258.62	3,471.58	131,536.14	94.5%
1192 Summer Program	136,665	136,665	250,922.69	39,729.86	7,135.08	-121,392.77	188.8%
1200 Special	268,115	82,665	3,207.53	3,878.50	.00	79,457.31	3.9%
1211 LifeSkillSupp	2,524,929	2,548,510	2,302,689.75	297,063.23	3,741.27	242,078.85	90.5%
1221 Deaf/Hearing	225,000	225,000	170,150.50	11,078.83	.00	54,849.50	75.6%
1224 Blind/Visually	152,692	115,092	103,241.05	6,840.79	.00	11,850.95	89.7%
1225 SpeechLang	1,185,269	1,186,769	1,165,014.85	139,597.05	.00	21,754.15	98.2%
1231 EmtSupp	4,338,223	4,363,773	3,597,521.12	574,195.07	27,031.36	739,220.52	83.1%
1233 AutisticSupp	1,150,000	1,218,100	1,486,238.73	135,078.06	2,172.60	-270,311.33	122.2%
1241 LearningSupp	13,134,508	13,236,108	12,564,106.06	2,250,135.51	2,004.71	669,997.64	94.9%
1243 GiftedSupp	466,810	468,861	466,930.59	110,421.02	305.59	1,624.40	99.7%
1260 PhysicalSupp	500,000	500,000	486,899.28	34,038.90	.00	13,100.72	97.4%
1270 Handicap	483,000	483,000	364,661.41	27,362.40	.00	118,338.59	75.5%
1281 UNDEFINED	0	1,450	1,449.78	.00	.00	.00	100.0%
1290 OSpecProg	2,175,000	2,058,000	2,323,540.55	228,041.31	2,860.88	-268,401.43	113.0%
1360 BusinessEd	957,388	957,388	920,609.54	215,600.45	.00	36,778.46	96.2%
1390 OthVoEdProg	1,921,938	1,921,938	1,822,300.54	-39,367.00	.00	99,637.46	94.8%
1410 Drivers'Ed	229,620	229,620	244,696.13	54,097.44	.00	-15,076.13	106.6%
1430 Homebound Instruction	49,829	49,829	35,148.88	5,000.16	.00	14,680.12	70.5%
1441 Adjudicated Court Place	210,000	274,200	210,408.18	23,707.49	391.23	63,400.59	76.9%
1442 Alt Edu Program	765,000	752,800	924,924.90	82,517.48	24,890.00	-197,014.90	126.2%
1500 Nonpublic School Prog	42,004	42,004	28,953.52	18,906.99	11,722.00	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	336,204	336,723.36	36,387.06	.00	-519.36	100.2%
2119 SpvStuServOther	506,698	504,353	491,373.22	72,679.06	.00	12,979.78	97.4%
2120 Guidance	3,475,678	3,476,230	3,370,353.06	654,165.13	.00	105,876.97	97.0%
2140 Psychological Services	930,679	930,679	747,411.03	162,872.44	.00	183,267.97	80.3%
2144 Psychotherapy Service	100,000	126,469	261,789.85	5,527.21	.00	-135,320.50	207.0%
2160 Social Work Services	223,110	221,710	222,047.77	24,295.93	.00	-337.77	100.2%
2170 Student Acct Services	569,031	569,031	546,499.68	54,434.28	.00	22,531.32	96.0%
2190 Oth Pupil Per	257,439	255,639	155,568.77	34,803.34	.00	100,070.23	60.9%
2250 Library	1,568,516	1,568,516	1,493,639.58	287,557.02	537.67	74,338.75	95.3%
2260 Instr&CurrDev	838,755	838,755	844,565.37	94,365.49	48.85	-5,859.22	100.7%
2271 StaffDevCert	192,505	212,737	360,731.36	7,695.27	2,265.00	-150,259.65	170.6%
2280 NonPublicSuppService	700	700	519.12	519.12	.00	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	155,324.49	2,831.08	.00	-24,299.49	118.5%
2330 TaxAssess&Collect	394,572	394,572	182,806.75	3,278.79	.00	211,765.25	46.3%
2350 Legal Services	345,000	345,000	322,872.27	42,511.79	.00	22,127.73	93.6%
2360 Office Superintendent	1,035,873	1,035,873	1,033,917.96	113,892.05	.00	1,955.04	99.8%
2380 Principal	5,908,350	5,886,203	5,702,052.89	632,499.19	1,456.71	182,693.24	96.9%
2390 Other Admin Svs	18,100	46,750	29,841.27	16,915.90	.00	16,908.73	63.8%
2420 MedicalSvs	1,640,837	1,642,505	1,465,680.61	310,798.23	150.00	176,673.96	89.2%

FOR 2020 12

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2430 DentalSvs	144,614	144,614	142,732.63	32,668.12	.00	1,881.37	98.7%
2450 NonpubHlthSvs	81,735	81,735	82,283.79	19,354.67	.00	-548.79	100.7%
2490 Other Health Service	110,628	110,628	110,595.87	12,146.28	.00	32.13	100.0%
2511 Supervisor Of Fiscal	179,915	179,915	189,078.40	21,814.01	.00	-9,163.40	105.1%
2514 Payroll Services	237,283	237,283	233,916.28	20,027.86	.00	3,366.72	98.6%
2515 Financial Acct Service	1,154,885	1,148,866	964,059.41	66,218.04	.00	184,806.43	83.9%
2611 Supervision-Op/Maint	152,534	152,534	153,385.88	17,091.66	.00	-851.88	100.6%
2620 OperBldg	11,816,989	11,822,393	10,391,540.33	1,040,064.35	35,401.29	1,395,451.42	88.2%
2630 Grounds	599,222	599,222	251,472.12	11,856.73	40,149.30	307,600.58	48.7%
2660 Security	2,824,401	2,824,401	2,823,858.25	404,859.49	52,204.74	-51,661.64	101.8%
2690 Other Op & Maint	0	0	28,208.82	17,042.92	11,497.92	-39,706.74	100.0%
2711 Adm-Trans -Head	152,027	152,027	156,429.10	15,108.69	.00	-4,402.10	102.9%
2719 Spv-Trans -Other	443,806	443,806	411,269.55	32,401.76	.00	32,536.45	92.7%
2720 Vehicle Operation Svc	9,538,853	9,516,226	9,128,953.64	803,963.12	217,164.46	170,107.51	98.2%
2740 VehicleSvc&Maint	368,289	390,916	334,247.99	28,758.24	1,019.70	55,648.70	85.8%
2750 Nonpublic Trans	562,127	562,127	471,745.39	19,470.19	.00	90,381.61	83.9%
2790 Other Student Trans	1,500	1,500	.00	.00	.00	1,500.00	.0%
2831 SPV of Staff Services HR	198,783	198,783	198,311.58	22,347.25	.00	471.42	99.8%
2833 StaffAccServ	344,940	344,940	350,318.72	28,784.19	209.00	-5,587.72	101.6%
2834 SDevNonInstCert	72,965	68,188	27,450.00	7,182.25	295.00	40,443.33	40.7%
2836 SDevNINonCert	45,050	49,864	30,828.56	-650.00	295.00	18,740.60	62.4%
2840 DataProcess	257,450	257,450	210,387.68	1,045.93	625.96	46,436.36	82.0%
2841 Supervisor Itec	185,824	185,824	186,769.65	20,951.28	.00	-945.65	100.5%
2844 OperationSvcs	3,310,643	3,328,231	2,639,881.07	168,342.41	6,092.11	682,258.16	79.5%
2850 Liaison Svcs	132,233	132,233	129,924.01	14,331.91	.00	2,308.99	98.3%
2910 UNDEFINED	43,000	43,000	41,531.75	.00	.00	1,468.25	96.6%
3210 StudentActivity	753,098	750,760	459,826.20	7,266.82	2,028.79	288,904.80	61.5%
3250 Athletics	2,399,579	2,404,397	2,165,623.89	178,292.36	17.59	238,755.33	90.1%
3310 CommRecreation	107,997	107,997	95,296.76	4,586.38	3,491.15	9,209.09	91.5%
5110 Debt Service	17,332,674	17,330,773	16,927,993.41	.00	127,525.00	275,254.25	98.4%
5130 Refund Prior Yr Rev	465,000	465,000	486,603.69	.00	.00	-21,603.69	104.6%
5800 Suspense Account	0	0	1,916,782.23	226,849.83	.00	-1,916,782.23	100.0%
5900 Budgetary Reserve	350,000	263,096	.00	.00	.00	263,095.52	.0%
6111 Current Real Estate Tax	-92,576,144	-92,576,144	-87,726,179.76	-2,860.82	.00	-4,849,964.24	94.8%
6112 Interim Real Extate Tax	-130,000	-130,000	-73,755.52	.00	.00	-56,244.48	56.7%
6113 Public Utility Realty	-125,000	-125,000	-95,524.00	.00	.00	-29,476.00	76.4%
6114 Pay In Lieu -St/Local	-85,000	-85,000	-114,300.91	.00	.00	29,300.91	134.5%
6143 Local Service Tax - LST	-85,000	-85,000	-76,563.13	-3,797.30	.00	-8,436.87	90.1%
6151 Current Act 511 EIT	-3,800,000	-3,800,000	-3,701,417.13	-171,170.28	.00	-98,582.87	97.4%
6153 Curr Act 511 Real Est	-1,050,000	-1,050,000	-951,621.54	-30,605.95	.00	-98,378.46	90.6%
6411 Delinquent Real Estate	-9,000,000	-9,000,000	-4,731,823.75	.00	.00	-4,268,176.25	52.6%
6510 Interest on Invest	-500,000	-500,000	-947,455.67	-16,908.40	.00	447,455.67	189.5%
6710 Admissions	-35,000	-35,000	-25,160.50	.00	.00	-9,839.50	71.9%
6740 Fees	0	0	-1,526.00	-510.00	.00	1,526.00	100.0%

FOR 2020 12

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6830 Rev From Intermed-Fed	-5,684	-5,684	.00	.00	.00	-5,684.00	.0%
6832 Federal Idea Revenue	-1,072,895	-1,072,895	-1,091,773.29	-12,000.00	.00	18,878.29	101.8%
6900 Other Rev From Local	0	0	-500.00	.00	.00	500.00	100.0%
6910 Rentals	-75,000	-75,000	-42,158.34	-2,223.77	.00	-32,841.66	56.2%
6941 Regular Sch Tuition	-20,000	-20,000	-19,459.34	.00	.00	-540.66	97.3%
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	-1,061.35	-106.24	.00	1,061.35	100.0%
6990 MiscRevenue	0	0	-15.82	.00	.00	15.82	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	-47,817.94	-2,571.68	.00	-52,182.06	47.8%
7110 Basic Education	-15,676,499	-15,676,499	-134,025.81	.00	.00	-15,542,473.19	.9%
7111 Basic Education	0	0	-16,802,125.28	-4,562,615.28	.00	16,802,125.28	100.0%
7112 Basic Ed Fund-Social Security	0	0	-2,028,889.55	.00	.00	2,028,889.55	100.0%
7160 Tuition Orphans & Child	-800,000	-800,000	-886,278.74	-886,278.74	.00	86,278.74	110.8%
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	-4,657,727.42	-1,245,694.42	.00	547,845.42	113.3%
7311 Pupil Transportation Subsidy	-2,900,000	-2,900,000	-3,124,363.77	-449,828.03	.00	224,363.77	107.7%
7312 NonPublic&CharterTransp	0	0	-110,110.00	-55,055.00	.00	110,110.00	100.0%
7320 Rent & Sink Fund Pymt	-1,375,500	-1,375,500	-2,267,222.65	.00	.00	891,722.65	164.8%
7330 Health Services/ Act 25	-155,000	-155,000	-165,349.91	-165,349.91	.00	10,349.91	106.7%
7340 State Prop Tax Reduction Allo	-4,347,524	-4,347,524	-4,347,523.81	.00	.00	-.19	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	-888,016.69	.00	.00	-1,833,037.31	32.6%
7820 State Share Retire Cont	-12,443,622	-12,443,622	-14,572,809.48	-3,443,709.79	.00	2,129,187.48	117.1%
8110 Payments Fed Impacted	-625,000	-625,000	-830,108.70	.00	.00	205,108.70	132.8%
8514 NCLB-Title I	-2,117,619	-2,117,619	-2,272,821.58	-151,224.50	.00	155,202.58	107.3%
8515 NCLB-Title II	-250,288	-250,288	-289,439.19	-18,038.22	.00	39,151.19	115.6%
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	-151,405.37	-11,519.64	.00	-9,869.63	93.9%
8732 Arra-Qscbs	-54,900	-54,900	-55,460.79	.00	.00	560.79	101.0%
8733 UNDEFINED	-25,100	-25,100	-25,388.22	.00	.00	288.22	101.1%
8810 Med Assist 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	-675,425.37	.00	.00	-650,000.63	51.0%
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	-1,385,753.61	11,002,843.79	614,661.84	277,311.32	156.2%
TOTAL REVENUES	-162,207,741	-162,207,741	-157,553,850.32	-11,232,067.97	.00	-4,653,890.68	
TOTAL EXPENSES	161,713,961	161,713,961	156,168,096.71	22,234,911.76	614,661.84	4,931,202.00	

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FOR 2020 12

ACCOUNTS FOR: 29 Special Activity	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3210 StudentActivity	0	0	106,456.65	-635.57	604.98	-107,061.63	100.0%
3250 Athletics	0	0	22,775.65	1,284.95	.00	-22,775.65	100.0%
5280 Activity Fund Transfers	0	0	-154.97	.00	.00	154.97	100.0%
6510 Interest on Invest	0	0	-2,372.85	-174.69	.00	2,372.85	100.0%
6710 Admissions	0	0	-9,721.00	.00	.00	9,721.00	100.0%
6750 StudentSpecialEvent	0	0	-94,424.53	-4,944.00	.00	94,424.53	100.0%
6790 Other Stu Act Income	0	0	-17,394.94	15,524.84	.00	17,394.94	100.0%
6990 MiscRevenue	0	0	-15,032.08	.00	.00	15,032.08	100.0%
TOTAL Special Activity	0	0	-9,868.07	11,055.53	604.98	9,263.09	100.0%
TOTAL REVENUES	0	0	-138,945.40	10,406.15	.00	138,945.40	
TOTAL EXPENSES	0	0	129,077.33	649.38	604.98	-129,682.31	

FOR 2020 12

ACCOUNTS FOR: 32 Capital Reserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2390 Other Admin Svs	0	0	212,203.45	212,203.45	.00	-212,203.45	100.0%
2620 OperBldg	0	0	29,370.11	14,370.11	31,289.77	-60,659.88	100.0%
2660 Security	0	0	578,985.09	17,457.14	48,523.86	-627,508.95	100.0%
3210 StudentActivity	0	0	13,975.00	.00	.00	-13,975.00	100.0%
3250 Athletics	0	0	38,650.00	18,000.00	.00	-38,650.00	100.0%
4200 SiteImprove	0	0	20,275.24	6,185.02	.00	-20,275.24	100.0%
4400 Arch & Eng	0	0	12,025.50	.00	.00	-12,025.50	100.0%
4600 Bldg Imp	0	0	5,803,436.73	184,085.01	20,300.00	-5,823,736.73	100.0%
5110 Debt Service	0	0	8,859.08	8,859.08	.00	-8,859.08	100.0%
5120 Debt Service-Refunded	0	0	8,319,600.82	8,319,600.82	.00	-8,319,600.82	100.0%
6510 Interest on Invest	0	0	-312,243.43	-2,609.15	.00	312,243.43	100.0%
9120 Proceeds Refund Bonds	0	0	-8,540,663.35	-8,540,663.35	.00	8,540,663.35	100.0%
TOTAL Capital Reserve	0	0	6,184,474.24	237,488.13	100,113.63	-6,284,587.87	100.0%
TOTAL REVENUES	0	0	-8,852,906.78	-8,543,272.50	.00	8,852,906.78	
TOTAL EXPENSES	0	0	15,037,381.02	8,780,760.63	100,113.63	-15,137,494.65	

FOR 2020 12

ACCOUNTS FOR: 50 Cafeteria Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3100 FoodServices	0	0	4,576,160.70	680,415.18	265,236.28	-4,841,396.98	100.0%
6510 Interest on Invest	0	0	-2,736.00	-103.02	.00	2,736.00	100.0%
6611 Daily Sales-Sch Lunch	0	0	-345,374.41	1,786.55	.00	345,374.41	100.0%
6612 Daily Sales-Breakfast	0	0	-65,849.35	.00	.00	65,849.35	100.0%
6620 Daily Sales-Non-Reimbur	0	0	-340,189.45	.00	.00	340,189.45	100.0%
6630 Special Functions	0	0	-31,206.94	-737.19	.00	31,206.94	100.0%
6920 Contribution & Donation	0	0	-37,610.34	-1,384.00	.00	37,610.34	100.0%
7600 Milk/Lunch/Breakfast	0	0	-139,257.22	-14,094.24	.00	139,257.22	100.0%
7810 State Share Ss & Med	0	0	-56,784.44	.00	.00	56,784.44	100.0%
7820 State Share Retire Cont	0	0	-249,584.03	.00	.00	249,584.03	100.0%
8531 Subsidies Milk/ Lunch	0	0	-2,890,030.46	-334,738.20	.00	2,890,030.46	100.0%
TOTAL Cafeteria Fund	0	0	417,538.06	331,145.08	265,236.28	-682,774.34	100.0%
TOTAL REVENUES	0	0	-4,158,622.64	-349,270.10	.00	4,158,622.64	
TOTAL EXPENSES	0	0	4,576,160.70	680,415.18	265,236.28	-4,841,396.98	

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FOR 2020 12

ACCOUNTS FOR: 58 Concession Stand	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3210 StudentActivity	0	0	.00	-7,660.37	.00	.00	.0%
6510 Interest on Invest	0	0	-55.85	44.38	.00	55.85	100.0%
6630 Special Functions	0	0	-343.78	14,919.75	.00	343.78	100.0%
TOTAL Concession Stand	0	0	-399.63	7,303.76	.00	399.63	100.0%
TOTAL REVENUES	0	0	-399.63	14,964.13	.00	399.63	
TOTAL EXPENSES	0	0	.00	-7,660.37	.00	.00	

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FOR 2020 12

ACCOUNTS FOR: 71 Private - Purpose Trust Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3400 Scholarships&Awards	0	0	3,450.00	.00	.00	-3,450.00	100.0%
6510 Interest on Invest	0	0	-677.91	-37.42	.00	677.91	100.0%
6991 RefundPriorYrReceipt	0	0	-1,000.00	.00	.00	1,000.00	100.0%
TOTAL Private - Purpose Trust Fun	0	0	1,772.09	-37.42	.00	-1,772.09	100.0%
TOTAL REVENUES	0	0	-1,677.91	-37.42	.00	1,677.91	
TOTAL EXPENSES	0	0	3,450.00	.00	.00	-3,450.00	

FOR 2020 12

ACCOUNTS FOR: 72 Investment Trust Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3400 Scholarships&Awards	0	0	12,700.00	.00	.00	-12,700.00	100.0%
6510 Interest on Invest	0	0	-1,019.69	-77.35	.00	1,019.69	100.0%
6920 Contribution & Donation	0	0	-70,833.09	-500.00	.00	70,833.09	100.0%
6991 RefundPriorYrReceipt	0	0	-1,500.00	.00	.00	1,500.00	100.0%
TOTAL Investment Trust Fund	0	0	-60,652.78	-577.35	.00	60,652.78	100.0%
TOTAL REVENUES	0	0	-73,352.78	-577.35	.00	73,352.78	
TOTAL EXPENSES	0	0	12,700.00	.00	.00	-12,700.00	

042

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-493,780	-493,780	5,147,110.30	11,589,221.52	980,616.73	-6,621,507.48	-1241.0%

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

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VI. E.1

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

INVOICE

No. 51236
05/29/2020

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

High School North Roof Replacement

287010

For Services Rendered From April 25, 2020 To May 29, 2020

DEI Fee = 7% of Construction Cost $7,008,635 = $490,604

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	$264,262.86	56.31	$12,000.18

INVOICE TOTAL $12,000.18

242

VI.E.2

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

INVOICE

No. 51237
05/29/2020

East Stroudsburg Area School District

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

Resica E.S. & Middle Smithfield E.S. Water Filtration

287016

For Services Rendered From April 25, 2020 To May 29, 2020

DEI Fee = $17,500 (7.5% of Estimated Construction Cost $200,000 + $2,500)

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$17,500.00	$13,799.54	100.00	$3,700.46

INVOICE TOTAL **$3,700.46**

Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
51085	4/24/2020	$1,950.01	$0.00	$0.00	$0.00	$1,950.01
Total Prior Billing		**$1,950.01**	**$0.00**	**$0.00**	**$0.00**	**$1,950.01**

243

VI.E. 3

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

INVOICE

No. 51238
05/29/2020

East Stroudsburg Area School District

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

High School North Sanitary Liner Replacement

287017

For Services Rendered From April 25, 2020 To May 29, 2020

DEI Fee = $52,500 (7% of Estimated Construction Cost $750,000)

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$52,500.00	$11,798.22	38.05	$8,180.03

INVOICE TOTAL **$8,180.03**

Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
51086	4/24/2020	$3,685.02	$0.00	$0.00	$0.00	$3,685.02
Total Prior Billing		**$3,685.02**	**$0.00**	**$0.00**	**$0.00**	**$3,685.02**

VI.E.4

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

INVOICE

No. 51239
05/29/2020

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 April 25, 2020 To May 29, 2020

DEI Fee = $58,770 (7% of Construction Cost $839,580)

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$58,770.00	$20,569.50	45.02	$5,887.40

INVOICE TOTAL $5,887.40

Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
51088	4/24/2020	$11,569.50	$0.00	$0.00	$0.00	$11,569.50
Total Prior Billing		**$11,569.50**	**$0.00**	**$0.00**	**$0.00**	**$11,569.50**

245

VI.E.5

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

INVOICE

No. 51240
05/29/2020

East Stroudsburg Area School District

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

High School South Pool Grouting

287022

For Services Rendered From April 25, 2020 To May 29, 2020

DEI Fee = $9,625 (7.5% of Estimated Construction Cost $75,000 - $4,000)

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$9,625.00	$0.00	43.38	$4,175.70

INVOICE TOTAL **$4,175.70**

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Law Offices Of
LYMAN & ASH

1612 Latimer Street Philadelphia, PA 19103 Tel (215) 732-7040 Fax (215) 732-2496 www.lymanash.com

Stephen R.Betts
Business Manager
steve@lymanash.com

June 5, 2020

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

Ladies & Gentlemen:

Please find attached our invoice 3196 summary for legal services. A detailed bill is available for confidentail reivew by request by the Board of Directors or the Property/Facilities Committee.

It has come to our attention that several prior invoices were published on the internet as part of agenda items of the Board of Directors and the Property/Facilities Committee. Attorneys invoices may contain information protected by the attorney-client or attorney work product privileges.

Therefore, we have prepared an invoice summary that may be part of the public record. The summary omits privileged information.

Regards,

Stephen R. Betts

Law Offices Of
LYMAN & ASH
1612 Latimer Street Philadelphia, PA 19103 Tel (215) 732-7040 Fax (215) 732-2496 www.lymanash.com

Client Invoice Summary

Date: 6/5/2020
Invoice #: 3196

Bill To:
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301-0298

Case/Matter:
Special Construction Counsel

Legal Work Performed as Special Construction Counsel

Attorney	*Hours*	*Rate*	*Amount*
Cletus P. Lyman, Esquire from 4/7/2020 to 5/29/2020	16.98	$250	$4,245.00
Michael S. Fettner, Esquire from 4/7/2020 to 5/29/2020	15.7	$250	$3.925.00
Maura J. Lynch, Esquire from 3/21/2020 to 4/30/2020	36.83	$250	$9,207.50
		Total:	**$17,377.50**

Contractor's Application For Payment No. 2

To (Owner): East Stroudsburg Area S.D.	Application Period: 6/24/2020	Application Date: 6/24/2020
Project: Resica E.S. Flooring Replacement	From (Contractor): Cope Commercial Flooring	Via (Engineer) D'Huy Engineering Inc.
Owner's Contract No.:	Contract:	
	Contractor's Project No.: 5348	Engineer's Project No.: 287020

APPLICATION FOR PAYMENT

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

bnc

1. ORIGINAL CONTRACT PRICE	$	303,780.00
2. Net change by Change Orders	$	
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	$	303,780.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)	$	206,300
5. RETAINAGE:		
a. 10 % x $ 84,300 Work Completed	$	8,430
b. 10 % x $ 122,00 Stored Material	$	12,200
c. Total Retainage (Line 5a + Line 5b)	$	20,630
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	$	185,670
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	119,970
8. AMOUNT DUE THIS APPLICATION	$	65,700
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	$	118,110

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Lorie L. Farina Date: 6/24/2020

Payment of: $ 65,700
(Line 8 or other - attach explanation of other amount)

is recommended by: D'Huy Engineering Joshua Grice 6/24/20
(Engineer) (Date)

Payment of: $
(Line 8 or other - attach explanation of other amount)

is approved by:
(Owner) (Date)

Approved by:
Funding Agency (if applicable) (Date)

Progress Estimate

Contractor's Application

For (contract): Resica E.S. Flooring Replacement

Application Number: 2

Application Period: 6/24/2020

Application Date: 6/24/2020

A		B	Work Completed		E	F		G
Item			C	D				
Specification Section No.	Description	Scheduled Value	From Previous Application (C + D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F) B	Balance to Finish (B - F)
	General Conditions	$21,070		10,000		10,000	47	11,070
	Existing Flooring Removal (Labor)	$20,000	4,000	10,000		14,000	70	6,000
	New Carpet Tile (Material)	$16,500						16,500
	New Carpet Tile (Labor)	$7,500						7,500
	New luxury vinyl tile (Material)	$122,000	122,000			122,000	100	0
	New luxury vinyl tile (Labor)	$40,000		30,000		30,000	75	10,000
	Slab Prep & Self-Leveling Underlayment	$36,500	7,300	20,000		27,300	75	9,200
	Wall Base and Accessories	$9,500		3,000		3,000	32	6,500
	Project Allowance	$30,710						
	Totals	$303,780	133,300	73,000		206,300	68	97,480

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Contractor's Application for Payment No. 2

	Application Period: 6/01/2020 - 6/30/2020	Application Date: 6/19/2020
To (Owner): East Stroudsburg Area School District	From (Contractor): Lehigh Valley Floor Covering, LLC	Via (Engineer): D'huy Engineering, Inc.
Project: JT Lambert Intermediate School Flooring Replacement	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE		$535,800.00
2. Net change by Change Orders		
3. Current Contract Price (Line 1 ± 2)		$535,800.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)		$380,557.00
5. RETAINAGE:		
a. 10% X $380,557.00 Work Completed		$38,055.70
b. X Stored Material		
c. Total Retainage (Line 5a + Line 5b)		$38,055.70
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)		$342,501.30
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)		$50,575.50
8. AMOUNT DUE THIS APPLICATION		$291,925.80
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)		$193,298.70

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Dan Wuertele — Digitally signed by Dan Wuertele DN: cn=Dan Wuertele, o=Lehigh Valley Floor Covering, LLC, ou=Member, email=DanW@LVFloorCovering.com, c=US Date: 2020.06.19 14:02:52 -04'00'

Date: 6/19/2020

Payment of: $ 291,925.80
(Line 8 or other - attach explanation of the other amount)

is recommended by: Joshua Grice (Engineer) 6/24/20 (Date)

Payment of: $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ (Funding Agency (if applicable)) _____ (Date)

Endorsed by the Construction Specifications Institute.

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Progress Estimate

Contractor's Application

For (contract):	ESASD JT Lambert Intermediate School Flooring Replacement	Application Number:	2
Application Period:	6/01/2020 - 6/30/2020	Application Date:	6/19/2020

A		B	Work Completed		E	F		G
Item			C	D				
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F) B	Balance to Finish (B - F)
	Performance and Payment Bonds	$8,100.00	$8,100.00			$8,100.00	100.0%	
	Contract Allowance #1	$17,500.00						$17,500.00
	Contract Allowance #2	$7,500.00						$7,500.00
	Contract Allowance #3	$8,880.00						$8,880.00
	Contracts / Submittals / Samples / Closeout	$2,000.00	$1,000.00			$1,000.00	50.0%	$1,000.00
	Armstrong LVT Flooring (M)	$135,600.00		$135,600.00		$135,600.00	100.0%	
	Armstrong LVT Flooring (L)	$83,120.00		$29,092.00		$29,092.00	35.0%	$54,028.00
	Mannington Carpet Tile (M)	$32,800.00		$32,800.00		$32,800.00	100.0%	
	Mannington Carpet Tile (L)	$14,000.00						$14,000.00
	Roppe Wall Base (M)	$9,400.00		$9,400.00		$9,400.00	100.0%	
	Roppe Wall Base (L)	$14,100.00		$3,525.00		$3,525.00	25.0%	$10,575.00
	Floor Preparation / Self Leveling	$133,700.00	$20,055.00	$86,905.00		$106,960.00	80.0%	$26,740.00
	Demo and Disposal	$67,600.00	$27,040.00	$27,040.00		$54,080.00	80.0%	$13,520.00
	Building Expansion Joint Gasket	$1,500.00						$1,500.00
	Totals	**$535,800.00**	**$56,195.00**	**$324,362.00**		**$380,557.00**		**$155,243.00**

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EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No.

Application Period: 2		Application Date: 6/18/2020
To (Owner): East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301	From (Contractor): Guyette Communication Industries Corp.	Via (Engineer): D'Huy Engineering
Project: JT Lambert Intermediate School	Contract:	
Owner's Contract No.: 287019	Contractor's Project No.:	Engineer's Project No.:

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE	$	$127,212.00
2. Net change by Change Orders	$	
3. Current Contract Price (Line 1 ± 2)	$	$127,212.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	$97,506.00
5. RETAINAGE:		
a. 10% X $97,506.00 Work Completed	$	$9,750.60
b. 10% X _____ Stored Material	$	
c. Total Retainage (Line 5.a + Line 5.b)	$	$9,750.60
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	$87,755.40
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	$44,564.40
8. AMOUNT DUE THIS APPLICATION	$	$43,191.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	$39,456.60

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:	Date:

Payment of: $ 43,191.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: Joshua Grice (Engineer) 6/24/20 (Date)

Payment of: $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding or Financing Entity (if applicable) _____ (Date)

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CONTINUATION SHEET

Document G703

Document G702 APPLICATION AND CERTIFICATION FOR PAYMENT, containing,
Contractor's Signed, Certification is attached
In Tabulations below, amounts are stated to the nearest dollar.
Use Column 1 on Contracts where variable retainage for line items may apply

APPLICATION NUMBER: 2
APPLICATION DATE: June 17, 2020
PERIOD TO: June 30, 2020
ARCHITECT'S PROJECT NO: 287019

A	B	C	D	E	F	G		H	I
Line No.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK FROM PREVIOUS APPLICATION (D+E)	COMPLETED THIS PERIOD	MATERIAL PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F+)	PERCENT (G / C)	BALANCE TO FINISH (C-G)	Retainer amounts
1	Bonds and Submittals	$2,572.00	$2,572.00			$2,572.00	100.00%		$257.20
2	Delivery of Cat6A cable	$15,141.00	$15,141.00			$15,141.00	100.00%		$1,514.10
3	Jacks, Patch Panels, Faceplates, Patch Cords, Misc Hardware	$8,503.00	$8,503.00			$8,503.00	100.00%		$850.30
4	Run cable at JT Lambert Intermediate (118 cameras)	$46,524.00	$23,300.00	$23,224.00		$46,524.00	100.00%		$4,652.40
5	Install sleeve, patch panel, jacks, test, camera, aim	$23,966.00		$23,966.00		$23,966.00	100.00%		$2,396.60
6	Indoor Lift Rental	$800.00		$800.00		$800.00	100.00%		$80.00
7	Q Allowance #1 Fifty (50) 50-ft. Increments of Unit Price 1 Work	$5,700.00						$5,700.00	
8	Q Allowance #2 Fifteen (15) units at Unit 2 Price Work	$7,995.00						$7,995.00	
9	Q Allowance #3 One Hundred Twenty (120) hours at Unit Price 3 Work	$15,120.00						$15,120.00	
10	Closeout	$891.00						$891.00	
	Additional Items								
	Total Original Contract sum	$127,212.00	$49,516.00	$47,990.00		$97,506.00	76.65%	$29,706.00	$9,750.60
	Add-ons								
	Change order amount total								
	Grand Totals	$127,212.00	$49,516.00	$47,990.00		$97,506.00	76.65%	$29,706.00	$9,750.60

Current Payment request minus retainer amount			$47,990.00	Minus Retainer =	$4,799.00	
Total of original contract and change orders	$127,212.00	**Current Payment request and previous certificate amount**	$43,191.00	33.95%	$39,456.60	
previous certificate amount(s)						
		Contract Total	Completed total	Available budget	Retainer amount	Check & Balance

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Contractor's Application for Payment

Owner:	East Stroudsburg Area School District	**Owner's Project No.:**	
Engineer:	D'Huy Engineering, Inc.	**Engineer's Project No.:**	28715
Contractor:	CRCS, Inc.	**Contractor's Project No.:**	N/A
Project:	High School South Surveillance Camera Installation		
Contract:	N/A		
Application No.:	4	**Application Date:**	6/11/2020
Application Period:	**From** 10/26/2019	**to**	6/11/2020

1. Original Contract Price	$	303,182.32
2. Net change by Change Orders	$	-
3. Current Contract Price (Line 1 + Line 2)	$	303,182.32
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	303,182.32
5. Retainage		
a. 0% X $ 303,182.32 Work Completed	$	-
b. X $ - Stored Materials	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	-
6. Amount eligible to date (Line 4 - Line 5.c)	$	303,182.32
7. Less previous payments (Line 6 from prior application)	$	301,682.32
8. Amount due this application	$	1,500.00
9. Balance to finish, including retainage (Line 3 - Line 4)	$	-

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: CRCS Inc.

Signature: _____ **Date:** 6/11/2020

Recommended by Engineer		**Approved by Owner**	
By:	Joshua Grice	**By:**	
Title:	Senior Project Manager	**Title:**	
Date:	6/22/20	**Date:**	
Approved by Funding Agency			
By:		**By:**	
Title:		**Title:**	
Date:		**Date:**	

EJCDC C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	East Stroudsburg Area School District
Engineer:	D'Huy Engineering, Inc.
Contractor:	CRCS, Inc.
Project:	High School South Surveillance Camera Installation
Contract:	N/A

Owner's Project No.:	
Engineer's Project No.:	28715
Contractor's Project No.:	N/A

Application No.: 4 **Application Period:** From 10/26/19 to 6/11/20 **Application Date:** 6/11/20

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
	Original Contract										
Base Bid Cabling	Installation and Testing of CAT6A drops	278.00		741.69	206,189.82	278.00	206,189.82		206,189.82	100%	-
Base Bid Camera Install	Installation of Customer supplied Cameras	278.00		116.64	32,425.92	278.00	32,425.92		32,425.92	100%	-
Base Bid Removals	Removal of Existing Cameras	80.00		116.64	9,331.20	80.00	9,331.20		9,331.20	100%	-
Base Bid Misc.	Misc. to equal Base Bid Contract Amount	1.00		1.23	1.23	1.00	1.23		1.23	100%	-
Qty Allowance 1	50-ft. increments at Unit Price 1 (100) = $15,980.00	100.00		159.80	15,980.00	100.00	15,980.00		15,980.00	100%	-
Qty Allowance 2	250-ft. Increments at Unit Price 2 (25) = $15,539.75	25.00		621.59	15,539.75	25.00	15,539.75		15,539.75	100%	-
Qty Allowance 3	240 Hours at Unit Price 3 (240) = $23,714.40	240.00		98.81	23,714.40	240.00	23,714.40		23,714.40	100%	-
				Original Contract Totals	$ 303,182.32		$ 303,182.32	$ -	$ 303,182.32	100%	$ -

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Unit Price

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Contractor's Application For Payment No. 7

	Application Period: 6/30/20	Application Date: 6/18/20
To (Owner): East Stroudsburg Area SD	From (Contractor): Jottan, Inc.	Via (Engineer) D'Huy Engineering Inc.
Project: North HS and Lehman Intermediate	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

APPLICATION FOR PAYMENT

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE	$	7,008,635.00
2. Net change by Change Orders	$	
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	$	7,008,635.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)	$	4,912,062.50
5. RETAINAGE:		
a. 5 % x $ _____ Work Completed	$	245,603.13
b. _____ % x $ _____ Stored Material	$	
c. Total Retainage (Line 5a + Line 5b)	$	
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	$	4,666,459.37
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	3,982,195.75
8. AMOUNT DUE THIS APPLICATION	$	684,263.62
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	$	2,342,175.63

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CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: [signature] Date: 6/18/20

Payment of: $ 684,263.62
(Line 8 or other - attach explanation of other amount)

is recommended by: Joshua Grice (Engineer) 6/24/20 (Date)

Payment of: $ _____
(Line 8 or other - attach explanation of other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding Agency (if applicable) _____ (Date)

AIA® Document G703™ – 1992

Continuation Sheet

To:
East Stroudsburg Area SD
50 Vine Street
East Stroudsburg, PA 18301

From Contractor:
Jottan, Inc.
PO Box 166
Florence, NJ 08518

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

Project:
119010
INVOICE 119010-007
North HS and Lehman Intermediate
Dingmans Ferry, PA 18328

APPLICATION NO: 7
APPLICATION DATE: 6/18/2020
PERIOD TO: 6/18/2020
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED: FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED: THIS PERIOD	MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
1	BONDS	82,000.00	82,000.00	0.00	0.00	82,000.00	100	0.00	8,200.00
2	PHASE I	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
3	MOBILIZATION	50,000.00	50,000.00	0.00	0.00	50,000.00	100	0.00	5,000.00
4	EQUIPMENT	110,000.00	110,000.00	0.00	0.00	110,000.00	100	0.00	11,000.00
5	ROOF VACUUM	36,000.00	36,000.00	0.00	0.00	36,000.00	100	0.00	3,600.00
6	ROOF DEMO	160,000.00	160,000.00	0.00	0.00	160,000.00	100	0.00	16,000.00
7	ROOFING - MATERIALS	2,219,105.00	2,219,105.00	0.00	0.00	2,219,105.00	100	0.00	110,944.30
8	ROOFING - LABOR	517,000.00	517,000.00	0.00	0.00	517,000.00	100	0.00	8,240.95
9	SHEET METAL- MATERIALS	551,640.00	551,640.00	0.00	0.00	551,640.00	100	0.00	0.00
10	SHEET METAL - LABOR	129,000.00	129,000.00	0.00	0.00	129,000.00	100	0.00	12,900.00
11	MASONRY - THRU WALL	225,540.00	225,540.00	0.00	0.00	225,540.00	100	0.00	22,554.00
12	PLUMBING- DRAINS	106,500.00	106,500.00	0.00	0.00	106,500.00	100	0.00	10,650.00
13	PUNCHLIST	5,000.00	5,000.00	0.00	0.00	5,000.00	100	0.00	500.00
14	PHASE II	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
15	MOBILIZATION	45,000.00	0.00	45,000.00	0.00	45,000.00	100	0.00	2,250.00
16	EQUIPMENT	75,000.00	0.00	37,500.00	0.00	37,500.00	50	37,500.00	1,875.00
17	ROOF VACUUM	25,000.00	0.00	25,000.00	0.00	25,000.00	100	0.00	1,250.00
18	ROOF DEMO	105,000.00	0.00	0.00	0.00	0.00	0	105,000.00	0.00
19	ROOFING - MATERIALS	1,225,555.00	0.00	612,777.50	0.00	612,777.50	50	612,777.50	30,638.88
20	ROOFING - LABOR	321,800.00	0.00	0.00	0.00	0.00	0	321,800.00	0.00
21	SHEET METAL - MATERIAL	364,080.00	0.00	0.00	0.00	0.00	0	364,080.00	0.00
22	SHEET METAL - LABOR	80,000.00	0.00	0.00	0.00	0.00	0	80,000.00	0.00
23	MASON-THRU WALL	196,000.00	0.00	0.00	0.00	0.00	0	196,000.00	0.00
24	PLUMBING - DRAINS	56,000.00	0.00	0.00	0.00	0.00	0	56,000.00	0.00
25	PUNCHLIST	5,000.00	0.00	0.00	0.00	0.00	0	5,000.00	0.00
	GRAND TOTAL	6,690,220.00	4,191,785.00	720,277.50	0.00	4,912,062.50	73	1,778,157.50	245,603.13

2852

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Continuation Sheet

To:
East Stroudsburg Area SD
50 Vine Street
East Stroudsburg, PA 18301

From Contractor:
Jottan, Inc.
PO Box 166
Florence, NJ 08518

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

Project:
119010
INVOICE 119010-007
North HS and Lehman Intermediate
Dingmans Ferry, PA 18328

APPLICATION NO: 7
APPLICATION DATE: 6/18/2020
PERIOD TO: 6/18/2020
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED: FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED: THIS PERIOD	MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
26	CLOSEOUTS	10,000.00	0.00	0.00	0.00	0.00	0	10,000.00	0.00
27	ALLOWANCES	308,415.00	0.00	0.00	0.00	0.00	0	308,415.00	0.00
	GRAND TOTAL	7,008,635.00	4,191,785.00	720,277.50	0.00	4,912,062.50	70	2,096,572.50	245,603.13

bse

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VI.D.1

Contractor's Application For Payment No. 10

To (Owner): East Stroudsburg Area School District	Applicatin Period: 5/15/2020	Application Date:	5/15/2020
Project: Resica Elementary School - Roof Replacement	From (Contractor): C&D Waterproofing Corp.	Via (Engineer):	D'Huy Engineering, Inc.
Owner's Contract No:	Contract:		
	Contractor's Project No.: 19-292	Engineer's Project No.:	DEI# 287011

APPLICATION FOR PAYMENT

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
1		(28,556.00)
Totals		(28,556.00)
Net Change By Change Orders		

1. ORIGINAL CONTRACT PRICE		$	667,715.00
2. Net Change by Change Orders		$	(28,556.00)
3. CURRENT CONTRACT PRICES(Line 1+2)		$	639,159.00
4.TOTAL COMPLETED AND STORED TO DATE		$	639,159.00
(Column F on Progress Estimate)			
5. RETAINAGE:			
a. 5% X	$0.00 Work Completed	$	0.00
b. 5% X	$0.00 Stored Material	$	0.00
c. Total Retainage (Line 5a + Line 5b)		$	0.00
6 AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)		$	639,159.00
7. LESS PREVIOUS PAYMENTS(Line 6 - prior Application)		$	603,401.05
8. AMOUNT DUE THIS APPLICATION		$	35,757.95
9. BALANCE TO FINISH,PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)		$	0.00

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that : (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legimate obligations incurred in connection with Work covered by prior Application for Payment: (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of : $ 35,757.95
(Line 8 or other - attach explanation of other amount)

is recommended by Joshua Grice (Engineer) 6/5/20 (Date)

Payment of : $
(Line 8 or other - attach explanation of other amount)

is approved by
(Owner) (Date)

Approved by
Funding Agency (if applicable) (Date)

Notary Lisa A. Witchey

By Michele Coomber Date 5-15-20

Commonwealth of Pennsylvania - Notary Seal
Lisa A. Witchey, Notary Public
Columbia County
My commission expires December 9, 2022
Commission number 1195475

202

Progress Estimate

Contractor's Application

For(contract): Resica Elementary School - Roof Replacement				Application Number				10
Application Period: 5/15/2020				Application Date:				5/15/2020
A		B	Work Completed		E	F		G
Item			C	D				
Specification Section No.	Description	Scheduled Value	From Prevous Application (C+D)	This Period	Materials Presently Stored (not in C or 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	70,000.00	0.00	0.00	70,000.00	100%	0.00
9	EQUIPMENT RENTAL	15,000.00	15,000.00	0.00	0.00	15,000.00	100%	0.00
10	DEMOBILIZATION/SITE CLEAN-UP	4,500.00	4,500.00	0.00	0.00	4,500.00	100%	0.00
11	WARRANTIES/PROJECT CLOSEOUTS	4,000.00	0.00	4,000.00	0.00	4,000.00	100%	0.00
12	ALTERNATE #1 - 30 YEAR	9,700.00	9,700.00	0.00	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	9,600.00	0.00	9,600.00	100%	0.00
15	ALLOWANCE #2 - STEEL DECKING	3,500.00	0.00	3,500.00	0.00	3,500.00	100%	0.00
16	ALLOWANCE #3 - 1 X 8 PLYWOOD	2,500.00	0.00	2,500.00	0.00	2,500.00	100%	0.00
17	ALLOWANCE #4 - ROOFER - (SHINGLE)	16,800.00	3,844.00	12,956.00	0.00	16,800.00	100%	0.00
18	C.O. #1 - CREDIT FOR ALLOWANCES - NOT USED	(28,556.00)	0.00	(28,556.00)	0.00	(28,556.00)	100%	0.00
	Totals	639,159.00	635,159.00	4,000.00	0.00	639,159.00	100%	0.00

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

DALIOT HOLDINGS, LLP, BY AND THROUGH ITS GENERAL PARTNER IRIDIUM INDUSTRIES, INC, APPELLANT,	:	
V.	:	NO. 8533 CV 2019
MONROE COUNTY BOARD OF ASSESSMENT AND REVISION APPELLEE,	:	

TAX APPEAL STIPULATION

Property Location: 147 Forge Road, East Stroudsburg Township, PA
Parcel ID NO: 05-1.1.6.30-1
Stipulation: It is agreed that the assessment for the above-referenced property shall be as follows:

Year	2020
Land	442,500
Building	2,157,500
Total Assessed Value	2,600,000

And that the above captioned appeal be marked settled and discontinued.

For the Board:

Jeffrey A. Durney, Esq.
Counsel for the Board

Consented to:

Jason Ulrich, Esq.
Counsel for the Appellant

Christopher S. Brown, Esq.
Counsel for the East Stroudsburg
Area School District

262

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

DALIOT HOLDINGS, LLP, BY AND THROUGH ITS GENERAL PARTNER IRIDIUM INDUSTRIES, INC, APPELLANT,	:	
V.	:	NO. 8534 CV 2019
MONROE COUNTY BOARD OF ASSESSMENT AND REVISION APPELLEE,	:	

TAX APPEAL STIPULATION

Property Location: Forge Road/50 FT R/O/W, East Stroudsburg Township, PA
Parcel ID NO: 05.92821
Stipulation: It is agreed that the assessment for the above-referenced property shall be as follows:

Year	2020
Land	55,880
Building	0
Total Assessed Value	55,880

And that the above captioned appeal be marked settled and discontinued.

For the Board:

Jeffrey A. Durney, Esq.
Counsel for the Board

Consented to:

Jason Ulrich, Esq.
Counsel for the Appellant

Christopher S. Brown, Esq.
Counsel for the East Stroudsburg
Area School District

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

S&K HOSPITALITY, LLC, APPELLANT,	:	
V.	:	NO. 7846 CV 2019
MONROE COUNTY BOARD OF ASSESSMENT AND REVISION APPELLEE,	:	

TAX APPEAL STIPULATION

Property Location: 838 Seven Bridge Road, Smithfield Township, PA
Parcel ID NO: 16.8.2.21-4
Stipulation: It is agreed that the assessment for the above-referenced property shall be as follows:

Year	2020
Land	1,436,000
Building	1,454,000
Total Assessed Value	2,890,000

And that the above captioned appeal be marked settled and discontinued.

For the Board:

Jeffrey A. Durney, Esq.
Counsel for the Board

Consented to:

Michael T. Hollister, Esq.
Counsel for the Appellant

Christopher S. Brown, Esq.
Counsel for the East Stroudsburg
Area School District

264

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

SC PALACE PA LLC, APPELLANT,	:	
V.	:	NO. 9446 CV 2019
MONROE COUNTY BOARD OF ASSESSMENT AND REVISION APPELLEE,	:	

TAX APPEAL STIPULATION

Property Location: SR 209, Middle Smithfield Township, PA
Parcel ID NO: 09.113775
Stipulation: It is agreed that the assessment for the above-referenced property shall be as follows:

Year	2020
Land	130,000
Building	0
Total Assessed Value	130,000

The stipulated assessment is for 2020 only. Taxpayer retains the right to appeal the assessment for future tax years in accordance with applicable law. The stipulated assessment shall remain until changed or modified in accordance with the laws of the Commonwealth of Pennsylvania.

And that the above captioned appeal be marked settled and discontinued.

For the Board:

Jeffrey A. Durney, Esq.
Counsel for the Board

Consented to:

Paul Tannenbaum, Esq.
Counsel for the Appellant

Christopher S. Brown, Esq.
Counsel for the East
Stroudsburg Area School District

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

SC PALACE PA LLC, APPELLANT,	:	
V.	:	NO. 9447 CV 2019
MONROE COUNTY BOARD OF ASSESSMENT AND REVISION APPELLEE,	:	

TAX APPEAL STIPULATION

Property Location: 304 Champagne Lane, Middle Smithfield Township, PA
Parcel ID NO: 09.7.3.1
Stipulation: It is agreed that the assessment for the above-referenced property shall be as follows:

Year	2020
Land	850,000
Building	1,380,320
Total Assessed Value	2,230,320

The stipulated assessment is for 2020 only. Taxpayer retains the right to appeal the assessment for future tax years in accordance with applicable law. The stipulated assessment shall remain until changed or modified in accordance with the laws of the Commonwealth of Pennsylvania.

And that the above captioned appeal be marked settled and discontinued.

For the Board:

Jeffrey A. Durney, Esq.
Counsel for the Board

Consented to:

Paul Tannenbaum, Esq.
Counsel for the Appellant

Christopher S. Brown, Esq.
Counsel for the East
Stroudsburg Area School District

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

SC PALACE PA LLC, APPELLANT,	:	
V.	:	NO. 9448 CV 2019
MONROE COUNTY BOARD OF ASSESSMENT AND REVISION APPELLEE,	:	

TAX APPEAL STIPULATION

Property Location: Spring Drive, Middle Smithfield Township, PA
Parcel ID NO: 09.7A.1.2
Stipulation: It is agreed that the assessment for the above-referenced property shall be as follows:

Year	2020
Land	210,240
Building	30,760
Total Assessed Value	241,000

The stipulated assessment is for 2020 only. Taxpayer retains the right to appeal the assessment for future tax years in accordance with applicable law. The stipulated assessment shall remain until changed or modified in accordance with the laws of the Commonwealth of Pennsylvania.

And that the above captioned appeal be marked settled and discontinued.

For the Board:

Jeffrey A. Durney, Esq.
Counsel for the Board

Consented to:

Paul Tannenbaum, Esq.
Counsel for the Appellant

Christopher S. Brown, Esq.
Counsel for the East
Stroudsburg Area School District

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

GPH EAST STROUDSBURG, LP, APPELLANT,	:	
V.	:	NO. 9029 CV 2019
MONROE COUNTY BOARD OF ASSESSMENT AND REVISION APPELLEE,	:	

TAX APPEAL STIPULATION

Property Location: 221 East Brown Street, East Stroudsburg Township, PA
Parcel ID NO: 05-1.3.3.9-1
Stipulation: It is agreed that the assessment for the above-referenced property shall be as follows:

Year	2020
Land	485,000
Building	6,765,000
Total Assessed Value	7,250,000

And that the above captioned appeal be marked settled and discontinued.

For the Board:

Jeffrey A. Durney, Esq.
Counsel for the Board

Consented to:

David A. Schneider, Jr., Esq.
Counsel for the Appellant

Christopher S. Brown, Esq.
Counsel for the East Stroudsburg
Area School District

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

EAST STROUDSBURG AREA SCHOOL DISTRICT, *Petitioner*	:	No. 8344 CV 2015
vs.	:	
MOTEL PINES, INC., MONROE COUNTY BOARD OF ASSESSMENT REVISION, MONROE COUNTY, and SMITHFIELD TOWNSHIP *Respondents*	:	
MOTEL PINES, INC., *Appellant,*	:	No. 9630 CV 2019
v.	:	
MONROE COUNTY BOARD OF ASSESSMENT REVISION, *Appellee,*	:	
v.	:	
EAST STROUDSBURG AREA SCHOOL DISTRICT, *Intervenor*	:	

SETTLEMENT STIPULATION

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

1. These are tax assessment appeals concerning the property known by Tax Parcel Nos. 09/113436, located in Middle Smithfield Township, Monroe County, Pennsylvania (hereinafter "the Property").

2. Motel Pines, Inc. is the owner of the Properties.

3. The East Stroudsburg Area School District initiated the appeal captioned to 8344 CV 2015, which matter remained pending through the time that Motel Pines, Inc. filed the matter captioned to 9630 CV 2019. The cases together concern the real property assessment of the Property for tax years 2016 through 2020.

4. Middle Smithfield Township was properly served with notice of the school district's initial Petition and Motel Pines, Inc.'s 2019 petition, but declined to enter an appearance or otherwise participate in these matters.

5. Based upon the risks and costs of litigation, the parties have decided it is in their best interests to settle this matter on the terms and conditions set forth in this Settlement Stipulation.

6. The total assessed value of the Property for each tax year here-at-issue shall be as follows, apportioned between land and improvements at the determination of the Monroe County Assessment Office:

2016 Tax Year:	$ 297,080
2017 Tax Year:	$ 304,600
2018 Tax Year:	$ 282,520
2019 Tax Year:	$ 234,510
2020 Tax Year:	$ 1,325,000

7. The total assessment of the properties shall remain at the 2020 Tax Year figure of $1,325,000 for each subsequent tax year after 2020, unless changed by lawful means.

8. Based upon the increased assessments established by this Settlement Stipulation, the parties agree that additional amounts are owing to the taxing authorities for tax years 2016-2019 as follows:

East Stroudsburg Area School District

Tax Year	Old Assessment	New Assessment	Increase	Millage Rate	Amounts Owing
2016	$98,670	$297,080	$198,410	177.86	$35,289.20
2017	$98,670	$304,600	$205,930	177.86	$36,626.71
2018	$98,670	$282,520	$183,850	177.86	$32,699.56
2019	$98,670	$234,510	$135,840	176.81	$24,017.87
TOTAL					$128,633.34

Monroe County

Tax Year	Old Assessment	New Assessment	Increase	Millage Rate	Amounts Owing
2016	$98,670	$297,080	$198,410	21.25	$4,216.21
2017	$98,670	$304,600	$205,930	21.25	$4,376.01
2018	$98,670	$282,520	$183,850	21.25	$3,906.81
2019	$98,670	$234,510	$135,840	21.25	$2,886.60
TOTAL					$15,385.63

Smithfield Township

Tax Year	Old Assessment	New Assessment	Increase	Millage Rate	Amounts Owing
2016	$98,670	$297,080	$198,410	4.0	$793.64
2017	$98,670	$304,600	$205,930	4.0	$823.72
2018	$98,670	$282,520	$183,850	4.0	$735.40
2019	$98,670	$234,510	$135,840	4.0	$543.36
TOTAL					$2,896.12

Library

Tax Year	Old Assessment	New Assessment	Increase	Millage Rate	Amounts Owing
2016	$98,670	$297,080	$198,410	1.1	$218.25
2017	$98,670	$304,600	$205,930	1.1	$226.52
2018	$98,670	$282,520	$183,850	1.1	$202.23
2019	$98,670	$234,510	$135,840	1.1	$149.42
TOTAL					$796.42

9. To make payment of the amounts set forth in Paragraph 8, within 30 days from the date that the Order approving this Stipulation is approved, Motel Pines, Inc. shall pay:

Monroe County:	$5,128.55
East Stroudsburg Area School District:	$42,877.78
Smithfield Township:	$965.38
Library:	$265.48

One year from the date that the Order approving this Stipulation is approved, Motel Pines, Inc. shall pay:

Monroe County:	$5,128.54
East Stroudsburg Area School District:	$42,877.78
Smithfield Township:	$965.37
Library:	$265.47

Two years from the date that the Order approving this Stipulation is approved, Motel Pines, Inc. shall pay:

Monroe County:	$5,128.54
East Stroudsburg Area School District:	$42,877.78
Smithfield Township:	$965.37
Library:	$265.47

10. In the event that any of the payments set forth in Paragraph 9, above, are not timely made, then the Properties shall be listed for the next occurring Monroe County Upset Tax Sale for which adequate notice can be provided to Motel Pines, Inc. pursuant to the Real Estate Tax Sale Law, 72 P.S. 5860.101 *et. seq.*, with further proceedings thereafter conducted pursuant to the Real Estate Tax Sale Law.

11. The undersigned counsel executing this Stipulation on behalf of the parties warrant and represent that each is duly authorized to execute this Stipulation on behalf of such party.

12. This Settlement Stipulation and corresponding Court Order shall be binding on the undersigned and the undersigned's clients, and any and all successors in interest.

13. All parties hereto shall bear their own costs and expenses.

14. This Settlement Stipulation incorporates the entire understanding of the agreement between the parties.

15. This Settlement Stipulation may be signed in counterparts.

WHEREFORE, the Parties, through their undersigned counsel, respectfully request this Honorable Court enter an Order approving this Settlement Stipulation.

By: _____
Christopher S. Brown
11 North Eighth St.
Stroudsburg, PA 18360
(570) 421-5653
Attorney for East Stroudsburg Area
School District

By: _____
Jeffrey A. Durney
Royle & Durney
2937 Rte. 611, Merchants Plaza
P.O. Box 536
Tannersville, PA 18372
(570) 620-0320
Attorney for Monroe County
Board of Assessment Revision

By: _____
William B. Cramer
Cramer, Swetz, McManus & Jordan, P.C.
711 Sarah Street
Stroudsburg, PA 18360
(570) 421-5568
Attorney for Motel Pines, Inc.

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

EAST STROUDSBURG AREA SCHOOL DISTRICT, *Petitioner*	:	No. 8344 CV 2015
vs.	:	
MOTEL PINES, INC., MONROE COUNTY BOARD OF ASSESSMENT REVISION, MONROE COUNTY, and SMITHFIELD TOWNSHIP *Respondents*	:	
MOTEL PINES, INC., *Appellant,*	:	No. 9630 CV 2019
v.	:	
MONROE COUNTY BOARD OF ASSESSMENT REVISION, *Appellee,*	:	
v.	:	
EAST STROUDSBURG AREA SCHOOL DISTRICT, *Intervenor*	:	

ORDER

AND NOW, this _____ day of _____, 2020, in consideration of the Settlement Stipulation filed by the parties to this matter and attached hereto, the Settlement

Stipulation is hereby approved and entered as an Order of the Court, and the matter is settled, ended and discontinued with prejudice.

BY THE COURT:

_____

ARTHUR L. ZULICK, J.

cc: Christopher S. Brown, Esq.
William B. Cramer., Esq.
Jeffrey A. Durney, Esq.

East Stroudsburg Area School District
2020-2021 School Calendar

Approved: May 18, 2020
July 20, 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*

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: K-12 teacher in-service (First teacher day)
25-27: K-12 Staff Development (Act 80 days)
28: New Teacher Induction Last Day of Summer Recess
31: First student day

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)

October (20S/21E)

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: Columbus Day Holiday (Offices Closed)
13: 9-12 Parent/teacher conferences (Act 80:No students 9-12)

November (15E/16S)

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: K-8 Parent/teacher conferences (Act 80: No students K-8)
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)

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)

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

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

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)

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)

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 (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			

3: 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.

Memorandum of Understanding Between

PENNSYLVANIA STATE POLICE – STROUDSBURG

And

EAST STROUDSBURG AREA SCHOOL DISTRICT

July 1, 2020 – June 30, 2022

I. Introduction

A. Parties

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

PENNSYLVANIA STATE POLICE – STROUDSBURG

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

EAST STROUDSBURG AREA SCHOOL DISTRICT

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

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

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 131313-A.

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

3. Information from Student Records

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

      i. Criminal History Record Information Act, 18 Pa C.S. § 9101 et seq.

      ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.

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

      i. Comply with the Family Educational Rights and Privacy Act (hereinafter - FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99,1 et seq., and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.

      ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.

      iii. Complete reports as required by section 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 Office1 – 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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1 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 Area School District will consult with the East Stroudsburg Area School District Office of Special Education and the 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 agency 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 that 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 Coordinator shall collaborate with the Pennsylvania State Police-Stroudsburg to review for accuracy the reports from the Superintendent's Office for incidents handled by the Pennsylvania State Police-Stroudsburg's records for accuracy.

b. 15 days prior to submission of the safe school violence statistics the Chief of School Police/Safety and Security Coordinator will notify the Superintendent if the report is accurate. If the report is not accurate the Chief of School Police will indicate such.

c. If any discrepancies are found in the report, the Chief of School Police/Safety and Security Coordinator 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	School Entity
[signature]	PSP - STROUDSBURG
Chief Law Enforcement Authority	Law Enforcement Authority

Memorandum of Understanding Between

PENNSYLVANIA STATE POLICE – BLOOMING GROVE

And

EAST STROUDSBURG AREA SCHOOL DISTRICT

July 1, 2020 – June 30, 2022

I. Introduction

A. Parties

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

PENNSYLVANIA STATE POLICE – BLOOMING GROVE

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

EAST STROUDSBURG AREA SCHOOL DISTRICT

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

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

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 131313-A.

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

3. Information from Student Records

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

      i. Criminal History Record Information Act, 18 Pa C.S. § 9101 et seq.

      ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.

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

      i. Comply with the Family Educational Rights and Privacy Act (hereinafter - FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99,1 et seq., and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.

      ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.

      iii. Complete reports as required by section 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 Office1 – 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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1 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 Area School District will consult with the East Stroudsburg Area School District Office of Special Education and the 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 agency 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 that 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 Coordinator shall collaborate with the Pennsylvania State Police-Blooming Grove to review for accuracy the reports from the Superintendent's Office for incidents handled by the Pennsylvania State Police-Blooming Grove's records for accuracy.*

b. *15 days prior to submission of the safe school violence statistics the Chief of School Police/Safety and Security Coordinator will notify the Superintendent if the report is accurate. If the report is not accurate the Chief of School Police will indicate such.*

c. *If any discrepancies are found in the report, the Chief of School Police/Safety and Security Coordinator 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	School Entity
LT MICHAEL JOYCE Chief Law Enforcement Authority	PA STATE POLICE Law Enforcement Authority

RECEIVED
JUL 08 2020
BY:

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: **Robert Breiner**
Employee # **1094**
Date(s) of Services: **7/7/2020 (1:00-2:30)**
Title of Presentation/Service: **Starting to Go Paperless: Kami Basics**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian J Borek — 7/7/2020 DATE
Initiator sends to Provider to sign

Signature of Provider: Robert Breiner — 6/30/20 DATE
Provider sends to Assistant Superintendent for Curriculum & Instruction

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Ryan K. Mann — 7/8/2020 DATE
Send to the Superintendent's Office

After Board Approved **Board Approval Date**

Superintendent: _____ _____ DATE
Send back to the Initiator

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

309

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

RECEIVED
JUL 0 8 2020
BY:

Contract for In-District Services

Name of Provider: **Robert Breiner**
Employee # **1094**
Date(s) of Services: **8/11/2020 (1:00-2:30)**
Title of Presentation/Service: **Sapphire: Beyond Attendance and Grades (6th - 12th Grades)**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian J Breiner 7/7/2020
Initiator sends to Provider to sign DATE

Signature of Provider: R K B 6/30/20
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Ryan K. Mowrer 7/8/2020
Send to the Superintendent's Office DATE

After Board Approved **Board Approval Date**

Superintendent: _____
Send back to the Initiator DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

RECEIVED
JUL 0 8 2020
BY: .....

Contract for In-District Services

Name of Provider: **Regina Brotherton**
Employee # **7405**
Date(s) of Services: **7/14/2020 (1:00-2:30)**
Title of Presentation/Service: **Kami: Beyond Annotations**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian J Borch — 7/7/2020 (DATE)
Initiator sends to Provider to sign

Signature of Provider: [signature] — 6/30/2020 (DATE)
Provider sends to Assistant Superintendent for Curriculum & Instruction

Approvals:
Assistant Superintendent
For Curriculum & Instruction: [signature] — 7/8/2020 (DATE)
Send to the Superintendent's Office

After Board Approved — **Board Approval Date**

Superintendent: _____ _____ (DATE)
Send back to the Initiator

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

RECEIVED
JUL 0 8 2020
BY:

Contract for In-District Services

Name of Provider: **Regina Brotherton**
Employee # **7405**
Date(s) of Services: **7/28/2020 (9:00-10:30)**
Title of Presentation/Service: **WeVideo Screencasting: Foster and Empower Independent Learners**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian J Borosh — 7/7/2020 — DATE
Initiator sends to Provider to sign

Signature of Provider: [signature] — 6/30/2020 — DATE
Provider sends to Assistant Superintendent for Curriculum & Instruction

Approvals:
Assistant Superintendent
For Curriculum & Instruction: [signature] — 7/8/2020 — DATE
Send to the Superintendent's Office

After Board Approved — **Board Approval Date**

Superintendent: _____ — _____ — DATE
Send back to the Initiator

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

RECEIVED
JUL 08 2020
BY: .....

Contract for In-District Services

Name of Provider: **Regina Brotherton**
Employee # **7405**
Date(s) of Services: **8/4/2020 (9:00-10:30)**
Title of Presentation/Service: **Google Classroom Intermediate: Go Paperless and Increase Engagement**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian J Borash — 7/7/2020
Initiator sends to Provider to sign — DATE

Signature of Provider: [signature] — 6/30/2020
Provider sends to Assistant Superintendent for Curriculum & Instruction — DATE

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Lynn K. Moran — 7/8/2020
Send to the Superintendent's Office — DATE

After Board Approved — **Board Approval Date**

Superintendent: _____
Send back to the Initiator — DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider _____ Approved for payment _____
Initiator will distribute the copies:

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

RECEIVED
JUL 0 8 2020
BY: .....

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: **Jessica Carson**
Employee # **7036**
Date(s) of Services: **7/21/2020 (1:00-2:30)**
Title of Presentation/Service: **Harnessing the Power of YouTube in Your Classroom**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian J Bosch — 7/7/2020 DATE
Initiator sends to Provider to sign

Signature of Provider: Jessica Carson — 6/25/2020 DATE
Provider sends to Assistant Superintendent for Curriculum & Instruction

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Dan K. Mora — 7/8/2020 DATE
Send to the Superintendent's Office

After Board Approved — **Board Approval Date**

Superintendent: _____ _____ DATE
Send back to the Initiator

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

344

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

East Stroudsburg Area School District and Colonial Intermediate Unit 20 will enter into an agreement with Sweet, Stevens, Katz & Williams, LLC, who will provide proactive strategies, training, and procedures to help stop potential problems or liability that comes with new technology in the digital age.

The rate for this service will be $600.00. This contract will be in effect from August 26, 2020 through August 25, 2021.

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

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

Mr. Jon Wallitsch
Director of Fiscal Affairs

7/1/20
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

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

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3766.

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

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

The rate for this service will be $11.50 per month, for 12 months, not to exceed $138.00, plus a fee of $1.15 per minute for interpreting services. This contract will be in effect for the 2020-2021 school year.

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

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

Mr. Jon Wallitsch
Director of Fiscal Affairs

7/7/20
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

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

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide online professional development for paraeducators, teaching assistants and administrators with ParaEducator Learning Network Subscription.

The total cost for the unlimited license option is $1,499.00. This contract will be in effect from August 1, 2020 through July 31, 2021.

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

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

Mr. Jon Wallitsch
Director of Fiscal Affairs

7/7/20
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

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A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide the following web-based curriculum program licenses:

Type of License	Number of Licenses	Cost per License	Total
Unique Learning License	9	$526.78	$4,741.02

This contract shall not exceed $4,741.02 and is in effect for the 2020-2021 school year.

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

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

J Wallitsch
Mr. Jon Wallitsch
Director of Fiscal Affairs

1/1/20
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

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

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A Regional Service Agency
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Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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Colonial Intermediate Unit 20 will provide sign language interpreting services for students at the East Stroudsburg Area School District.

The cost for said services is $53.08 per hour. The total amount of this contract will be based on the total number of hours requested for each service per student. This contract is in effect for the 2020-2021 school year.

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

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

Mr. Jon Wallitsch
Director of Fiscal Affairs

7/7/20
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

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

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

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

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

The rates for this service are as follows:

Psychiatric Evaluation	$295.61
Psychiatric Amendment	$118.24
Fee for No Show Appointment	$118.24
Fee for Cancellation-Less than 48 Hours' Notice	$118.24

The total amount of this contract will be based on the total number of hours requested for each service per student, as well as any fees for no show or cancelled appointments. This contract will be in effect for the 2020-2021 school year.

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

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

Mr. Jon Wallitsch
Director of Fiscal Affairs

7/8/20
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

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

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will secure an LPN or an RN to administer medication for East Stroudsburg Area School District students while attending Community Based Instruction and/or field trips.

The rate for this service is $58.00 an hour for an LPN or RN.

The total amount of this contract will be based on the total number of hours requested. This contract is in effect for the 2020-2021 school year.

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

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

Mr. Jon Wallitsch
Director of Fiscal Affairs

7/8/20
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

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

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COLONIAL INTERMEDIATE UNIT 20
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Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide an associate teacher for direct, one-on-one services for a student attending the virtual Extended School Year program.

The total cost for said services shall not exceed $3,557.40. This contract will be in effect from July 7, 2020 through July 30, 2020.

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

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

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

Mr. Jon Wallitsch Director of Fiscal Affairs	7/7/20 Date	East Stroudsburg Area School District Superintendent	Date
		Federal ID Number	

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

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EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

RECEIVED
JUL 08 2020
BY:

Contract for In-District Services

Name of Provider: **Marjory Gullstrand**
Employee # **7141**
Date(s) of Services: **7/14/2020 (1:00-2:30)**
Title of Presentation/Service: **Library Programs/Resource (K-5th Grade)**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian Boroch — 7/7/2020 DATE
Initiator sends to Provider to sign

Signature of Provider: Marjory Gullstrand — 6/24/20 DATE
Provider sends to Assistant Superintendent for Curriculum & Instruction

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Jean K. Moran — 7/8/2020 DATE
Send to the Superintendent's Office

After Board Approved **Board Approval Date**

Superintendent: _____ _____ DATE
Send back to the Initiator

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider _____ Approved for payment _____
Initiator will distribute the copies:

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

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

RECEIVED
JUL 08 2020
BY:.....

Contract for In-District Services

Name of Provider: **Marjory Gullstrand**
Employee # **7141**
Date(s) of Services: **7/28/2020 (1:00-2:30)**
Title of Presentation/Service: **Library Programs/Resource (6th - 12th Grade)**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Marjory Gullstrand 6/23/20
Initiator sends to Provider to sign DATE

Signature of Provider: Marjory Gullstrand 6/24/20
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Lynn K. Moran 7/8/2020
Send to the Superintendent's Office DATE

After Board Approved **Board Approval Date**

Superintendent: _____
Send back to the Initiator DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

RECEIVED
JUL 1 2 2020
BY:

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: **Michelle Hallet**
Employee # **0858**
Date(s) of Services: **7/28/2020 (9:00-10:30)**
Title of Presentation/Service: **Discovery Education 101**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175**
Budget Account Number to be charged: **10-2271-121-000-30-000-004-205-000**
Audio/Visual Equipment Needed: **N/A**

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

Signature of Initiator: M Osb Hallet Michelle Osborn-Hallet — July 10, 2020 DATE
Initiator sends to Provider to sign

Signature of Provider: Brian J Borosh — July 13, 2020 DATE
Provider sends to Assistant Superintendent for Curriculum & Instruction

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Lynn K. Moore — 7/12/2020 DATE
Send to the Superintendent's Office

After Board Approved **Board Approval Date** _____

Superintendent: _____ _____ DATE
Send back to the Initiator

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

RECEIVED
JUL 08 2020
BY: .....

Contract for In-District Services

Name of Provider: **Sandra Hartman**
Employee # **10360**
Date(s) of Services: **7/14/2020 (9:00-10:30)**
Title of Presentation/Service: **Flipped and Blended Learning with Edpuzzle**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Barb Bond 7/7/2020
Initiator sends to Provider to sign DATE

Signature of Provider: 06/25/2020
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Jan K. Mora 7/8/2020
Send to the Superintendent's Office DATE

After Board Approved **Board Approval Date**

Superintendent: _____ _____
Send back to the Initiator DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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- ☐ Human Resources – Place in Presenter's File
- ☐ Staff Development Secretary
- ☐ Initiator
- ☐ Provider

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

RECEIVED
JUL 08 2020
BY: .....

Contract for In-District Services

Name of Provider: **Scott Hnasko**
Employee # **7109**
Date(s) of Services: **8/4/2020 (9:00-10:30)**
Title of Presentation/Service: **How to Use Google Slides to Create Digital Storybooks**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian Boyd 7/7/2020
Initiator sends to Provider to sign DATE

Signature of Provider: Scott P. Hnasko 7/1/20
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Lynn K. Mann 7/8/2020
Send to the Superintendent's Office DATE

After Board Approved **Board Approval Date**

Superintendent: _____
Send back to the Initiator DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

LEVIN LEGAL GROUP

ATTORNEYS AT LAW
PHONE 215.938.6378
FAX 215.938.6375

1800 BYBERRY ROAD
1301 MASONS MILL BUSINESS PARK
HUNTINGDON VALLEY, PENNSYLVANIA 19006

SENDER'S EMAIL: mlevin@levinlegalgroup.com

MICHAEL IRA LEVIN
ANNE E. HENDRICKS
ALLISON S. PETERSEN
PAUL J. CIANCI
CRAIG D. GINSBURG
DAVID W. BROWN
RICHARD B. GALTMAN
JAMES J. MUSIAL
JOSEPH J. MCALEE

July 12, 2020

Via Email Only (eric-forsyth@esasd.net)

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

Re: Engagement with the East Stroudsburg Area School District

Dear Eric:

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

Our Responsibilities and Services.

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

1. Attendance at meetings, including executive sessions and committee meetings;

2. Advising the School District administration and/or board of material information consistent with our duties representing the School District;

3. Investigation of facts for the purpose of rendering legal advice;

4. Issuance of opinion letters;

5. Preparation of contracts, requests for proposals and invitations to bid;

6. Preparation of legal notices;

7. Preparation of resolutions necessary for the business and affairs of the School District;

8. Preparation of grant applications;

9. Review and/or preparation of school board policies or administrative guidelines;

10. Representation of the School District in adversarial proceedings;

11. Acting either as advisor to the school board or prosecuting attorney at school board hearings;

12. Providing legal advice and recommendations with respect to issues and matters brought to the our attention, including such matters as governance, finance, property, pupils, employees, liability, construction, litigation, contracts, civil rights, and applicable law, regulations and ordinances;

13. Working with and cooperating with other legal counsel that may be retained by the School District;

14. Working with and cooperating with other professionals retained by the School District, including the architect, financial advisor and construction manager;

15. Negotiating contracts, administrative compensation plans, or collective bargaining agreements;

16. Providing legal seminars or training to the school board, the administration and/or to other staff;

17. Providing summaries of contracts or insurance policies;

18. Reviewing new legislation and reporting on requirements any such legislation may impose upon the School District;

19. Conducting legal audits of one or more of the School District's practices and/or policies; and

20. Such other services that may be requested or required from time-to-time by the School District.

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

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

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

1. We will not perform services that we have not been asked to perform;

2. When performing our services under this engagement, we will rely on the facts provided to us by you and will not undertake an independent investigation of the facts unless specifically requested to do so by you;

3. We will advise you if a particular service cannot be provided because we do not believe that we have sufficient competency in the applicable area of the law;

4. We will not provide services where we may be prohibited from providing such services in accordance with the Rules of Professional Responsibility due to such things as a conflict of interest that might exist with respect to a particular matter; and

5. When negotiating a contract on behalf of the School District, we will always seek to obtain provisions that are commercially reasonable, unless instructed otherwise by the School District.

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

The School District's Responsibilities

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

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

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

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

Aspects of Third Party Payor Engagements

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

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

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

Aspects of Multiple Client Engagements

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

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

Document Retention

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

Engagement Fees

Our fees for the 2019-2020 school year are as follows:

Rate	**Attorneys**
$200.00/hr.	Michael I. Levin
$190.00/hr.	Anne Hendricks, Allison Petersen, Paul J. Cianci, David Brown, Richard Galtman, James Musial, and Michael Sweeney
$180.00	Julia Ann Levin

I note that these are the same fees we have charged to the School District since at least July 2017.

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

We charge fees "portal-to-portal."

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

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

Other Engagement Matters and Limitations

(a) Management Functions

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

(b) E-mail

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

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

(c) Contract Forms and Recommendations

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

(d) Disputes

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation

proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

(e) Limitations on Damages and Indemnification

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

(f) Legal Actions

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

(g) Miscellaneous

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

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

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

Very truly yours,

LEVIN LEGAL GROUP, P.C.

Michael T. Levin

Michael I. Levin

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

ACCEPTED:

By _____

Title _____

Date _____

ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH
AGREEMENT FOR SERVICES

Approved Private Provider: **PA Treatment & Healing**
Public School District: **East Stroudsburg Area School District**

AND NOW, this _24th__ day of ____June_____, 2020, **PA Treatment & Healing,** with a principal place of operations located at149 Saw Mill Court, East Stroudsburg, PA 18301, hereafter referred to as "PROVIDER", and the **East Stroudsburg Area School District,** with a principal place of operations located at 50 Vine Street, East Stroudsburg, PA 18301 hereafter referred to as "SCHOOL DISTRICT" enter into this Act 48 Program Agreement for Services ("Agreement"), as follows:

WHEREAS, PROVIDER is providing Act 48 Alternative Education for Disruptive Youth Services; and

WHEREAS, PROVIDER is an approved private provider of educational services for disruptive youth under Act 48 and Act 30 (collectively the "Act"), whereby PROVIDER is authorized to enter into contractual arrangements with local School Districts to provide educational services to "disruptive youth" as that term is defined in the aforesaid Act; and

WHEREAS, PROVIDER has developed a specific educational program (the "Program").

NOW THEREFORE, in accordance with the aforesaid recitals, PROVIDER and the SCHOOL DISTRICT, intending to be legally bound, agree as follows:

I. DEFINITIONS

The following definitions apply regarding the text of this Agreement:

E. "TERM" For purposes of this Agreement, "Term" shall be defined as the 2020-2021 School Year;

B. "PROGRAM" For purposes of this Agreement, "Program" shall be defined as the PROVIDER Alternative Education for Disruptive Youth Program;

C. "SCHOOL DISTRICT" For purposes of this Agreement, "SCHOOL DISTRICT" shall collectively be defined as all schools of the above referenced School District, acting by and through their authorized employees, agents and representatives; and

D. "STUDENT" For purposes of this Agreement, "Student" shall be defined as an individual, enrolled in either middle school or high school, at SCHOOL DISTRICT who has been designated by the SCHOOL DISTRICT as a "disruptive youth" in accordance with the Act.

II. MATRICULATION RIGHTS

SCHOOL DISTRICT shall have the right to matriculate students into the PROVIDER Program, under the following terms and conditions:

A. SCHOOL DISTRICT shall certify to PROVIDER that the Student is "disruptive" as defined in the Act and provide all pertinent information to PROVIDER regarding said Student;

B. SCHOOL DISTRICT shall provide PROVIDER with the opportunity to conduct a pre-intake conference to include the parent or guardian and the student in an effort to determine appropriateness of this placement.

C. SCHOOL DISTRICT shall provide the courses of study to be used by the student as part of his/her curriculum, as well as a selected teaching staff representative to interact with the PROVIDER representative.

D. SCHOOL DISTRICT shall provide the curriculum, including appropriate textbooks, assignments and examinations for students matriculated if for a predetermined period of 30 school days or less, when applicable.

III. COMPLIANCE WITH DEPARTMENT OF EDUCATION GUIDELINES

A. During the entire term of this Agreement, PROVIDER and SCHOOL DISTRICT warrant to each other that they shall

both be and remain in compliance with all applicable guidelines, requirements and mandates issued by the Commonwealth of Pennsylvania, Department of Education, or any other applicable statute or ordinance regarding all aspects of the Act 48 Program referenced herein.

B. PROVIDER warrants that it shall be and remain an approved private provider of alternative educational services for disruptive youth, as defined in the Act, during the entire term of this Agreement. PROVIDER shall provide to SCHOOL DISTRICT, upon receipt of written request, a true and correct copy of the original Pennsylvania Department of Education approvals.

IV. FACILITIES

A. PROVIDER warrants that its facilities conform to all applicable State and local statutes, regulations and building and safety code requirements, in addition to fire and panic requirements of the Commonwealth of Pennsylvania and/or the Department of Community Development of the City of Scranton where applicable, and that said facilities have been approved and a current Certificate of Occupancy is on display at each facility.

B. PROVIDER shall provide to SCHOOL DISTRICT, upon receipt of written request, true and correct copies of the original permits, licenses and/or approvals.

V. ENVIRONMENTAL HEALTH AND SAFETY

A. PROVIDER warrants that the necessary precautions are taken to protect the health, physical welfare and safety of students. PROVIDER shall comply with 24 P.S. § 7-736, 7-737, 7-738, 7-739 and 7-740.

B. PROVIDER warrants that facilities shall be and remain in compliance with all such physical welfare and safety statutes, regulations, ordinances or mandates during the entire term of this Agreement.

C. PROVIDER warrants that all students and parents are informed of the PROVIDER Grievance Procedure, which is outlined in the PROVIDER Student Handbook. Student and Parental concerns are addressed in accordance with the PROVIDER Grievance Procedure.

VI. SCHOOL FOOD SERVICE

PROVIDER shall not operate any food service program, and the requirements set forth in the Guidelines for Private Alternative Educational Institutions do not apply. However, SCHOOL DISTRICT shall make arrangements for students who are determined to be eligible for the free/reduce lunch program.

VII. STAFFING

A. PROVIDER warrants that all members of its staff, in accordance with company policy, are 21 years of age or older.

B. In accordance with state regulations, PROVIDER requires all employees to provide proof of an examination by a licensed physician including verification that the employee has no communicable diseases and has been tested for tuberculosis. Verification of this examination shall be recorded in personnel files.

C. In accordance with company policy, all staff members are required to provide proof that they are citizens of the United States or hold a United States Immigration Services visa. This information is verified before an individual is hired and is on record in their personnel file

D. PROVIDER warrants that all members of its staff are required to have child abuse, criminal history clearances as a condition of employment in accordance with 23 Pa. C.S. §§ 6301-6385 (relating to the Child Protective Services Law), and 24 P.S. §§ 1-111 (relating to Background checks of prospective employees). These clearances must be renewed upon hire and then every 3 years thereafter.

E. It shall be the responsibility of PROVIDER to assure that employees have background clearances, including an FBI clearance, as required by 24 P.S. § 1-111 and 23 P.S. § 6354. PROVIDER understands that the failure to maintain appropriate background clearances of employees shall be grounds for termination of the Department of Education approval as an alternative education provider.

F. Staff hiring retention and utilization shall be in accordance with 23 Pa. C.S. §§ 6301-6385 (relating to Child Protective Services Law).

VIII. STUDENT ATTENDANCE

A. PROVIDER warrants that it shall maintain records of students' attendance in accordance with Chapter 11 of the State Board of Educational Regulations.

B. Methodology for assuring appropriate attendance records are maintained:

1. The Alternative Education Program calendar will be operated in accordance with a public school calendar within which the PROVIDER site is located. A copy of the calendar is attached.

2. The specific method for maintaining attendance records shall be a daily physical check of each student, documentation of said daily physical check in a written Attendance Log, kept on file at PROVIDER, with attempted daily contact to each parent or guardian of said student if said student is not present when school is in session.

3. PROVIDER shall forward monthly attendance records to the SCHOOL DISTRICT. Attendance records may be forwarded by PROVIDER on a more frequent basis if requested by the SCHOOL DISTRICT.

C. Students with serious mental health issues may be determined to be inappropriate for continuation of services by PROVIDER. In those situations, PROVIDER will work with the SCHOOL DISTRICT to arrange a more appropriate setting.

D. Because many of the students come to the program with a high rate of absenteeism, PROVIDER has the policy that no illegal (unexcused) days are granted.

E. Authorized absences, truancies and unexcused absences lasting five (5) days or less will be billed in accordance with the standard charge. This permits the PROVIDER staff the opportunity to locate missing students, contact families and authorities. It also assures the placement of the student upon return.

F. Absences lasting beyond the five (5) day limit will be billed in accordance with the request of the SCHOOL DISTRICT. PROVIDER staff will contact the appropriate SCHOOL DISTRICT representative before the end of the five (5) days to determine the course of action. Return placement for absentee students and all subsequent PROVIDER staff services beyond five days WILL NOT continue unless the SCHOOL DISTRICT is willing to guarantee payment for all days missed by the student up to the time of the student's return or appropriate withdrawal from the PROGRAM.

IX. STUDENT RECORDS AND REPORTS

A. PROVIDER warrants that during the entire term of this Agreement, the SCHOOL DISTRICT shall receive a written progress report for each SCHOOL DISTRICT student matriculated into the PROGRAM. The written progress reports shall include subject and credit information, progress grade information, attendance information, discipline records, teacher and staff comments regarding said student's educational progress, and any applicable staff comments regarding the student's behavior, conduct or other pertinent issue regarding or related, in any way, with the education of said student.

B. PROVIDER shall maintain students' records as follows:

1. Academics and Permanent Records

a. All test results;

b. PROVIDER quarterly progress report for each marking period and monthly reports. Copies are sent to parents, the SCHOOL DISTRICT, and the referring agency, when applicable.

c. Student Progress Report;

d. Previous school records; and

e. Other pertinent documentation as required by the Pennsylvania Department of Education.

2. Testing and Results

3. Health Records, which shall be forwarded to PROVIDER by the SCHOOL DISTRICT.

4. Miscellaneous
Includes monthly behavioral assessments, incident reports, etc.

C. Review of students' records will be provided as follows:

1. PROVIDER will forward progress reports to the SCHOOL DISTRICT monthly and quarterly. Such reports shall contain any and all information requested and shall be submitted within two weeks of the due date.

2. A quarterly review of the student's progress shall be provided to the parent or guardian, and school district representative.

3. This review shall occur more frequently at the discretion of the SCHOOL DISTRICT.

4. SCHOOL DISTRICT representatives are encouraged to visit students during program hours.

5. SCHOOL DISTRICT and PROVIDER ensure a periodic review, at a minimum at the end of every semester, for reviewing progress and or returning students to the regular classroom setting. This review shall be conducted during conferences, at a mutually convenient location, with PROVIDER, SCHOOL DISTRICT staff and parents/guardians of the student.

X. TRANSPORTATION

SCHOOL DISTRICT shall be responsible for transportation of said students to and from PROVIDER in accordance with 24 P.S. 13-1361 and 67 Pa. Code Chapter 171.

XI. REQUIREMENTS UNDER SAFE SCHOOLS

A. PROVIDER warrants that its PROGRAM complies with all provisions of Article XIII-A of the School Code.

B. PROVIDER shall comply with Article XIII-A as follows:

1. All new incidents involving acts of violence, possession of a weapon or possession, use or sale of controlled substances, or possession, use or sale of alcohol or tobacco by any person on school property shall be addressed by PROVIDER Staff immediately, the student's parents and/or guardians shall be immediately notified and consulted, appropriate disciplinary action shall be taken by PROVIDER Staff.

2. PROVIDER staff shall complete a written Incident Report. This report shall set forth the name of the student and all pertinent information regarding all new incidents by any student from the SCHOOL DISTRICT on PROVIDER property.

3. The Incident Report shall be submitted to the SCHOOL DISTRICT. The SCHOOL DISTRICT shall in turn report these incidents to the Department of Education pursuant to 24 P.S. § 13-1303-A.

4. PROVIDER shall retain a copy of the Incident Report in the student's file.

5. PROVIDER maintains working relationships with local law enforcement, as well as the county juvenile probation departments.

XII. SCHOOL HEALTH SERVICES

A. The SCHOOL DISTRICT shall assure that appropriate school health services, under Article XIV of the Public School

Code, are provided to all students matriculated at PROVIDER. Each student's participation in school health services shall be monitored and administered by the SCHOOL DISTRICT. When a student's participation is required in mandated health examinations, the SCHOOL DISTRICT shall notify PROVIDER and the student's parent/guardian, obtain any applicable parental consent, and/or obtain records if parents choose to have private exams by family physician or dentist.

Coordination of these services shall be the joint responsibility of PROVIDER and the SCHOOL DISTRICT. PROVIDER shall make arrangements with the SCHOOL DISTRICT to provide students an opportunity to receive health screenings as required under Article XIV of the Public School Code.

Records shall be forwarded to PROVIDER by the SCHOOL DISTRICT within two weeks of the student's health examinations for inclusion in the student's records.

B. All PROVIDER employees shall be trained to provide first aid services. Training shall include First Aid, cardiopulmonary resuscitation and universal precautions. Training shall include crisis intervention, behavior management, suicide prevention, and health and other special issues affecting the student population. Examples of health and other special issues include sexually transmitted diseases, seizure disorders, asthma, mental illness, substance abuse, developmental disabilities, etc.

XIII. ACADEMIC STANDARDS AND ASSESSMENTS

A. The SCHOOL DISTRICT shall assure that PROVIDER complies with academic standards and assessments under Chapter 4 of the State Board of Education Regulations in full unless specific waivers are requested by the SCHOOL DISTRICT under 24 P.S. 19-1902C and/or 22 Pa. Code 4.82 and approved by the Department of Education.

B. PROVIDER shall provide basic education, which includes a core curriculum of math, social studies, English, science, and literature. Physical education /health and life skills instruction are also components of the program.

C. PROVIDER shall comply with 24 P.S. §15-1547 (relating to instruction in alcohol, chemical and tobacco abuse).

XIV. SPECIAL EDUCATION SERVICES AND PROGRAMS

A. SCHOOL DISTRICT warrants that special education services and provisions required under Chapter 14 of the State Board of Education regulations and 34 CFR Part 300 (relating to Assistance to States for the Education of Children With Disabilities) of the Department of Education Standards are strictly followed.

B. SCHOOL DISTRICT warrants that no student who is eligible for special education services pursuant to the Individuals with Disabilities Act (Public Law 91-230, 20 U.S.C. Section 1400 et seq.) shall be deemed a disruptive student, except as provided for in 22 Pa. Code Section 14.143(relating to Disciplinary placements).

C. SCHOOL DISTRICT shall establish and implement procedures to appoint an IEP team as defined in 22 Pa. Code Section 14.154 (relating to IEP) and 34 CFR 300.344 (relating to IEP team). The IEP team established by the SCHOOL DISTRICT shall, in accordance with 34 CFR 300.346 (relating to Development, review, and revision of IEP) and 34 CFR 300.347 (relating to Content of IEP), determine the appropriate placement for the student. In accordance with 34 CFR 300.345(c), the SCHOOL DISTRICT warrants that a consultation with the student, parent/guardian will occur securing the student, parents/guardians written approval to enroll the student in the PROVIDER program. SCHOOL DISTRICT warrants that it complies with requirements identified in 34 CFR Part 300, Subpart E, Procedural Safeguards, Due Process Procedures for Parents and Children.

D. PROVIDER does not warrant a Certified Special Education Teacher will be employed at each facility and/or for the term of this Agreement. Any services that are not provided by PROVIDER or cannot be provided by PROVIDER during the period of enrollment shall be the responsibility of the SCHOOL DISTRICT and the student shall be considered as a "dual enrollment" under applicable law.

E. Prior to the matriculation of a student who is eligible for special education services into PROGRAM, SCHOOL DISTRICT shall determine the appropriateness of the student's placement in an alternative education setting. SCHOOL DISTRICT is responsible for determining, on a case-by-case basis, if the requirements of a student's IEP can be met in the PROGRAM. The SCHOOL DISTRICT shall update the student's IEP to reflect the decision to enroll the student in the PROGRAM.

F. Provided that the SCHOOL DISTRICT deems the alternative education placement appropriate for a student who is eligible for special education services, PROVIDER, as an independent contractor of the SCHOOL DISTRICT, shall implement the IEP of designated students under the supervision of the SCHOOL DISTRICT personnel, as defined in 34 CFR 300.23 (relating to Qualified Personnel), who have participated in the development of the student(s) IEP.

G. If a student is enrolled and it is later determined that the student should be evaluated under applicable Special Education provisions, including the I.D.E.A. "Child Find" provisions and related reporting (34 CFR 300.125), PROVIDER will notify the SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to fully comply with the applicable law regarding the identification and evaluation of said student for Special Education Services.

XV. IDENTIFICATION OF ELIGIBLE STUDENTS

A. In accordance with the provisions set forth in 24 P.S. Section 1901-C(5), the SCHOOL DISTRICT shall set forth its internal policies to identify those SCHOOL DISTRICT students who are eligible for the PROGRAM, and said internal policies shall comply with the informal hearing procedures set forth in 22 Pa. Code 12.8(c).

B. Assurances that notice of the hearing shall precede placement in the PROGRAM. Where the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed from the regular educational curriculum with notice and a hearing to follow as soon as practicable.

XVI. EXEMPTION FROM STATUTORY REQUIREMENTS

A. PROVIDER, as an Act 48 Alternative Educational Services Provider, shall be exempt from all statutory requirements established in the School Code and from regulations of the School Board of Education, with the exception of those statutory requirements identified in 24 P.S. 1902-E(3).

B. PROVIDER warrants that it complies with those statutory requirements identified in 24 P.S. 1902-E(3) and all additional statutory provisions, regulations, ordinances or legal mandates regarding PROVIDER'S operations as a private Act 48 Alternative Educational Services Provider.

XVII. HOLD HARMLESS PROVISION - INDEMNIFICATION

A. PROVIDER, as an independent contractor in respect to its performance under this Agreement, confirms and agrees that it shall be fully liable for any and all damages and costs of any kind resulting from any legal challenge(s) regarding the PROGRAM, and/or the actions of PROVIDER as the Private Alternative Education Provider. The SCHOOL DISTRICT and the Board of School Directors shall not be liable for any activity or operation related to PROVIDER.

B. PROVIDER hereto shall not be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, epidemic, strike, acts of God or the public enemy, unusually severe weather, legal acts of the public authorities, or delay or default which cannot reasonably be foreseen or provided against.

C. PROVIDER and SCHOOL DISTRICT agree to hold each other harmless and indemnify each other from all claims, causes of actions, or litigation, including expenses, costs and attorney's fees, said indemnification including without limitation the PROVIDER Board of Directors, Officers, and SCHOOL DISTRICT Administrators, Board Members as follows:

1. To the extent that any claim is asserted regarding the compliance or failure to comply with the I.D.E.A. or other applicable Special Education requirement, or to the extent that the SCHOOL DISTRICT fails to fulfill any terms, covenant or condition of this Agreement, the SCHOOL DISTRICT agrees to hold PROVIDER harmless and indemnify said approved private provider regarding any claims related to the same, including all costs and attorney fees;

2. To the extent that any claim of negligence is asserted by a third party regarding PROVIDER failure to comply with applicable State statutes or regulations and fails to fulfill any term, covenant or condition of this Agreement, causing the SCHOOL DISTRICT to be a Defendant in litigation by a third party, PROVIDER agrees to hold the SCHOOL DISTRICT harmless and indemnify the SCHOOL DISTRICT including costs and attorney's fees.

XVIII. INSURANCE

A. PROVIDER shall, at its sole cost and expense, procure and maintain in full force and effect, liability insurance for its employees and the PROGRAM. Liability insurance shall carry an Aggregate Limit in an amount equal to or greater than $1,000,000 and $1,000,000 per occurrence.

B. All insurance provided for in this section shall be obtained under valid and enforceable policies issued by insurers of recognized responsibility that are licensed to do business in the Commonwealth of Pennsylvania.

C. In addition to the liability insurance coverage, PROVIDER agrees to provide, and maintain at all times during the term of this Agreement, worker's compensation insurance.

D. In addition to the insurance coverage specified above, PROVIDER shall obtain any other insurance coverage as may be required by law.

E. PROVIDER shall provide to SCHOOL DISTRICT, upon receipt of written request, a true and correct copy of liability coverage.

XIX. INSOLVENCY OF SCHOOL DISTRICT

If SCHOOL DISTRICT is or becomes insolvent, is declared a Distressed District under applicable Pennsylvania law, or is unable to pay any amounts due hereunder as said payments become due, then this contract shall automatically terminate upon the election of PROVIDER and all payments required hereunder for the remaining Term shall be accelerated and become automatically due and payable to PROVIDER within ten (10) calendar days. If said payment is not received, all SCHOOL DISTRICT students and related records shall not be entitled to continue to be matriculated at PROVIDER and said records shall be forwarded by PROVIDER to the SCHOOL DISTRICT. If said payment is received, the matriculated SCHOOL DISTRICT students shall be entitled to remain for the remainder of the applicable Term.

XX. CONFIDENTIALITY

PROVIDER and the SCHOOL DISTRICT, their agents and employees shall perform their respective obligations under this agreement in such a manner as to insure HIPAA compliance with respect to records, names, and identities of persons referred to the PROGRAM, shall remain confidential, except as disclosure is permitted by law or as required for fulfillment of the terms of this Agreement.

XXI. TERMINATION

A. If either party fails to fulfill in a timely or proper manner its obligations under this Agreement, or if either party violates any of the covenants or stipulations of this Agreement, the party injured thereby shall thereupon have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

B. PROVIDER agrees that the SCHOOL DISTRICT retains the right to terminate or not to renew this Agreement, after written notice of default and a thirty (30) day opportunity to cure said default by PROVIDER.

C. SCHOOL DISTRICT agrees that PROVIDER retains the right to terminate or not to renew this Agreement, after written notice of default and a thirty (30) day opportunity to cure said default by SCHOOL DISTRICT for any of the following reasons:

1. One or more material violations of this Agreement;

2. Failure to timely comply with PROVIDER'S requests for information regarding any matriculated students, or failure to comply with PROVIDER staff regarding matriculation procedures set forth herein;

3. Failure to make any payment required hereunder or pay any PROVIDER invoice when due;

4. Violations of any provisions in Act 48 of the Pennsylvania School Code;

5. Violations of any provisions of state or federal law from which the SCHOOL DISTRICT has been exempted; the SCHOOL DISTRICT or their Board of School Directors has been indicted for and convicted of fraud.

D. All contractual matters relating to the provision of the service by PROVIDER shall, upon termination by either party, be settled within thirty (30) days of the date of termination by the rendering of a bill marked "final bill" by PROVIDER to the SCHOOL DISTRICT.

XXII. ASSIGNMENT

PROVIDER agrees that this Agreement may not be assigned or transferred by PROVIDER or SCHOOL DISTRICT and that this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the SCHOOL DISTRICT.

XXIII. COMPLIANCE

PROVIDER agrees that this Agreement is subject to all applicable Federal, State and local laws and regulations, policies and procedures of the Commonwealth of Pennsylvania, Department of Public Education and the Federal Government.

XXIV. SEPARABILITY

PROVIDER agrees that in the event that any provision of this Agreement shall or become invalid or unenforceable in whole or in part for any reason whatsoever, the remaining provisions shall, nevertheless, be valid and binding as if such invalid or unenforceable provision had not been contained in this Agreement.

XXV. NON-DISCRIMINATION CLAUSE

Both parties agree to abide by all federal and state laws prohibiting discrimination in admissions, employment and operation on the basis of disability, race, creed, gender, national origin, religion, ancestry, need for special education services, subject to PROVIDER'S right to receive waivers from the same or PROVIDER'S rights of noncompliance as set forth in Act 48 or other legal standard.

XXVI. ANNUAL REPORT

The SCHOOL DISTRICT must submit to the Pennsylvania Department of Education (PDE), by the PDE requested due date, an alternative education end-of-year report that is required by PDE to comply with Section 1903-C.

The SCHOOL DISTRICT shall notify PROVIDER at the beginning of the Agreement Term if PROVIDER will be needed to assist the SCHOOL DISTRICT with part of the Pennsylvania Department of Education on-line end-of-year report. PROVIDER shall comply with the SCHOOL DISTRICT request and comply with the PDE required due date.

XXVII. JURISDICTION AND VENUE

PROVIDER and SCHOOL DISTRICT agree that any lawsuit, action, claim, or legal proceeding involving, directly or indirectly, any matter arising out of or related to this Agreement, or the relationship created or evidenced thereby, shall be brought exclusively in the United States District Court for the Middle District of Pennsylvania or the Court of Common Pleas of Northumberland County. It is the express intent of the Parties that jurisdiction over any lawsuit, action, claim, or legal proceeding shall lie exclusively in either of these two forums.

XXVIII. MISCELLANEOUS

A. This Agreement may be executed in counterpart. Scanned and emailed copies of signatures shall serve as acceptable substitutes for original signatures, and shall be legally binding. By executing this Agreement, each party hereto ratifies that all necessary Board action has been approved and obtained prior to the execution hereof and each party shall be entitled to rely upon the compliance with said rules, regulations and statutes.

B. All notices or requests, as outlined in this Agreement, shall be delivered via certified mail, return receipt requested or Federal Express delivery service to the addresses set forth in the Agreement.

XXIX. MODIFICATION

Any alteration, variation, modification or waiver of a provision of this Agreement shall be valid only when reduced to writing, duly signed by the parties of this Agreement, and attached to the original of the Agreement.

XXX. ENTIRE AGREEMENT

This Agreement contains the entire understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, except as herein contained. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof.

XXXI. PAYMENT POLICY

SCHOOL DISTRICT shall compensate PROVIDER for the Program services rendered to Students, as follows:

A. The SCHOOL DISTRICT shall provide PROVIDER with all required documentation by the Pennsylvania Department of Education.

B. All invoices will be mailed by PROVIDER before the 10th calendar day of each month for services rendered in the preceding month.

C. Payment is preferred within 30 days of date of invoice; however, 60 days is allotted for payment receipt with a 1% late charge assessed.

D. The Alternative Education Program calendar will be operated in accordance with a public school calendar within which the PROVIDER site is located.

E. Closure and delay in the event of snow emergencies will be determined in accordance with the public school district within which the center is located. Closure of the student's home school district does not affect the operation of the PROGRAM. If a student cannot attend PROVIDER as a result of a snow emergency for a day during which PROVIDER continues to conduct classes, payment for that day will be expected, and a "make up" day will not be scheduled. The day(s) missed by the student for this type of absence will be considered an excused absence.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereby set their hands and seals, causing this Agreement to be executed and legally binding.

ATTEST: **East Stroudsburg Area School District**

_____ _____

Secretary Authorized Signature / Title

ATTEST: **PA Treatment & Healing**

Stephen Gaito

Stephen Gaito
Regional Director

ATTACHMENT A

2020-2021 AGREEMENT FOR SERVICES ADDENDUM

Approved Private Provider: **PA Treatment & Healing (PATH)**

This ADDENDUM is effective for the 2020-2021 school year with PA Treatment & Healing, an Act 48 Approved Private Provider.

NOW THEREFORE, this Addendum, Labeled **ATTACHMENT A**, shall be included with the original agreement, as referenced in the applicable Section XXXI, PAYMENT POLICY.

PROVIDER shall assess per diem rates as follows:

PATH CENTER	Days of instruction are in accordance with the following public school calendar:	2020-2021 DAILY TUITION RATE
EAST STROUDSBURG	East Stroudsburg School District	$90

PATH CENTER	Days of instruction are in accordance with the following public school calendar:	2020-2021 Special Education AEDY rate per day
EAST STROUDSBURG	East Stroudsburg School District	$95

Revised Copy 6/24/2020

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*

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

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)

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)

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)

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)

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

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

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)

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)

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

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			

4: Last Student Day
Last Teacher Day (Early Dismissal)

*- These holidays in accordance with 6 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.

MEMORANDUM OF UNDERSTANDING
Between

EAST STROUDSBURG AREA SCHOOL DISTRICT

And

POCONO SERVICES FOR FAMILIES AND CHILDREN HEAD START PROGRAM

This Memorandum of Understanding is for the purpose of coordinating mutually beneficial activities of the parties involved to provide effective services for children and families served. This agreement shall be in affect from July 1, 2020 through June 30, 2021 and will be reviewed annually for necessary updates.

PURPOSE

The purpose of this agreement is to describe the responsibilities of each agency and to provide guidance for coordination and cooperation between local education agencies and Head Start. In order to meet new requirements of the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA), requiring local educational agencies (LEAs) receiving Title I funds to:

1. Establish channels of communication between school staff and Head Start staff;
2. Receive and transfer children's records, enrollment, parent communication;
3. Conduct parent meetings with Head Start teachers and kindergarten or elementary school teachers;
4. Organize and participate in joint transition-related training of Head Start staff, school staff, and early childhood education staff, as appropriate; and
5. Link LEA educational services with Head Start agency services.

Required Activities

Activity 1: Establish channels of communication between school staff and their counterparts.

Communications will occur between Angela Byrne, ESASD and Dorothy Borden, PSFC/Head Start on a quarterly basis to discuss issues of activity implementation.

Specifics of local communications between ESASD school building staff and the respective PSFC/Head Start program sending students to each specific school building is detailed in our coordinated transition plan (attached).

Activity 2: Develop and implement a systematic procedure for receiving records regarding children who will attend the schools of LEA.

PSFC/Head Start will assure the program compiles records of children transitioning into ESASD and seek parent consent to transfer these records. Records will be shared with ESASD no later than the 31st day of May. ESASD will receive, file, and utilize the files shared with them. ESASD will assure the kindergarten teacher who will be responsible for a transferring child has access and utilizes the information shared with them from PSFC/Head Start.

ESASD will provide information to PSFC/Head Start with information related to former PSFC/Head Start students' growth and progress through third grade. PSFC/Head Start will provide parent written consent to track progress with ESASD.

Activity 3: Conduct and attend meetings involving parents, kindergarten or elementary school teachers, and Head Start teachers, or, if appropriate, teachers from other early childhood education programs, to discuss the developmental and other needs of individual children.

ESASD and PSFC/Head Start will coordinate an annual meeting with families and receiving school staff to discuss the developmental and other needs of individual children. A district wide event will occur annually and local meetings between ESASD school building staff and the respective PSFC/Head Start program sending students to each specific school building will occur as detailed in our coordinated transition plan (attached).

Activity 4: Joint transition-related training will occur between LEA and Head Start on a biannual basis.

ESASD Kindergarten staff will meet twice a year with PSFC/Head Start staff during Kindergarten Grade level meetings for the purpose of networking and communication of curriculum practices and child expectations. Planning for these meetings will be under the guidance of Angela Byrne, ESASD and Dorothy Borden, PSFC/Head Start.

ESASD and PSFC/Head Start will participate in school visits and professional development opportunities as scheduled with Angela Byrne, ESASD and Dorothy Borden, PSFC/Head Start.

Activity 5: LEA will link the educational services provided by such LEA with the services provided by the local Head Start agencies.

ESASD and PSFC/Head Start will coordinate efforts to ensure that families have the necessary information to access high-quality early childhood care and education. PSFC/Head Start will collaborate and coordinate with public and private entities to improve the availability of quality services to Head Start children and their families. In addition, ESASD will offer school spaces for PSFC/Head Start family events, and, if feasible, to expand PSFC/Head Start services into specific school buildings.

Signatures indicating agreement:

School District (Center) Representative(s): Date:

_____ _____

_____ _____

County Head Start (Program) Representative(s): Date:

Dorothy Borden 07/08/2020

_____ _____

RECEIVED
JUL 0 8 2020
BY:

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: **Anna Przybylski**
Employee # **4724**
Date(s) of Services: **7/7/2020 (9:00-10:30)**
Title of Presentation/Service: **Google Classroom for Beginners**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian J Bosch — 7/7/2020 DATE
Initiator sends to Provider to sign

Signature of Provider: Anna Przybylski — 6/26/2020 DATE
Provider sends to Assistant Superintendent for Curriculum & Instruction

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Ryan K. Mosier — 7/8/2020 DATE
Send to the Superintendent's Office

After Board Approved — **Board Approval Date**

Superintendent: _____ _____ DATE
Send back to the Initiator

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider _____ Approved for payment _____
Initiator will distribute the copies:

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

350

RECEIVED
JUL 0 8 2020
BY:

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: **Anna Przybylski**
Employee # **4724**
Date(s) of Services: **8/4/2020 (1:00-2:30)**
Title of Presentation/Service: **Google Classroom (with some Experience)**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Buddy Bonash 7/7/2020
Initiator sends to Provider to sign DATE

Signature of Provider: Anna Przybylski 6/26/2020
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Ryan K. Mason 7/8/2020
Send to the Superintendent's Office DATE

After Board Approved **Board Approval Date**

Superintendent: _____
Send back to the Initiator DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

RECEIVED
JUL 08 2020
BY: .....

Contract for In-District Services

Name of Provider: **Rhoadhouse Andrea**
Employee # **4166**
Date(s) of Services: **8/11/2020 (9:00-10:30)**
Title of Presentation/Service: **Sub Plans: Learning Happening When You are Gone**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian Bonar — 7/7/2020
Initiator sends to Provider to sign — DATE

Signature of Provider: — 6/24/2020
Provider sends to Assistant Superintendent for Curriculum & Instruction — DATE

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Ryan K. Moran — 7/8/2020
Send to the Superintendent's Office — DATE

After Board Approved — **Board Approval Date**

Superintendent: _____ _____
Send back to the Initiator — DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

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RECEIVED
JUL 0 8 2020
BY:

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: **Angela Schembeck**
Employee # **4791**
Date(s) of Services: **8/11/2020 (9:00-10:30)**
Title of Presentation/Service: **Jamboard - Interactive whiteboard with Google Meet**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian Bond — 7/7/2020
Initiator sends to Provider to sign — DATE

Signature of Provider: Angela Schembeck — 6/24/20
Provider sends to Assistant Superintendent for Curriculum & Instruction — DATE

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Ryan K. Moran — 7/8/2020
Send to the Superintendent's Office — DATE

After Board Approved — **Board Approval Date**

Superintendent: _____ _____
Send back to the Initiator — DATE

Upon Completion of Presentation/Service the Initiator will complete.
Comments on services

Total due provider _ Approved for payment
Initiator will distribute the copies:

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

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RECEIVED
JUL 0 8 2020
BY:

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: **Lori Soskil**
Employee # **7472**
Date(s) of Services: **8/4/2020 (1:00-2:30)**
Title of Presentation/Service: **Organizing Your Google Drive**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian J Borosh — 7/7/2020 (DATE)
Initiator sends to Provider to sign

Signature of Provider: Lori Soskil — June 29, 2020 (DATE)
Provider sends to Assistant Superintendent for Curriculum & Instruction

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Ryan K. Mann — 7/8/2020 (DATE)
Send to the Superintendent's Office

After Board Approved — **Board Approval Date**

Superintendent: _____ _____ (DATE)
Send back to the Initiator

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

SWEET | STEVENS | KATZ | WILLIAMS

STANDARD AGREEMENT FOR FEES, COSTS AND EXPENSES FOR REPRESENTATION OF PUBLIC EDUCATIONAL ENTITIES
July 1, 2020

Sweet, Stevens, Katz & Williams LLP (SSKW) was formed in 1995 by nine experienced education lawyers who created the first private law practice in Pennsylvania dedicated entirely to Education Law. Today, we have attorneys in three offices serving school and municipal entities in more than 50 counties in the commonwealth.

For those clients, we provide legal representation as requested in areas of school and municipal law including serving in the role of solicitor and/or special counsel in the following areas:

- Audit and Bond Solicitation Reviews
- Civil Rights Defense
- Construction, Zoning and Land Use
- Educational Technology
- Employment Discrimination
- Labor and Employment
- Litigation Hold
- Municipal Law
- Special Education
- Student Services
- Tax Assessment Appeals

Our extensive experience in serving many different school districts/entities and municipalities affords us the ability to draw on other client experiences to provide prompt and definitive solutions while handling every issue with the utmost confidence and sensitivity.

We do not require a fixed retainer fee in advance, and our billings are based upon services actually performed during the preceding billing period. Using this approach, our clients have used our services on an "as needed" basis and are only charged if services have been requested and provided.

Hourly Rate for Services

The standard basis for fees for services rendered is based upon calculation of hourly chargeable time applied to an hourly rate. Our current hourly rates for chargeable time vary, depending upon the complexity of the matter involved. For routine matters, our standard hourly rate for chargeable time is $160/hour for attorneys and $125/hour for legal assistants. Our fees for non-routine matters are $195/hour for attorneys and $125/hour for legal assistants.

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Non Routine Services
Non-routine situations involving the higher hourly rate are those matters in which a case or controversy has arisen or may arise by virtue of threatened litigation, circumstances in which the client is contacted by an attorney representing a specific client, actual litigation, hearing requests, citizen complaints, defense of complaints filed in court or before agencies, or hearings before the school board itself. These situations also include negotiation with parties concerning litigation settlements, special education matters, student residency disputes, student and employee discipline matters, grievance processing where a specific grievance has been filed, grievance arbitrations, collective bargaining where we represent the district as its negotiator, construction matters and tax matters.

Routine Services
All advice, phone calls, opinions, document review, Right-To-Know responses, analysis or development of board policy or procedure, contract reviews, research, and other activities not covered by the preceding are considered routine.

Time Billed
During the course of representation we record chargeable time devoted to a client's matter in fractions of hours in periods of two tenths of an hour. Any time beyond a two tenths of an hour will be billed at the next full tenth of an hour. Absence from our office on behalf of our clients is also recorded on the same basis. We do minimize travel time whenever possible.

We reserve the right to decline to perform or to continue to perform requested services at any time. At the end of any month that more than minimal services are rendered, we routinely provide a computerized description of the nature, date and amount of time attributable to each entry, along with our invoice for the period.

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

As solicitor, we charge one-half of bond counsel's fee to render a requested opinion.

We charge a flat fee of $225.00 for preparation of audit opinion letters when we are requested to do so by you, your accountants, or state auditors. This covers the cost of our internal review where such a letter is provided. We also quote a separate fee where we are asked to provide an opinion involving a financing or to provide in-service training.

What We Do NOT Charge for

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

On occasion, when developing a generally applicable opinion and guidance on a novel topic or change in the law, we will, with permission of individual clients, pool time across multiple clients so costs for such generally applicable opinions and guidance are minimized for each individual client.

What Might Affect the Above

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

By virtue of our experience in the area of school and municipal law, we constantly seek to make productive use of our time and to thereby provide our services efficiently. Frequently, difficult questions encountered by our clients are questions with which we have previously dealt. It is a source of professional pride that we are able to minimize chargeable time spent on many questions based on SSKW's collective experience and singular focus on advising public entities.

We welcome the opportunity to help you, we are confident you will be more than satisfied with the value of our services, and we look forward to working with you in the year ahead.

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

THE BOLLINGER LAW FIRM, LLC
104 ROCK ROSE LANE, RADNOR, PENNSYLVANIA 19087-3736

July 7, 2020

Sent by Electronic and First Class Mail

Brian Borosh, Director of Technology
Patricia L. Rosado, Administrative Assistant to the Superintendent & Board Secretary
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Re: Letter Regarding The Bollinger Law Firm, LLC Legal Services: 2020 - 2021

Dear Brian and Patricia,

Pursuant to your request, below is a list of the legal counsel and other legal services that The Bollinger Law Firm, LLC provides to the East Stroudsburg Area School District (ESASD). We are responding to the items you requested based on FY 2020– 2021.

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

Law Firm:	*The Bollinger Law Firm, LLC*
Lead Attorney(s):	*Dorothy M. Bollinger, Esquire*
Address:	*104 Rock Rose Lane, Radnor, PA 19087*
Contact:	*Phone: 610-688-6883* *Fax: 610-688-6885* *Website: www.bollingerlawfirm.com* *Email Address: dbollinger@bollingerlawfirm.com*
Legal Services:	*General legal advice and special legal advice relating to areas of technology, such as Internet, computer, information, technology, intellectual property, data security, artificial intelligence, machine learning, social media, software, online applications (Apps), cyberprivacy, cybersecurity, and cloud computing, and the preparation of policies, regulations, procedures, contracts, and other documents relevant to the above.*

2. Proposed hourly rate for legal services for the period of July 1, 2020 - June 30, 2021.

Hourly Rate:	*$225. (no increase; rate has not changed for the past 12 years)*
Retainer:	*None*
Discounted or Varied Rate:	*Negotiated Flat Fee Price for some legal services*

3. Professional Vitae.

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Please see enclosed Attorney Profile.

It has been our pleasure to work with you and numerous ESASD employees over the past 12 years and look forward to working with you and other ESASD employees in FY 2020 – 2021. I would be pleased to discuss any questions you may have at any time.

Sincerely,

Dorothy M. Bollinger

DMB:d
Enclosure



THE BOLLINGER LAW FIRM, LLC

104 ROCK ROSE LANE, RADNOR, PENNSYLVANIA 19087-3736

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

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

She prepares technology policies, such as acceptable use, cloud, social media, "app", electronic communication device, privacy, cybersecurity, data protection, data breach, copyright, Internet of Things (IoT), artificial intelligence, machine learning, website, and other electronic communications and data policies.

She negotiates and drafts Internet, computer, information, technology, media, copyright, and telecommunications contracts, for example: cyberprivacy, cybersecurity, IoT, text messaging platform, app, software, IT service and maintenance, and website privacy policy and terms of use contracts.

Dotti advises on the regulatory aspects of privacy protection, artificial intelligence, and encryption, and data security standards. Likewise, she counsels on eData compliance management.

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

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

Professional Activities

Dotti serves as an adjunct professor at Temple University's Beasley School of Law, where she teaches *Cyberprivacy Law*, *Internet of Things (IoT) Law,* and *Current Issues in Cyberlaw*. She has developed a reputation for providing informative, interesting, thought-provoking, and cutting-edge training sessions and presentations at companies, schools and at national, state, and local conferences. She has co-authored a book, *Cyberbullying in Social Media within Educational Institutions: Featuring, Student, Employee, and Parent Information,* which was published by Roman & Littlefield.

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

Education

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

Bar Admissions

- Pennsylvania
- New Jersey

Court Admissions

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

Memberships

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

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RECEIVED
JUL 08 2020
BY: .....

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: **Billie Trauschke**
Employee # **7003**
Date(s) of Services: **7/28/2020 (1:00-2:30)**
Title of Presentation/Service: **Google Forms**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian Fenoff — 7/7/2020 DATE
Initiator sends to Provider to sign

Signature of Provider: [signature] — 05/25/2020 DATE
Provider sends to Assistant Superintendent for Curriculum & Instruction

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Ryan K. Moser — 7/8/2020 DATE
Send to the Superintendent's Office

After Board Approved **Board Approval Date**

Superintendent: _____ _____ DATE
Send back to the Initiator

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider_____ Approved for payment_____
Initiator will distribute the copies:

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

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RECEIVED
JUL 0 8 2020
BY:

EAST STROUDSBURG AREA SCHOOL DISTRICT
Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: **Lisa Vitulli**
Employee # **1083**
Date(s) of Services: **7/21/2020 (9:00-10:30)**
Title of Presentation/Service: **Digital Breakout Using Google Forms**
Purpose of Presentation/Service: **Tech Tip Tuesdays Live**
Total Time Required for Presentation/Service: **2 hours**
Presentation/Service Facility: **Virtual**
Maximum Number of Participants: **250**
Presentation/Service Rate: **$175.00**
Total Estimated Cost of Proposed Presentation/Service: **$175.00**
Budget Account Number to be charged: ***10-2271-121-000-30-000-004-205-000***
Audio/Visual Equipment Needed: ***N/A***

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

Signature of Initiator: Brian J Boyer — 7/7/2020
Initiator sends to Provider to sign DATE

Signature of Provider: Lisa Vitulli — July 5, 2020
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:
Assistant Superintendent
For Curriculum & Instruction: Ryan K. Mann — 7/8/2020
Send to the Superintendent's Office DATE

After Board Approved **Board Approval Date**

Superintendent: _____ _____
Send back to the Initiator DATE

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider _____ Approved for payment _____
Initiator will distribute the copies:

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

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

AMENDMENT TO CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500, to provide Professional Development services in accordance with the Title IIA program at nonpublic schools, originally approved on August 28, 2019 is amended as follows:

Amend the contract increasing the shall not exceed amount from $18,118.00 to $18,216.00 due to a funding adjustment.

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

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

03 / 25 / 2020			
Dr. Christopher S. Wolfel Executive Director	Date	East Stroudsburg Area School District Superintendent	Date
04 / 23 / 2020			
Mrs. Elizabeth A. Hoagland Secretary to the Board	Date	Federal ID Number	

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

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

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

RECEIVED
SEP - 3 2019

APPENDIX TO CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500, shall be contingent on the following information:

Colonial Intermediate Unit 20 will provide Professional Development services in accordance with the Title IIA program at nonpublic schools.

The total cost for said services shall not exceed ~~$48,448.00~~ $18,216. This contract will be in effect from August 19, 2019 through September 30, 2020. CDW

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

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

Dr. Christopher S. Wolfel Executive Director	08/28/2019 Date	East Stroudsburg Area School District Superintendent	SEP 03 2019 Date
Mrs. Elizabeth A. Hoagland Secretary to the Board	08/29/2019 Date	23-1669371 Federal ID Number	

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

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-8405, TDD/TTY Hearing Impaired (610) 252-3786.

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LETTER OF AGREEMENT
Between
THE EAST STROUDSBURG AREA SCHOOL DISTRICT
and
THE COLONIAL INTERMEDIATE UNIT 20

Title IIA Nonpublic Programs and Services

This agreement is made and entered into as of the 19th day of August 2019, by and between the **EAST STROUDSBURG AREA SCHOOL DISTRICT** (hereinafter referred to as the "School District") and the **COLONIAL INTERMEDIATE UNIT 20.**

1. **TERM**
The Term of this Agreement shall commence on **August 19, 2019 and terminate on September 30, 2020.**

2. **DESCRIPTION**
Upon the terms and conditions set forth herein, the East Stroudsburg Area School District requests that the Colonial Intermediate Unit 20 provide Title IIA services in accordance with ESSA Nonpublic requirements for Title IIA programs and services at the following nonpublic schools: Notre Dame Elementary School (East Stroudsburg), Notre Dame Jr./Sr. High School, and Summit School of the Poconos.

Such services will be secular, neutral, and non-ideological. The Colonial Intermediate Unit 20 agrees to comply with all Title IIA statutory and regulatory requirements.

3. **FEES AND PAYMENT**
   3.1 In consideration of the services mutually agreed upon as described herein, East Stroudsburg Area School District shall pay the Colonial Intermediate Unit 20 ~~$18,118~~ $18,216 as determined by their allocation. CDW
   3.2 The Colonial Intermediate Unit shall invoice the School District quarterly for services rendered, including 8% indirect cost. The dates the School District shall be invoiced are: October 15th, January 15th, April 15th, & July 15th. Payment must be received by the Colonial Intermediate Unit 20 within 30 days of the invoice date.

4. **COLONIAL INTERMEDIATE UNIT 20 RESPONSIBILITIES:**
   4.1 To contact school districts within own geographical IU area who have a nonpublic school within their geographic boundary
   4.2 Provide a School District the contact information at Colonial Intermediate Unit 20 Unit for questions
   4.3 To provide services as outlined in the statement of work
   4.4 To assure all financial and legal responsibilities involved in providing professional development services
   4.5 Any other responsibilities necessary to conduct the program as intended
   4.6 Provide the School District with the data necessary to complete their Title IIA nonpublic responsibilities
   4.7 Provide the School District access to the program at any time

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5. SCHOOL DISTRICT RESPONSIBILITIES

5.1 Provide the local IU the names of the participating nonpublic schools and their allocations

5.2 Inform the Colonial Intermediate Unit 20 of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original funding allocation

5.3 Pay the invoice to Colonial Intermediate Unit based on the participating School District's nonpublic allocations

6. MISCELLANEOUS

6.1 The Colonial Intermediate Unit 20 maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.

6.2 The Colonial Intermediate Unit 20 shall indemnify, defend, and hold harmless the School District from any and all losses, damages, claims or costs, including attorney's fees, arising from any act or omission of the Colonial Intermediate Unit 20, its officials, agents, or employees.

6.3 The East Stroudsburg Area School District maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.

6.4 The East Stroudsburg Area School District shall indemnify, defend, and hold harmless the Colonial Intermediate Unit 20 from any and all losses, damages, claims or costs, including attorney's fees, arising from any act or omission of the East Stroudsburg Area School District, its officials, agents, or employees.

6.5 The East Stroudsburg Area School District assures the Colonial Intermediate Unit 20 that all meaningful consultation between the School District and the nonpublic schools needed to set up this agreement has been completed prior to the effective date of this agreement.

6.6 The East Stroudsburg Area School District is responsible for documentation and record keeping of this consultation for any potential future monitoring of the program.

6.7 The East Stroudsburg Area School District and the Colonial Intermediate Unit 20 of ESSA during the performance period of the contract.

The parties have entered into this Agreement as of the Effective Date first above written:

East Stroudsburg Area School District

Signature: _____
Lisa VanWhy

Title: President, School Board of Directors

Date: 8/19/19

Colonial Intermediate Unit 20

Signature: _____
Dr. Christopher Wolfel

Title: Executive Director

Date: 08/28/2019

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Doc ID: fa69517ca75b3e5d8f9ffd7af3c88617468a722e

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

APPENDIX TO CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301, (570) 424-8500, shall be contingent on the following information:

Colonial Intermediate Unit 20 will provide Professional Development services in accordance with the Title IIA program at nonpublic schools.

The total cost for said services shall not exceed $18,118.00. This contract will be in effect from August 19, 2019 through September 30, 2020.

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

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

Dr. Christopher S. Wolfel Executive Director	08/28/2019 Date	East Stroudsburg Area School District Superintendent	SEP 0 3 2019 Date
Mrs. Elizabeth A. Hoagland Secretary to the Board	08/29/2019 Date	23-1669371 Federal ID Number	

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

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

Doc ID: c27fde3b6dd8f40caa0e7d9d91d526dc11e745c0

LETTER OF AGREEMENT
Between
THE EAST STROUDSBURG AREA SCHOOL DISTRICT
and
THE COLONIAL INTERMEDIATE UNIT 20

Title IIA Nonpublic Programs and Services

This agreement is made and entered into as of the 19th day of August 2019, by and between the **EAST STROUDSBURG AREA SCHOOL DISTRICT** (hereinafter referred to as the "School District") and the **COLONIAL INTERMEDIATE UNIT 20.**

1. **TERM**
The Term of this Agreement shall commence on **August 19, 2019** and terminate on **September 30, 2020.**

2. **DESCRIPTION**
Upon the terms and conditions set forth herein, the East Stroudsburg Area School District requests that the Colonial Intermediate Unit 20 provide Title IIA services in accordance with ESSA Nonpublic requirements for Title IIA programs and services at the following nonpublic schools: Notre Dame Elementary School (East Stroudsburg), Notre Dame Jr./Sr. High School, and Summit School of the Poconos.

Such services will be secular, neutral, and non-ideological. The Colonial Intermediate Unit 20 agrees to comply with all Title IIA statutory and regulatory requirements.

3. **FEES AND PAYMENT**
3.1 In consideration of the services mutually agreed upon as described herein, East Stroudsburg Area School District shall pay the Colonial Intermediate Unit 20 **$18,118** as determined by their allocation.

3.2 The Colonial Intermediate Unit shall invoice the School District quarterly for services rendered, including 8% indirect cost. **The dates the School District shall be invoiced are: October 15th, January 15th, April 15th, & July 15th. Payment must be received by the Colonial Intermediate Unit 20 within 30 days of the invoice date.**

4. **COLONIAL INTERMEDIATE UNIT 20 RESPONSIBILITIES:**
4.1 To contact school districts within own geographical IU area who have a nonpublic school within their geographic boundary

4.2 Provide a School District the contact information at Colonial Intermediate Unit 20 Unit for questions

4.3 To provide services as outlined in the statement of work

4.4 To assure all financial and legal responsibilities involved in providing professional development services

4.5 Any other responsibilities necessary to conduct the program as intended

4.6 Provide the School District with the data necessary to complete their Title IIA nonpublic responsibilities

4.7 Provide the School District access to the program at any time

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5. **SCHOOL DISTRICT RESPONSIBILITIES**

5.1 Provide the local IU the names of the participating nonpublic schools and their allocations

5.2 Inform the Colonial Intermediate Unit 20 of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original funding allocation

5.3 Pay the invoice to Colonial Intermediate Unit based on the participating School District's nonpublic allocations

6. **MISCELLANEOUS**

6.1 The Colonial Intermediate Unit 20 maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.

6.2 The Colonial Intermediate Unit 20 shall indemnify, defend, and hold harmless the School District from any and all losses, damages, claims or costs, including attorney's fees, arising from any act or omission of the Colonial Intermediate Unit 20, its officials, agents, or employees.

6.3 The East Stroudsburg Area School District maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.

6.4 The East Stroudsburg Area School District shall indemnify, defend, and hold harmless the Colonial Intermediate Unit 20 from any and all losses, damages, claims or costs, including attorney's fees, arising from any act or omission of the East Stroudsburg Area School District, its officials, agents, or employees.

6.5 The East Stroudsburg Area School District assures the Colonial Intermediate Unit 20 that all meaningful consultation between the School District and the nonpublic schools needed to set up this agreement has been completed prior to the effective date of this agreement.

6.6 The East Stroudsburg Area School District is responsible for documentation and record keeping of this consultation for any potential future monitoring of the program.

6.7 The East Stroudsburg Area School District and the Colonial Intermediate Unit 20 of ESSA during the performance period of the contract.

The parties have entered into this Agreement as of the Effective Date first above written:

East Stroudsburg Area School District

Signature: _____
Lisa VanWhy

Title: President, School Board of Directors

Date: 8/19/19

Colonial Intermediate Unit 20

Signature: _____
Dr. Christopher Wolfel

Title: Executive Director

Date: 08/28/2019

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Doc ID: c27fde3b6dd8f40caa0e7d9d91d526dc11e745c0

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide mental health support in East Stroudsburg Area School District Emotional Support classes located at Bushkill Elementary School. Responsibilities include but are not limited to the delivery of social and emotional curriculum, individual counseling support, mental health case management, behavioral data gathering, delivery of the Positive Behavioral Support Plan, regular parent contacts, partnering with classroom and mainstream teachers and participation in IEP meetings when requested.

The total cost for said services will be a prorated fee of $60,020.00. The effective date for this contract is TBD and will extend through the end of the 2019-2020 school year.

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

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

03 / 25 / 2020			
Dr. Christopher S. Wolfel Executive Director	Date	East Stroudsburg Area School District Superintendent	Date
Elizabeth A. Hoagland 04 / 23 / 2020			
Mrs. Elizabeth A. Hoagland Secretary to the Board	Date	Federal ID Number	

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

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

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide three (3) Mental Health Workers in East Stroudsburg Area School District Emotional Support classes located at Bushkill Elementary School, JT Lambert Intermediate School and East Stroudsburg High School – South. Their responsibilities include, but are not limited to, the delivery of social and emotional curriculum, individual counseling support, mental health case management, behavioral data gathering, delivery of the Positive Behavioral Support Plan, regular parent contacts, partnering with classrooms and mainstream teachers, participation in IEP meetings when requested.

The total cost for said services shall not exceed $180,054.00. This contract is in effect for the 2020-2021 school year.

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

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

C. S. Wolfel 06 / 24 / 2020			
Dr. Christopher S. Wolfel Executive Director	Date	East Stroudsburg Area School District Superintendent	Date
Elizabeth A. Hoagland 06 / 25 / 2020			
Mrs. Elizabeth A. Hoagland Secretary to the Board	Date	Federal ID Number	

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

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

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

The Colonial Intermediate Unit 20 will provide three Licensed Social Workers and/or Licensed Professional Counselors to provide mental health supportive services to students in kindergarten through grade 12. Services to include but are not limited to, individual counseling, group counseling, family counseling, mental health case management, IEP participation, and mental health assessment.

This contract shall not exceed $267,750.00 and is in effect for the 2020-2021 school year. All services rendered through the Colonial Intermediate Unit 20 Outpatient Clinic will be used to offset East Stroudsburg Area School District's total cost for this contract.

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

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

C S Wolfel	06 / 24 / 2020		
Dr. Christopher S. Wolfel Executive Director	Date	East Stroudsburg Area School District Superintendent	Date
Elizabeth A. Hoagland	06 / 25 / 2020		
Mrs. Elizabeth A. Hoagland Secretary to the Board	Date	Federal ID Number	

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CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

Four students at East Stroudsburg High School South - Autistic Support,
JT Lambert Intermediate School - Autistic Support,
Two students at Middle Smithfield Elementary School - Autistic Support,
Two students at Middle Smithfield Elementary School - Emotional Support,
Lehman Intermediate School - Emotional Support,
Pleasant Valley High School - Emotional Support,
Two students at Stroudsburg High School - Autistic Support; and
Swiftwater Intermediate School - Life Skills Support

The total cost for said services shall not exceed $597,643.20. This contract will be in effect for the 2020-2021 school year.

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

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

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

Mr. Jon Wallitsch
Director of Fiscal Affairs

7/8/20
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

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

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

JT Lambert Intermediate School - Autistic Support

The total cost for said services shall not exceed $50,580.00. This contract will be in effect for the 2020-2021 school year.

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

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

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

J Wallitsch
Mr. Jon Wallitsch
Director of Fiscal Affairs

7/8/20
Date

East Stroudsburg Area School District
Superintendent

Date

Federal ID Number

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Recommended Event Ticket Prices For the 20-21 School Year (prices consistent with 19-20):

Regular Season Events	Adult Price	Student Price*	Senior Citizens (62+ yrs. old) and Military Veterans with proof of service	Season Pass Rate (Regular Season Only)
Varsity Football	$4	$2	$2	50% Discount based on scheduled regular season home games
JV/JH Football	$2	$1	$1	50% Discount based on scheduled regular season home games
Boys' Basketball	$4	$2	$2	50% Discount based on scheduled regular season home games
Girls' Basketball	$4	$2	$2	50% Discount based on scheduled regular season home games
Wrestling	$4	$2	$2	50% Discount based on scheduled regular season home games

***All ESASD High School and Intermediate Students** will be admitted free to all listed regular season home events upon presenting their school ID. ESASD student(s) failing to present school ID and non-ESASD students will pay the student price of $2.

***All ESASD Elementary Students** will be admitted free to all listed regular season home events if accompanied by a paying adult. The elementary student can present his/her student ID or the accompanying adult can present his/her driver's license to confirm school district residency at the ticket window. ESASD elementary student(s) failing to present ID and be accompanied by an adult, will be required to pay the student price of $2.

Continuation of Current Practices:

- Any current ESASD employees and a guest will be admitted free to all listed regular season home events upon presenting their school ID.
- Free passes for individuals who graduated from East Stroudsburg 50+ years ago are distributed through the Superintendent's Office.
- Free passes for retired ESASD employees are distributed through the Superintendent's Office.
- Free passes for current and past ESASD Board Members are distributed through the Superintendent's Office.

Local Agreement Letter

IDEA Budget

This agreement assures that the East Stroudsburg Area School District is aware of the federal allocation generated by the December 1, 2019 Child Count. The school district agrees that Colonial Intermediate Unit 20 will use $2,773,967.61 to fund their Component 3 Budget.

Signature of Superintendent of the School District DATE

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	HMRM 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	11	1	0	0	0	0	0	0	0	0	0	0	0	0	
	ADM Total	11	1	0	0	0	0	0	0	0	0	0	0	0	0	
AGCC	All	0	1	0	4	0	1	0	1	1	2	3	4	3	2	
	AGCC Total	0	1	0	4	0	1	0	1	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	50	51	64	63	68	0	0	0	0	0	0	0	
	BES Total	0	55	50	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	245	244	252	229	
	EHN Total	0	0	0	0	0	0	0	0	0	0	245	244	252	229	
EHS	All	0	0	0	0	0	0	0	0	0	0	328	330	338	308	
	EHS Total	0	0	0	0	0	0	0	0	0	0	328	330	338	308	
ESE	All	0	86	94	115	130	104	120	0	0	0	0	0	0	0	
	ESE Total	0	86	94	115	130	104	120	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	14	14	13	4	6	12	13	12	10	10	7	
	IU20 Total	0	16	10	14	14	13	4	6	12	13	12	10	10	7	
JMH	All	0	79	59	61	88	73	77	0	0	0	0	0	0	0	
	JMH Total	0	79	59	61	88	73	77	0	0	0	0	0	0	0	
JTL	All	0	0	0	0	0	0	0	308	317	314	0	0	0	0	
	JTL Total	0	0	0	0	0	0	0	308	317	314	0	0	0	0	
LIS	All	0	0	0	0	0	0	0	211	248	214	0	0	0	0	
	LIS Total	0	0	0	0	0	0	0	211	248	214	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	HMRM	EI	KF	01	02	03	04	05	06	07	08	09	10	11	12	TOTAL
MSE	All	0	49	63	68	83	73	89	0	0	0	0	0	0	0	425
	MSE Total	0	49	63	68	83	73	89	0	0	0	0	0	0	0	425
NPUB	All	0	19	17	17	22	24	12	26	19	26	24	28	19	17	270
	NPUB Total	0	19	17	17	22	24	12	26	19	26	24	28	19	17	270
OOD	All	0	0	0	0	0	0	1	0	0	1	0	1	1	2	6
	OOD Total	0	0	0	0	0	0	1	0	0	1	0	1	1	2	6
PACC	All	0	1	3	0	1	1	2	3	4	4	7	3	2	3	34
	PACC Total	0	1	3	0	1	1	2	3	4	4	7	3	2	3	34
PADL	All	0	0	0	0	0	2	1	2	1	1	1	0	1	0	9
	PADL Total	0	0	0	0	0	2	1	2	1	1	1	0	1	0	9
PALC	All	0	1	0	0	1	0	2	3	0	0	0	0	1	0	8
	PALC Total	0	1	0	0	1	0	2	3	0	0	0	0	1	0	8
PAVC	All	0	1	1	0	0	0	0	1	2	0	1	0	3	1	10
	PAVC Total	0	1	1	0	0	0	0	1	2	0	1	0	3	1	10
RCCS	All	0	1	1	1	2	3	1	5	7	1	3	6	4	2	47
	RCCS Total	0	1	1	1	2	3	1	5	7	1	3	6	4	2	47
RES	All	0	61	83	81	64	84	85	0	0	0	0	0	0	0	458
	RES Total	0	61	83	81	64	84	85	0	0	0	0	0	0	0	458
SMI	All	0	44	62	59	59	69	66	0	0	0	0	0	0	0	359
	SMI Total	0	44	62	59	59	69	66	0	0	0	0	0	0	0	359
Total All Buildings		41	424	485	485	540	626	567	588	637	594	648	710	624	581	5,910

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

pennsylvania
DEPARTMENT OF EDUCATION

Emergency Instructional Time Template
Section 520.1

As communicated to chief school administrators on July 6, 2020, Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. The Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6 guidance. Such LEAs must provide PDE with the following information:

1. **LEA's Proposed Calendar and Schedule(s) for SY 2020-21**

   a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days *Must meet minimum 180 days*
August 31, 2020	June 3, 2020	180

   b. A sample weekly academic schedule as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.) Example schedules are provided in Appendix A.

2. **If the proposed schedule includes remote learning (*i.e.*, learning outside the school building), describe how the LEA will ensure access to remote learning opportunities for all students.**

   Under "green" the school district will offer daily in-person instruction for all students on at least 4 days each week.
   Under "yellow" the school district will follow the attached proposed schedule.

3. **The Chief School Administrator and Board President affirm the following:**

   ☑ The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.

   ☑ The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.

   ☑ The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)

- [x] The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- [x] Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- [x] The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- [x] The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- [x] Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: East Stroudsburg Area School District

Signature of Chief School Administrator:

Date:

Signature of Governing Body President:

Date:

Date Approved at Board Meeting: July 20, 2020

Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board minutes at which such schedule was approved to RA-EDContinuityofED@pa.gov.

Any questions can be submitted to RA-EDContinuityofED@pa.gov.

Emergency Instructional Time Schedule

Green Phase: 100% Return - Regular Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Groups A and B: In-School/In-Person	Groups A and B: In-School/In-Person	Groups A and B: In-School/In-Person	Groups A and B: In-School/In-Person	Groups A and B: In-School/In-Person

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Yellow Phase: 50% Return - Hybrid Schedule				
Monday	Tuesday	Wednesday*	Thursday	Friday
Groups A: In-School/In-Person Group B: Remote Learning	Groups A: In-School/In-Person Group B: Remote Learning	Groups A and B: Remote Learning	Groups A: Remote Learning Group B: In-School/In-Person	Groups A: Remote Learning Group B: In-School/In-Person

*Note: Wednesdays are remote learning days with teachers allowed to teach from home or school.

EAST STROUDSBURG
AREA SCHOOL DISTRICT