

Unfinished Business:

(From the January 22, 2024 Board Meeting)

Superintendent's Report

Submitted for the record: responses to comments that were made, some inaccurately made and misleading by either members of the Board or members of the public during public comment.

Committee Items: (From the January 22, 2024 Board Meeting)

Property and Facilities Report

I have no knowledge, nor was any evidence presented at the January P&F meeting regarding "sink holes growing as a result of recent rain events" as was stated by Mr. Rohner.

The recommendation for a Science Playground feasibility study was for Resica and North, as can be found on the agenda, it did not include, nor was their discussion that included Middle Smithfield as was reported by Mr. Rohner. Clearly, the Board would need to decide where and how many, if any, science playgrounds will be created.

I'd like on record, as it was omitted by Mr. Rohner during his report, that I also presented and provided the P&F committee with a six year Capital Fund/Project projection that indicated the district could be out of capital funds within the next 4-5 years, if not sooner, once actual project costs would be secured.

Board Meeting Items:

North Pool Timers: (From a representative of Colorado Time Systems email - January 23, 2024)

The North pool timers PO was received as per Colorado Time Systems in early September, which is when the order was placed. The lead time for timing equipment was 12-24 weeks.

While some equipment was received the following items remain on backorder:

GEN7 sports timer – which may be shipped in the next 2-3 weeks

Touchpads and Touchpad Caddy – they are currently shipping orders with an original ship date of August 2023. Our original ship date is October 2023. This would suggest a potential two additional months before ours will be shipped.

Artwork is pending approval.

From Colorado Time Systems – "Unfortunately, there are still supply chain issues along with poor raw materials that delay our production schedule." (January 23, 2024)

From our North Athletic Director – "I maintained communication with Coach and building personnel. We worked through scheduling issues with our EPC partners."

Lastly, no one in Central Administration had been made aware that they were still waiting for supplies to complete this project, so the January 22nd Board meeting was the first anyone at Central was made aware. I have addressed this with the Athletic Director and building principal. If the public or members of the Board know of items that are impacting our students similar to this, I would encourage them to reach out as soon as they know. Waiting for a Board meeting only delays any opportunity for the administration to respond in a more expeditious manner. In essence, by waiting, you are only further delaying the item for our students!

Spectator at Sporting Events

It was stated during public comment that Mr. Mill stated he was going to take care of an employee that was still permitted to attend sporting events at the North campus. The speaker indicated that they had had a conversation with Mr. Mill. Chief Mill has indicated that this conversation never took place. He is not aware of what this may be referring to.

Drugs in Schools

It was stated that nothing is being done about kids bringing drugs to school. No leadership...problem at the top...Dr. Riker.

My record speaks for itself regarding our districts approach to drugs in our schools. They are not tolerated and students found with drugs, under the influence of drugs, or distributing drugs in our schools have and will continue to be recommended for expulsion to our Board of Directors. Board members have sat in hearings and have voted on student expulsions that unfortunately occur on a monthly basis. Schools will not solve societies drug problems, but if/when brought to school and found, they come with the highest level of consequence. Clearly, this statement was made with limited, if any knowledge of what has and continues to be done to keep our schools drug free, as well as provide mental health services and support, social services, educational sessions, guidance support, and an education on the consequences of having drugs in school every year.

"Mold" at Lehman

It was stated that there is a big mold issue on the Lehman side and that nobody is taking care of the carpets or the classrooms.

There is no mold at the Lehman school, and carpets and classrooms are cleaned and maintained on a daily basis. The air quality has been tested at Lehman, as with all other schools, and the air quality was reported to be acceptable. If/when air quality may be questionable, testing is done in specified areas. For several years now, and with the Board's support, ESASD conducts routine air quality testing in each of our buildings every year, even though such testing is not required.

Settlement Agreements

A statement was made by a member of the Board regarding settlement agreements. Settlement agreements take place, and often, they are the recommendation of our legal team regarding when the district should enter into a settlement agreement. To understand settlement agreements, you need to have an in-depth knowledge of the many variables that could result in a settlement agreement. Yes, they could be the result of a staff member not implementing something in an IEP, but they could be a difference of interpretation on how something should be implemented as well. A couple of years ago, Attorney Mark Walz did a study on our districts number of settlements when compared to other districts. ESASD has far fewer settlement agreements than similar size or even smaller size school districts. You must first understand the fact that special education is the most litigated part of our school systems across the country. No district will ever be completely absent of due process, litigation, or settlement agreements, and anyone who has been led to believe otherwise, is misinformed.

Field Trips/Equitable Distribution

A statement was made by a member of the Board regarding DECA and a charge for a school bus. The Board member stated that five years ago the Board was going to help them. The Board did agree five years ago to provide some funds to DECA for that year. Since then, the Board agreed to a number of district paid costs for various athletic and academic teams/clubs respectively. This attached list to this report was first reviewed by the Board in March of 2022, and brought back to the Board for any changes or adjustments in September of 2022. The Board may choose to continue with the attached chart, which is the direction they have provided to the administration, or they make modification as they choose. Any interpretation by members of the Board with respect to "equitable distribution" would only be based on the direction they themselves have provided to the Administration.

School Level	Event	Possible Level of Competition: (L) = League; (D) = District; (S) = State; (Int) = International; (Reg) = Regional; (N) = National	Transportation Cost	Lodging Cost: (F) = includes student meals	Meal Costs	Registration Fees	
ATHLETICS							
High School	Cheer, Cross Country, Field Hockey, Football, Golf, Boys Soccer, Girls Soccer, Girls Tennis, Volleyball, Boys Basketball, Girls Basketball, Rifle, Swim, Wrestling, Baseball, Softball, Boys Tennis, Track & Field	L	District	N/A	N/A	N/A	
		D	District	N/A	District*	N/A	
		S	District	District	District	N/A	
	Speech & Debate	L	District	N/A	N/A	N/A	
	Mock Trial	L	District	N/A	N/A	N/A	
	Chess	D	District	N/A	N/A	N/A	
		L	District	N/A	N/A	N/A	
	Scholastic Scrimmage	L	District	N/A	N/A	N/A	
	Science Olympiad	L	District	N/A	N/A	N/A	
		S	District	N/A	N/A	N/A	
	ACADEMICS						
		PMIEA	D	District	District	District	District
			Reg	District	District	District	District
			S	District	District	District	District
	Chorus-PMIEA	Reg	District	District	District	District	
		S	District	District	District	District	
		D	District	District	District	District	

School Level	Event	Possible Level of Competition: (L) = League; (D) = District; (S) = State; (Int) = International; (Reg) = Regional; (N) = National	Transportation Cost	Lodging Cost: (F) = includes student meals	Meal Costs	Registration Fees
	Chorus-ACDA	Reg	District	District	District	District
		N	District	District	District	District
	TSA	Reg	N/A	N/A	N/A	N/A
		S	District	N/A	N/A	N/A
		N	District	District	District	N/A
	Seaperch	S	District	N/A	N/A	N/A
		N	N/A	N/A	N/A	N/A
	Gifted Freshman - PA Governor's STEM Competition	S	N/A	N/A	N/A	N/A
	Intramural Varsity Video Game Club (PIEA)	Reg	N/A	N/A	N/A	N/A
		S	N/A	N/A	N/A	N/A
	FBLA	Reg	District	N/A	N/A	N/A
		S	District	N/A	N/A	N/A
		N	District	N/A	N/A	N/A
	Key Club	S	District	N/A	N/A	N/A
		Int	District	N/A	N/A	N/A
	DECA	Reg	District	N/A	N/A	N/A
		S	District	N/A	N/A	N/A
		N	N/A	N/A	N/A	N/A

* see comments from Denise Rogers regarding this.

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ATHLETICS							
	Cross Country, Field Hockey, Football, Boy's Soccer, Volleyball, Boy's Basketball, Girl's Basketball, Wrestling, Girl's Soccer, Baseball, Softball, Track & Field	L	District	N/A	N/A	N/A	
ACADEMICS							
Intermediate	What's So Cool About Manufacturing?	R	District	N/A	N/A	N/A	
	Media & Design	S	District	N/A	N/A	N/A	
	Spelling Bee	R	District	N/A	N/A	N/A	
	TSA	R	District	N/A	N/A	N/A	
	VEX	S	District	N/A	N/A	N/A	
		N	District	N/A	N/A	N/A	
		R	District	N/A	N/A	N/A	
		Int	District	N/A	N/A	N/A	
				District	N/A	N/A	N/A
				District	N/A	N/A	N/A

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<p>Other Considerations: 1.) If/when the district would provide Charter Bus transportation; 2.) Require meal cost separation if/when included as part of registration; 3.) District cost for advisors/coaches; 4.) District costs only apply to those students that are competing (not other members of the team/activity);</p>						

EAST STROUDSBURG AREA SCHOOL DISTRICT
2023-2024
LEA Health and Safety Plan

Initial Effective Date: July 20, 2020

Date of Last Review: February 26, 2024

Date of Last Revision: February 26, 2024

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

East Stroudsburg Area School District reopened its classrooms to all students who desired in-person instruction on the first day of school in the 2022-2023 school year. Our district implemented a five (5) days per week schedule as was in place prior to the COVID-19 outbreak. In addition, it was also the intent of our Board of Directors to provide a completely asynchronous cyber learning program as an additional option for parents and students not prepared or not interested in returning to in-person instruction.

The Superintendent, along with the Pandemic Coordinator, will continue the current practice of reporting known positive cases as required by the PA DOE/DOH.

Building and or district closure (short term/long term) will only be implemented as required by prevailing guidance from the Pennsylvania Department of Health, the CDC, PDE, and/or any other applicable government authorities.

Staff and students are expected to adhere to the prevailing hygiene practices being set forth by the Pennsylvania Department of Health and the CDC. Handwashing stations and hand sanitizer will be readily available for all staff, students, and visitors. Our district will comply with any universal masking mandates. Students who wish to wear a mask despite the lack of a mandate will be permitted to do so.

Staff and students will be provided with the current CDC Guidance to follow regarding COVID-19.

District attendance plans and procedures will continue as established pre-pandemic.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

The East Stroudsburg Area School District has a significant number of supports available to all students and staff.

- **The district provides various methods in which students can get their education:**
 - **In-person five (5) days a week**
 - **Asynchronously via the district learning management cyber academy (ESACA)**
- **All virtual programs have supporting teachers to provide students with guidance in their studies, including access to our blended learning success coaches for our cyber students.**
- **All students have access to technology with our district's one-to-one computer plan.**
- **All students have access to the internet with our district's internet assistance plan.**
- **All students have access to school counselors, school psychologists, and social workers employed by the district.**
- **All buildings have SAP teams and MTSS procedures in place to address student needs.**
- **MTSS is present in all buildings and provided to virtual students as well.**
- **Student Assistance Program (SAP) provided to all students.**
- **In district social workers provide support in various capacities.**
- **Student meals to be provided to all students, both in-person and remote.**
- **All staff have free access to mental health services as provided through our employee benefits plan.**
- **All staff and students have access to Monroe and Pike County community services.**

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
Universal and correct wearing of <u>masks</u> ;	The East Stroudsburg Area School District will adhere to prevailing Orders from the Pennsylvania Department of Health (PA DOH) or other authorized State or Federal

	<p>authority regarding face coverings.</p> <p>In the absence of such an Order, the wearing of face coverings is optional for all students, staff and visitors. However, the Board of Education strongly encourages everyone to continue wearing face coverings, even in the absence of an official Order</p> <p>Superintendent will issue the masking Order, as well as the discontinuance of the Order for each school based on this direction from the ESASD Board of Directors.</p> <p>If during this masking requirement a student or staff member wishes to be exempt from wearing a mask, they are required to complete a new mask exemption form (any previously completed form does not apply) and submit the form to the building office. (Forms are available at each building).</p> <p>ESASD will continue the practice of placing posters with proper mask fitting and usage throughout the district buildings.</p> <p>Daily announcements supporting these practices will be provided in the buildings during high levels of community spread.</p>
<p>Modifying facilities to allow for <u>physical distancing</u> (e.g., use of cohorts/podding);</p>	<p>The East Stroudsburg Area School District will adhere to prevailing orders from the Pennsylvania Department of Health (PA DOH) regarding physical distancing.</p>
<p><u>Handwashing and respiratory etiquette</u>;</p>	<p>Students and staff are expected to follow the hygiene practices set forth by the Pennsylvania Department of Health and the CDC. Adequate supplies of hand soap, paper towels, hand air-dryers, and sanitizer, are available at various locations in every building.</p> <p>Students will be reminded to frequently wash their hands, especially before and after lunch, recess, or school activities.</p>
<p><u>Cleaning</u> and maintaining healthy facilities, including improving <u>ventilation</u>;</p>	<p>All cleaning supplies utilized will be in accordance with local, state, and federal recommendations.</p> <p>All rooms will be cleaned at the pre-pandemic level which includes nightly desk cleaning and cleaning of common touchpoints.</p> <p>Staff will utilize natural opportunities (open windows) to ventilate rooms during days where the temperature is appropriate in moderate to high community spread. Classroom doors will remain closed unless we are in substantial or high county spread.</p> <p>Classroom teaching staff will receive appropriate supplies</p>

	<p>for each room which will include: gloves, sanitizer, and wipes when needed.</p> <p>Classrooms known to have had a COVID infected/symptomatic person in them will be deep cleaned and sanitized.</p>
<p><u>Contact tracing</u> in combination with <u>isolation</u> and <u>quarantine</u>, in collaboration with State and local health departments;</p>	<p>The East Stroudsburg Area School District will adhere to any prevailing orders from the Pennsylvania Department of Health (PA DOH) regarding contact tracing, isolation, and quarantine.</p> <p>The ESASD will require assigned seating in all aspects of school operations to allow for effective and efficient contact tracing of any positive cases of COVID-19.</p> <p>Any student or staff that exhibits symptoms of COVID-19 will be immediately isolated, sent home, and not return to the school setting until meeting proper return protocols as defined by the PA DOH.</p>
<p><u>Diagnostic</u> and screening testing;</p>	<p>The ESASD will continue to direct any individual who is symptomatic with a recommendation to follow up with their medical provider, a local COVID-19 testing facility, or to take an at-home COVID-19 test.</p>
<p>Efforts to provide COVID-19 <u>vaccinations</u> to <u>school communities</u>;</p>	<p>The ESASD will provide additional vaccination opportunities when made available. ESASD will remain open to healthcare providers that wish to utilize the district as a POD.</p>
<p>Appropriate accommodations for children with disabilities with respect to health and safety policies; and</p>	<p>Individualized health and safety plans will be developed with families, as needed, for students requiring additional accommodations regarding health and safety measures.</p>
<p>Coordination with state and local health officials</p>	<p>The East Stroudsburg Area School District will maintain our Pandemic Coordinator, who will continue to coordinate with state and local health officials on an as-needed basis regarding all COVID matters.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the East Stroudsburg Area School District reviewed and approved the Health and Safety Plan on August 21, 2023, and reviewed and approved the plan on February 26, 2024.

The plan was approved by a vote of:

_____ Yes

_____ No

Affirmed on: February 26, 2024

By:

(Signature of Board President)*

Michael Catrillo

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase is needed.

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ENROLLMENT IN DISTRICT

ADOPTED: November 20, 2006

REVISED: May 18, 2009

February 27, 2023

February 26, 2024

200. ENROLLMENT IN DISTRICT

1. Authority

The Board shall enroll school age students eligible to attend the schools of the school district in accordance with Board policy as well as applicable laws and regulations[1][2][3][4][5][6]

2. Definitions

School age shall be defined as the period from the earliest admission age for the school district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first[1][7]

District of residence shall be defined as the school district in which a student's parent(s)/guardian(s) reside(s). [2][3]

3. Guidelines

Enrollment Requirements

School age resident students and eligible nonresident students shall be entitled to attend district schools. [1][2][3][6][8][9]

The school district shall not enroll a student until the parent(s)/guardian(s) has submitted proof of the student's age, residence, immunizations and a completed Parental Registration Statement, as required by law and regulations except as follows: [1][2][3][10][11][12][13]

1. Students Experiencing Educational Instability -

The school district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent(s)/guardian(s) is unable to produce the required documents, in accordance with Board policy, laws and regulations. [5][14]

2. Children of Active Duty Military Families –

The district shall facilitate the timely enrollment and permit advanced enrollment of children of active duty military families, in accordance with law and Board policy. To qualify for advanced enrollment, prior to establishing residency in the district, a copy of the official military orders shall be provided to the district along with proof of the parent's/guardian's intention to move into the district. The parent(s)/guardian(s) must provide proof of residence within forty-five (45) days after the arrival date stated in the military orders. [6][15][16]

The school district shall administer a home language survey to all students enrolling in schools of the school district for the first time. [3][17]

The school district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application. [3]

The school district shall not inquire about the immigration status of a student as part of the enrollment process. [3]

Residency Eligibility

When the parents of a student reside in different school districts, the student may attend school in the school district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court-approved custody agreement specifies otherwise.

If the parents of a student share joint custody and time is evenly divided, the parents may choose which one (1) of the two (2) school districts the student will enroll in for the school year.

If the student is an emancipated minor, the resident school district shall be the one in which the student is then living.

4. Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's enrollment policy by publishing such policy in parent newsletters, on the district website and other efficient methods. [4]

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

Legal References:

1. 24 P.S. 1301
2. 24 P.S. 1302
3. 22 PA Code 11.11
4. 22 PA Code 11.41
5. 24 P.S. 1331.1
6. 24 P.S. 1302.1
7. 22 PA Code 11.12
8. 22 PA Code 12.1
9. Pol. 202
10. 24 P.S. 1303a

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11. 24 P.S. 1304-A

12. Pol. 203

13. Pol. 216.1

14. Pol. 251

15. 24 P.S. 7302

16. Pol. 254

17. Pol. 138

Pol. 201

Interstate Compact on Educational Opportunity for Military Children (MIC3)

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS
 TITLE: ATTENDANCE ELIGIBILITY
 ADOPTED: August 19, 2002
 REVISED: April 11, 2005
 July 17, 2006
 August 18, 2008
 October 15, 2012
 June 20, 2016
 March 19, 2018
 April 25, 2022
 June 20, 2022
 December 19, 2022
 February 27, 2023

202. ATTENDANCE ELIGIBILITY

1. Purpose

The Board shall operate the schools of the school district for the benefit of the children residing in the school district. Children residing in the school district are eligible to attend the schools of the school district.[1][2][3]

The Pennsylvania School Code states that a child shall be considered a resident of the school district in which the student's parent(s)/guardian(s) resides. When the parents reside in different school districts due to separation, divorce or other reason, the child may attend school in the school district of residence of the parent with whom the child lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. If the parents have joint custody and time is evenly divided, the parents may choose which of the two school districts the child will enroll for the school year. If the child is an emancipated minor, the resident school district is the one in which the child is then living. For purposes of this section, an emancipated minor is a person under 21 years of age who has chosen to establish a domicile apart from the continued control and support of parents or guardians. A minor living with a spouse is deemed emancipated.

To ascertain if a student is, in fact, emancipated and has a right to attend school in the school district the student shall:

1. sever most "filial ties" and must be substantially free from parental "domination and control"; and
2. live apart from the parent; and
3. be financially independent of the parent; and be responsible for one's own welfare and behavior.

The parent or guardian shall place on file a sworn statement attesting to the fact that the four previous conditions exist. Every reasonable effort should be made to secure this documentation directly from the parent or guardian in order to confirm that the child is not a runaway or under the control of juvenile authorities or some other agency. Where the parent or guardian cannot be contacted or does not provide the statement, verification can be made by having the student provide evidence that the four tests have been satisfactorily met. In instances whereby a parent has submitted the required evidence of emancipation, the school district reserves the right to request additional evidence substantiating the veracity of any such claims. In instances where the school cannot verify emancipation, the student shall be referred to an appropriate childcare agency.

Note: Students who are married and living with a spouse are also considered to be emancipated. This is usually the case no matter what the age of either partner.

Federal installations/land are considered a part of the school district or districts in which they are situated and the children residing on such installations shall be counted as resident students of the school district. This policy pertains to all students registering in all grades (K-12) including original entries, re-entries, and new entries in the school district.

2. Authority

It shall be the responsibility of the administration to determine the residency status of each student at the time of application for enrollment and to obtain the necessary affidavit and supporting documents as required.

3. Guidelines

The child will be enrolled in the building which s/he would normally attend in accordance with established school district attendance areas. The school district shall normally enroll a child the next business day, but no later than five (5) business days, after the date of application. The school district has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has been supplied proof of the child's age, residence, immunizations, and other documentation as required by law and this policy. This applies equally to nonresident children who are children living in facilities or institutions as defined in 22 Pa. Code § 11.8 (relating to nonresident children living in facilities or institutions), or foster homes, or with a school district resident who is supporting the child without personal compensation as defined in 22 Pa. Code § 11.9 (relating to nonresident children living with a school district resident), provided that the person making the application has supplied the documentation required by law.

The District shall not be responsible for transportation to or from school for any student residing outside school district boundaries, unless required by the McKinney Homeless Act.[11]

Eligibility of Non-Resident Students

The Board recognizes that there may be occasions when nonresident students may be required or permitted to attend the schools of the school district. This policy addresses such occasions.[4][5][6][7][8][9]

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in the schools of the school district, as provided in this policy. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Pennsylvania Department of Education, and as provided in this policy.

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid. [10]

A resident whose student is to be disenrolled from the District may request a Board hearing to determine the student's eligibility to attend the District's schools. The District's administration shall adopt procedures for the notification of the resident and the student of the disenrollment and the right to request a hearing, including adopting a reasonable deadline for making a request. A resident who requests a Board hearing to determine the student's enrollment eligibility under this policy shall remain enrolled in the District's schools pending the Board's decision.

Where applicable, tuition rates shall be determined in accordance with statute.[9][12][13]

Court-Ordered Guardianship

A resident of the District who has a court order granting guardianship of a child may enroll the child in the District's schools without the payment of tuition. A court order granting custody of the child will not, in and of itself, substantiate the right of a non-parent to enroll the child.

Other Nonresident Students Under Section 1302(a)(2) of the Public School Code

A non-resident student may be admitted to the school district where attendance is justified on the grounds that the student lives full-time and not just for the school year with a school district resident who has assumed the responsibility to keep and support the student in line with applicable state law and the provisions of the School Code or is visiting this country as an exchange student and lives in the school district.

A resident seeking enrollment of a non-resident student under this policy provision must provide a Sworn Statement of Support Under Section 1302. A resident who knowingly provides false information in the sworn statement shall be subject to the penalties provided by law.[10][23]

As substantiation of the sworn statement that the child is being supported gratis, the resident shall, in addition to the sworn statement, furnish at least one of the following documents at the time of the application for enrollment:

- Copy of Federal or State tax form which lists child as a dependent of resident, or
- Copy of insurance policy/card/statement listing child as eligible for services as a dependent of resident or public assistance, or
- Copy of marriage certificate listing the child's parent as a spouse of the resident, or
- Documentation that the child's parent(s) has been deployed for active military duty.

In lieu of providing one of the aforementioned four (4) acceptable substantiating documents, resident(s) who seek enrollment of student(s) pursuant to this policy must, as a further condition of enrollment, sign an agreement that if they fail to provide one of the aforementioned acceptable substantiating documents within sixty (60) days of their application for the student's enrollment, they shall be responsible for the payment of tuition on a prorated daily basis for the number of days the student(s) attended school in the District.

The failure to provide such proof of residency within sixty (60) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.

Nonresident Children Placed By a Court or Appropriate Government Agency In The School District

Any child placed in the home of a resident of the school district by a court or an agency of the government shall receive the same benefits and be subject to the same duties as resident children. The resident shall provide to the District administration appropriate documentation to substantiate the residential placement of the child by the court or government agency. A child custody order does not constitute court-ordered residential placement for the purposes of this policy provision.[6][14]

Residents of Institutions

A child who resides in an institution for the care or training of children located within the school district is not a legal resident of the school district by such placement, but shall be admitted to the schools of the school district and a charge shall be made for tuition in accordance with the school district's established tuition rates and the School Code. [7][12][14][15][16][17][18][19][20]

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Children of Active Duty Military Families

Children of active duty military families shall be eligible for enrollment in this district in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy.[5][8][10][21]

Immigration Status

A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a student as part of the admission process. This provision does not relieve a student who has obtained an F-1 visa from the student's obligation to pay tuition under Federal law.

Future Residents

Students whose parent(s)/guardian(s) have purchased a domicile or are building a primary residence in the school district, but face delayed occupancy, may start school in a given school year provided that the delay in occupying that residence is reasonably anticipated to be no more than ninety (90) days.[9]

Parent(s)/guardian(s) who seek enrollment of students pursuant to this policy provision must, as a further condition of enrollment, sign an agreement that if they fail to establish residency in the District within ninety (90) days of their application for the student's enrollment, they are responsible for the payment of tuition on a pro-rated daily basis for the number of days the student attended school in the District.

The failure to establish residency within ninety (90) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is timely requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.

The school district reserves the right to require proof of the anticipated residency, to verify the representations as to the purchase/construction of a residence, and to deny admission to or to remove from school any non-resident student whose request for enrollment is not considered by

the school district as having been substantiated. The Board is not responsible for the transportation of non-resident students.

Former Residents

Regularly enrolled children whose parent(s)/guardian(s) have moved out of the school district may be permitted to finish the school year without payment of tuition provided that:[9]

1. The student is in twelfth grade when the parent(s)/guardian(s) have moved from the school district.
2. The student is not in the 12th grade but there is less than one full marking period remaining in the school year.
3. Parent(s)/guardian(s) must agree to provide all necessary transportation.
4. The student displays acceptable behavior and academic progress, as determined by the administration. In the event there is a violation of the Code of Student Conduct during the school year that results in an expellable offense, this permission will be rescinded, and any future request will be denied.
5. The administration has made a recommendation for the student to remain in the school district.

In all cases, application must be made to the Superintendent through the school principal.

In all cases, a resident student whose family is displaced from the school district for a total time period not to exceed six (6) weeks may continue enrollment in the school district. However, the parent(s)/guardian(s) is required to provide or arrange for the necessary transportation. If the students' family is still residing outside the school district at the end of the six (6) week interval, the student's enrollment in the school district will be ended and s/he will be removed from the school district rolls.

Registration Process

Parents/guardians of all students registering in the school district must present acceptable proof of residency before a student is permitted to register and attend school. The following are proofs of residency which may be accepted by the school district:

List A

1. Current lease agreement, indicating the term of lease, address of leased property, names and signatures of property owner(s) and lessee(s).
2. Mortgage settlement document(s) indicating address of residence, and name(s) of property owner(s).
3. Recorded deed indicating address of residence, and name(s) of property owner(s).
4. School property tax bill in the resident's name for the current or immediately preceding tax year.

In addition to providing one of the aforementioned documents, a Landlord/Tenant Affidavit shall be made available to residents residing in a property not owned/leased by resident.

List B

1. Valid Pennsylvania driver's license indicating physical address of residence.
2. Valid Pennsylvania identification card indicating physical address of residence.
3. Valid Pennsylvania automobile registration indicating physical address of residence.
4. Signed income tax return filed for the current or immediately preceding tax year indicating physical address of residence.
5. Documentation from wages, public assistance, or social security issued within the past thirty (30) days indicating physical address of residence.
6. Current Pennsylvania Local Earned Income Tax Residency Certification Form
7. Federal or state documentation demonstrating exemption from above six (6) requirements.
8. In lieu of providing any of the aforementioned seven (7) acceptable proofs of residency from List 'B', parent(s)/guardian(s) who seek enrollment of student(s) pursuant to this policy must, as a further condition of enrollment, sign an agreement that if they fail to provide one of the aforementioned acceptable proofs of residency within sixty (60) days of their application for the student's enrollment, they shall be responsible for the payment of tuition on a prorated daily basis for the number of days the student(s) attended school in the District.

The failure to provide such proof of residency within sixty (60) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.

The school district may require more than one (1) type of proof of residency from List A and/or List B (above) either at the time of initial application or at any subsequent time should the legitimacy of residency become an issue.

At the time of registration, the parent/guardian must present a positive form of identification, which shall include government issued photo identification.

Tuition Students

The school district provides for attendance on a prepaid monthly tuition basis for non-resident students, including F-1 Visa students where space is available and on an annual tuition basis for students educated in accord with the Fair Share Policy agreement entered into with Colonial Intermediate Unit #20 and/or any other similar inter-district special education placement

agreement.

ESASD School Personnel Exception

In an effort to recruit, attract, and retain new personnel within the district, the Board has authorized that all non-resident school personnel will have the option of requesting that their child(ren) attend school in the East Stroudsburg Area School District tuition free.

Enrollment is contingent upon the following:

1. Parent/Guardian shall be responsible for the transportation of their child(ren) to/from school each day. Transportation of their child(ren) shall not conflict with the parent(s)/guardian(s)'s scheduled work hours within the district.
2. Attendance is an important factor regarding your child(ren)'s education. In the event there is excessive absenteeism or tardiness during the school year, this permission can be rescinded, and any future requests may be denied.
3. The child(ren) displays acceptable behavior and academic progress, as determined by the administration. In the event there is a violation of the Code of Student Conduct during the school year that results in an expellable offense, this permission will be rescinded, and any future request will be denied.
4. Policy shall not prevent reassignment of administrative, professional and/or support staff members within the district during the school year. Upon separation from the district, the employee's child(ren) will automatically be returned to their zoned school district.
5. The district reserves the right to make a final determination regarding each student's assignment within the district based upon existing available space and each student's educational program requirements.

Home Language Survey

The school district shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights.

Withdrawal Process

When the school district receives a request for educational records from another school district or charter school, it shall forward the records within ten (10) business days of receipt of the request.

Penalties And Enforcement

Children of violators of this policy and/or of those submitting a falsified affidavit and/or who are otherwise not in legal compliance with residency regulations shall be dropped from the rolls of the school district, and such violators may be prosecuted under applicable law.

The school district reserves the right to request proof of residency of any resident with school-age

children at any time. The school district also reserves the right to make home visits to verify residency/occupancy or to authorize its agent(s) to make such home visits.

Exclusions

This policy does not pertain to the education of homeless children placed in residential institutions within school district boundaries. The admission and education of those students are covered through appropriate Pennsylvania legislation.

The District administration shall develop procedures for the enrollment of nonresident children which:

1. Admit such students only on proper application and submission of required documentation by the parent or guardian.
2. Verify claims of residency.
3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.
4. Deny admission where the educational facilities or program maintained for school district students is inadequate to meet the needs of the applicant.
5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.

Legal References

1. 24 P.S. 501
2. 24 P.S. 502
3. 24 P.S. 503
4. 24 P.S. 1301
5. Pol. 200
6. 24 P.S. 1305
7. 24 P.S. 1306
8. 24 P.S. 1302.1
9. 24 P.S. 1316
10. 24 P.S. 1302
11. Pol. 251
12. 24 P.S. 2561
13. Pol. 607
14. 24 P.S. 1331.1
15. 24 P.S. 1307
16. 24 P.S. 1308
17. 24 P.S. 1309

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CLASS RANK

ADOPTED: April 14, 2003

REVISED: February 23, 2004
December 20, 2004
March 21, 2005
February 26, 2024

214. CLASS RANK

1. Purpose

The Board acknowledges the necessity for a system of computing grade point averages and class rank for secondary school students enrolled in the East Stroudsburg Area School District (ESASD) to inform students, parent(s)/guardian(s) and others of the relative academic performance of students among their peers.

2. Authority

The Board authorizes the establishment of a system of class rank, by grade point average, for students in grades 9-12.

3. Definitions

Class rank reflects an individual student’s academic performance as compared to other classmates by calculating that student’s relative numerical position in the graduating class based upon the weighted grade point average (GPA).

Grade Point Average (GPA) is determined by dividing weighted quality points earned by credits attempted. GPA is a cumulative calculation measuring a student’s achievement during their high school years.

Unweighted Quality Points are assigned to numeric grades on a graduated scale ranging from 0 to 4 points wherein a unique point value is assigned to each numeric grade.

Weighted Quality Points are calculated by multiplying the unweighted quality points assigned to a specific course by the following factors:

<u>Level of Course</u>	<u>Weighted Course Value</u>
I Applied	1.0
II College Preparatory	1.25
III Honors	1.375
IV Advanced Placement (AP)*	1.50

*NOTE: Only those courses based on an approved district AP curriculum or dual credit will receive a weighted course value of 1.5.

Quality Points Earned is the product of the quality points assigned and the credits attempted for a

given course.

4. Guidelines

Students must be enrolled in the high schools of the school district to qualify for computation of GPA and class rank. Students transferring into either of the school district’s high schools will receive a ranking in accordance with this policy. Enrolled students will become eligible for recognition as the school valedictorian or salutatorian only after 11.2 credits are earned through ESASD courses and programs at the end of the graduating year. Eligibility for all school-based awards that are reliant upon class rank and/or GPA will be determined by the end of May, and shall include grades up to, and including the third marking period of each academic year and any dual credit courses.

Class rank shall be computed at the end of each marking period.

Each high school shall maintain its own separate class rank file.

Numerical grades, based on the 0-100% scale, will be reported by teachers for each class rank eligible course each marking period. The final course grade will be reported by the teacher for each course. Numerical grades will be recorded on the report cards and the student transcripts.

The weighted GPA value, on a 4.0 scale, will be recorded on student transcripts and school report cards.

Course Type	GPA	Class Rank	Credit towards Graduation
ESASD Courses and Programs (career & technical instruction)	yes	yes	yes
ESASD Dual Credit Program	yes	yes	yes
ESASD Dual Enrollment Program (elective course)	no	no	yes
Courses taken prior to 9th grade. Example Alg. 1	no	no	yes
Transfer Courses (out of district)	no	no	yes
Summer School Courses	yes	yes	yes
Audit Courses	no	no	no

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of preceding students and not by the rank of the proceeding person.

Level I or first-year elective courses offered at the high school will receive a weighted course value of 1.0.

Level II elective courses offered at the high school will receive a weighted course value of 1.25.

Level III and above elective courses and those designated as honors offered at the high school will receive a weighted course value of 1.375, unless otherwise designated.

Summer school courses offered at the high school for the purpose of remediation will receive a weighted course value of 1.0.

Special education students mainstreamed in regular education courses will receive the applicable weighted course value unless otherwise stated in the student's IEP. Special education courses shall be considered applied courses.

The Superintendent shall develop procedures for computing of grade point averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's grade point average and class rank are released.

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS
TITLE: GRADUATION REQUIREMENTS

ADOPTED: August 19, 2002
REVISED: November 17, 2003
March 21, 2005
October 16, 2006
July 15, 2013
April 20, 2015
October 19, 2015
February 27, 2023
February 26, 2024

217. GRADUATION REQUIREMENTS

1. Purpose

The Board shall establish graduation requirements and acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.

2. Authority

The Board shall adopt the graduation requirements students must achieve in accordance with state law and regulations.[1][2][3][4]

The Board requires graduation requirements to be published and distributed to students and parent(s)/guardian(s) and made available in each school building and posted on the district's publicly accessible website. All changes to graduation requirements shall be published and distributed to students and parent(s)/guardian(s) and made available in each school building and posted on the district's publicly accessible website immediately following approval by the Board.[2][5]

Diplomas

The Board shall award a high school diploma to every student enrolled in this school district who meets the requirements for graduation established by this Board.[2][6][7][8][9][10]

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.[11]

Students Experiencing Educational Instability

The district shall provide supports to ensure that students experiencing educational instability graduate in a timely manner, in accordance with law and Board policy. A graduation plan shall be developed to facilitate this process for students in grades nine (9) through twelve (12) who are experiencing educational instability.[12][13]

Transfer Students

Students who transfer into the school district who have successfully completed a portion of their high school graduation requirements under the School Code of a state other than Pennsylvania, or under the policies of a Board of Education other than the East Stroudsburg Area School District, shall be awarded, at minimum, the equivalent number of credits required to enter the same grade level from which they transfer provided that all of the following conditions are met:

1. The student has successfully earned the total number of credits at their previous/sending school to be on target for graduation at the completion of one year in grade 12.
2. The student will be able to meet the East Stroudsburg Area School District core course graduation requirements (i.e., number of required English, Math, Science and Social Studies) with the completion of one year in grade 12.

The Board authorizes the building Administrator to review the transfer student records and certify that the above conditions have met Chapter 4 requirements and those set forth in Title 22, Education; Part I, State Board of Education; Chapter 4, Academic Standards and Assessments; § 4.24, High school graduation requirements.

Students With Disabilities –

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with their graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student’s IEP, as determined by the student’s IEP team.[1][2][14][15][16][17][18][19]

Part-Time Students –

A student may qualify for graduation by attending school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.[20][21]

Full-Time Postsecondary Students—

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.[23][24]

Children of Active Duty Military Families –

The district shall provide supports to facilitate the on-time graduation of children of active duty military families in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy.[23][24]

Diplomas for Eligible Veterans --

In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.[6]

Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

Candidates or family representatives shall submit a completed Application For Diploma to the Superintendent to request a diploma for an eligible veteran.

The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.

3. Delegation of Responsibility

The Superintendent or designee shall be responsible for ensuring the following:

1. Publication and distribution of graduation requirements to students and parent(s)/guardian(s).[2][5]
2. Counseling of students regarding expectations of graduation requirements.[2][3][4][8][9][10][16]
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.[2][3][4][8][9][10][16]
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.[10][25]
5. Provision of assistance to those students having difficulty attaining the academic standards.[1][2]
6. Development of a list of individuals who qualify for the award of a diploma.
7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

Students who graduate earlier than their scheduled graduation may have a separate commencement event or may participate in the scheduled commencement with their classmates.

The Superintendent or designee shall annually, no later than December 1, report to the PA Department of Education (PDE) graduation information and data, as required by law.[1]

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Legal References:

1. 24 P.S. 121
 2. 22 PA Code 4.24
 3. 22 PA Code 4.51
 4. 22 PA Code 4.52
 5. 24 P.S. 510.2
 6. 24 P.S. 1611
 7. 24 P.S. 1613
 8. Pol. 102
 9. Pol. 127
 10. Pol. 212
 11. Pol. 233
 12. 24 P.S. 1331.1
 13. Pol. 251
 14. 24 P.S. 1614
 15. 22 PA Code 11.27
 16. 22 PA Code 4.12
 17. 34 CFR 300.102
 18. 34 CFR 300.305
 19. Pol. 113
 20. 22 PA Code 11.5
 21. 22 PA Code 11.8
 22. 22 PA Code 11.4
 23. 24 P.S. 7302
 24. Pol. 254
 25. Pol. 216
 - 34 CFR Part 300
- Interstate Compact on Educational Opportunity for Military Children (MIC3)

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: EDUCATIONAL OPPORTUNITY
FOR MILITARY CHILDREN

ADOPTED: February 26, 2024

REVISED:

254. EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

1. Purpose

The Board recognizes the challenges encountered by children of military families due to the frequent moves and deployment of their parent(s)/guardian(s). The Board is committed to eliminating barriers to student attendance, education, and graduation; and to providing additional supports to children of military families in compliance with federal and state laws, regulations and Board policy.

2. Definitions

Active duty – means full-time duty status in the active uniformed services of the United States, including members of the National Guard and reserve on active duty orders.[1][2]

Children of military families - means a school-aged child, enrolled in kindergarten through twelfth grade, normally residing in the household of an active duty member. Specifically, this includes children of:[3]

1. Active duty members of the uniformed services.
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement.
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

This does not include the children of:[3]

1. Inactive members of the National Guard and military reserves.
2. Members of the uniformed services now retired, except as otherwise stated in this policy.
3. Veterans of the uniformed services, except as otherwise stated in this policy.
4. Other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

State Council – an entity to coordinate the state’s participation and compliance among its government agencies, school entities and military installations.

Uniformed services – means the U.S. armed forces, Commissioned Corps of the National Oceanic and Atmospheric Administration, and the Commissioned Corps of the Public Health Service.[4]

U.S. armed forces – means the Army, Navy, Air Force, Marine Corps, Coast Guard and Space Force.[4]

3. Authority

The Board directs the district to comply with the provisions of the Interstate Compact on Educational Opportunity for Military Children (Compact) and this Board policy by:[3][5]

1. Facilitating the timely enrollment of children of military families and ensuring that they are not placed at a disadvantage due to difficulty in the transfer of education records from previous school districts or variations in entrance/age requirements.[6][7][8][9]
2. Facilitating the student placement process through which children of military families are disadvantaged by variations in attendance requirements, scheduling, sequencing, grading, course content or assessment.[10][11][12][13][14]
3. Facilitating the qualification and eligibility for enrollment, educational programs and participation in extracurricular, academic, athletic and social activities.[15][16][17]
4. Facilitating the on-time graduation of children of military families.[18]
5. Providing for the promulgation and enforcement of administrative rules implementing the provisions of the Compact.
6. Providing for the uniform collection and sharing of information between and among states, schools and military families under the Compact.
7. Promoting coordination between the Compact and other compacts affecting military children.

Promoting flexibility and cooperation between the educational system, parent(s)/guardian(s) and the student in order to achieve educational success for the student.

Advance Enrollment

In addition to the provisions of the Compact, the district shall enroll children of a parent(s)/guardian(s) who is an active duty member of the U.S. armed forces, including a reserve component, that has received official military orders to transfer into or within Pennsylvania, prior to establishing residency in this district.[6][8][19]

The parent(s)/guardian(s) shall provide the following:[6][19][20]

A copy of the official military order.

1. Proof of intent to move into this district, which may include:[19]

- a. A signed contract to buy a home.
- b. A signed lease agreement.
- c. A statement from the parent(s)/guardian(s) stating their intent to move into the district.

Within forty-five (45) days after the arrival date specified in the military orders, the parent(s)/guardian(s) shall provide the district with proof of residence in this district.[19]

The Board shall ensure that children of military families have equal access to the same educational programs, activities and services provided to other district students.

4. Delegation of Responsibility

The Superintendent shall be authorized to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment, placement and attendance of children of military families.[6][7][8][11][15][16][18][21]

The Superintendent or designee shall collaborate with the military family education liaison designated by the State Council, school staff, sending schools, local agencies, and other entities in supporting the needs of children of military families.

5. Guidelines

Children of military families enrolled in this district shall be provided support and services, as appropriate to each individual student's needs, in accordance with the Compact and Board policy.[22][23][24][25][26]

Legal References

1. 10 U.S.C. 12301 et seq
2. 10 U.S.C. 12401 et seq
3. 24 P.S. 7302
4. 10 U.S.C. 101
5. 24 P.S. 7301
6. Pol. 200
7. Pol. 201
8. Pol. 202
9. Pol. 216

10. Pol. 127

11. Pol. 204

12. Pol. 206

13. Pol. 212

14. Pol. 215

15. Pol. 122

16. Pol. 123

17. Pol. 231

18. Pol. 217

19. 24 P.S. 1302.1

20. 24 P.S. 1302

21. Pol. 203

22. Pol. 103.1

23. Pol. 113

24. Pol. 114

25. Pol. 138

26. Pol. 918

Pol. 113.4

Pol. 115

Pol. 146

Pol. 209

Interstate Compact on Educational Opportunity for Military Children (MIC3)

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS
TITLE: TRANSPORTATION

ADOPTED: August 19, 2002
REVISED: December 17, 2007
March 16, 2009
May 18, 2009
November 18, 2013
June 15, 2015
August 20, 2018
February 26, 2024

810. TRANSPORTATION

1. Purpose

Transportation for students shall be provided in accordance with law and Board policy.

2. Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities[1].

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

3. Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[2][3][4]

The Board shall purchase, lease, equip and maintain school buses/vehicles and/or contract for school bus/vehicle services, when necessary, in order to provide transportation of students to and from school at regularly scheduled hours and for approved field trips and extracurricular activities.[2][3][5][6][7][8][9][10][11]

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[3][12]

The Board shall provide transportation for students with disabilities without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP)

or Section 504 Service Agreement.[13][14][15][16][17]

The Board shall transport eligible resident students who are enrolled in nonpublic schools or charter schools as required within the distance prescribed by law.[2][4][8]

The Board shall transport children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[19][20]

The Board shall transport homeless children and youth in accordance with federal and state laws and regulations.[20][21]

A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and FBI background check; and the district has evaluated the results of that screening process as outlined in Policy 304.1.

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[22]

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more; and passengers load and unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[23][24]

4. Delegation of Responsibility

The school bus driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The school principal may suspend a student from bus transportation for disciplinary reasons, and the parent(s)/guardian(s) shall be responsible for the student's transportation.[7]

The Superintendent or designee shall be responsible to:

1. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[7][25]
2. Prepare for Board approval a district map or schedule indicating each bus stop/ route and/or school attendance area(s) designated as (a) walking zone(s).[7]
3. Maintain records and make required reports regarding school transportation.[5][7]
4. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the school district.[7]
5. Provide each school bus/school vehicle driver with:

- a. The Pennsylvania School Bus Driver's Manual;
- b. The written rules for student conduct on buses/vehicles;
- c. The procedures for evacuation drills; and
- d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.

5. Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[16][17][26][27][28][29]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[30][31]

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[32][33][34]

Legal References:

1. 75 Pa. C.S.A. 102
2. 24 P.S. 1361
3. 24 P.S. 1362
4. 24 P.S. 1726-A
5. 22 PA Code 23.1
6. 22 PA Code 23.2
7. 22 PA Code 23.4
8. Pol. 610
9. Pol. 611
10. Pol. 818
11. 75 Pa. C.S.A. 3345.1
12. 67 PA Code 447.1 et seq
13. 22 PA Code 23.3
14. 24 P.S. 1374
15. Pol. 103
16. Pol. 103.1
17. Pol. 113

18. Pol. 140
19. 20 U.S.C. 6312
20. Pol. 251
21. 42 U.S.C. 11432
22. 35 P.S. 4601 et seq
23. 35 P.S. 4608
24. 67 PA Code 212.101
25. Pol. 121
26. Pol. 209.1
27. Pol. 209.2
28. Pol. 210
29. Pol. 210.1
30. Pol. 113.4
31. Pol. 216
32. 24 P.S. 1517
33. 75 Pa. C.S.A. 4552
34. Pol. 805
24 P.S. 1331
24 P.S. 1365
24 P.S. 1366
24 P.S. 2541
24 P.S. 2542
22 PA Code 15.1 et seq
22 PA Code 23.6
75 Pa. C.S.A. 4551-4553
20 U.S.C. 6301 et seq
42 U.S.C. 11431 et seq
49 CFR Part 37
49 CFR Part 38
Pol. 810.1

Proposed changes to the 24/25 Program of Studies

The following is a summary of the proposed changes to the current (23/24) program of Studies, found on the Curriculum and Instruction website under the heading *Program of Studies*. Page numbers below refer to the original 23/24 copy.

1. Cover Page chart is updated yearly
2. Page 6 - Remove Career Academies & Career Concentration Language
3. Page 8¹ - Add “or through ESASD programs” after ESASD in the Class Rank section
4. Page 13 - Remove the *Note*: at the end of the dual enrollment paragraph and add the sentence “Dual credit courses taken should be three credit courses” to the end of the paragraph.
5. Page 15² - Add the sentence “Announcements will be made by the middle of May every school year” to #1 under Honors Reception Criteria
6. Page 15 - Add the words “programs, including dual credit” to #2 under Honors Reception Criteria
7. Page 15 - Replace the word “Work” with “Any credit recovery course(s)” in #5 of Honors Reception Criteria
8. Page 15 - Remove all content written in red ink in #6 under Honors Reception Criteria. Also add “or through an ESASD program “ after the words “on campus” and remove the word “and superintendent” after the words “building administrator”
9. Page 15 - Add the words “and dual credit” after career & technical instruction and add the word “other” before the word satellite to #7 under Honors Reception Criteria
10. Page 19 - removed CDT language and re-wrote paragraph by Keystone course exam instead of by grade level.
11. All current curriculum revision and re-writing efforts focus on courses already in existence with no needed changes to Program of Studies descriptions

¹ Numbers 3- 9 are changes made as a result of new legislation around dual enrollment agreements governed by 24 P.S. § 15-1525. For more specifics, please access PDE's [Dual Enrollment page](#).

² AR 213 guides the Honors Reception Criteria and will also be updated to reflect these changes

Program of Studies

2024-2025



Important Course Selection Dates 2024	
Mar 5	Distribution window for course selection sheets
Mar 12	HSN 8th grade parent scheduling night HSN 8th grade Preview Day
Mar 13	HSS 8th grade parent scheduling night HSS 8th grade Preview Day
Mar 16	SNOW DATE for HSS & HSN 8th grade parent scheduling night
Mar 19	8th grade course selection sessions will occur at the middle school with high school counselors
Apr 3	Grades 9-11 course selection materials posted on school website
Apr 8	9th grade course selection session
Apr 9	10th grade course selection session
Apr 10	11th grade course selection session
Apr 12	ESACA virtual course selection sessions
Apr 15-16	Makeup course selection
Apr 16	All course selection closed 8th-11th grade course selections posted for parent review
May 31	Deadline for parent waiver forms

After May 31 changes to student schedules will only be considered *to correct scheduling errors*,
NOT to change a course selection.

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GENERAL GRADUATION REQUIREMENTS

GENERAL PROFICIENCY REQUIREMENTS

The Commonwealth of Pennsylvania and the East Stroudsburg Area School District share responsibility for establishing academic standards, programs, and assessments that provide for each student's academic success. Each student is responsible for attaining the knowledge and skills necessary to become a creative and productive citizen.

To be graduated from the East Stroudsburg Area School District, a student shall (1) demonstrate mastery of the academic standards enumerated in Chapter 4 and (2) meet one of five graduation pathways as detailed in Title 24 P.S. 1-121.

Mastery of Chapter 4 Academic Standards

Students must successfully master the content embedded in the high school (9-12) planned courses which are incorporated from the Chapter 4 academic standards. Content mastery and performance of the academic standards shall be deemed successful when a student can demonstrate achievement of the academic standards at the 65% level or better. These criteria will be developed as the planned courses are reviewed in conjunction with the established curriculum review cycle.

Satisfactory completion of an IEP shall also constitute mastery of student performance outcomes for special needs students.

To qualify for a diploma from East Stroudsburg Area High Schools, all grade 12 students must accumulate a minimum of 26.0 credits. Course requirements are described in the sections entitled "General Credit Requirements" and "Specific Credit Requirements".

Graduation Pathways

In accordance with Pennsylvania's Act 158 of 2018, beginning with the graduating class of 2023, students must meet statewide graduation requirements in one of five ways. Students with learning disabilities may graduate according to the options below or by completing the program developed by their individualized education program (IEP) team.

Please note: East Stroudsburg Area School District provides opportunities for students to obtain most but not all of the pieces of evidence listed in these pathways. Pieces not currently available are marked with an asterix (*). Students who transfer into East Stroudsburg may use pieces of evidence obtained in their prior school district(s).

Option 1: Keystone Proficiency Pathway

Students must attain a score of proficient or advanced (1500+) on each of the three Keystone Exams - Algebra I, Literature, and Biology.

Option 2: Keystone Composite Pathway

Students must attain a composite score of at least 4452 on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the three exams and no less than a basic score on the remaining two).

Option 3: Alternate Assessment Pathway

Students must attain a passing grade in each corresponding ESASD Keystone trigger class (Algebra I, English 10 and Biology¹)

AND

any ONE of the following for each exam on which a student did not achieve at least a proficient score:

- SAT score of at least 1010
- PSAT score of at least 970
- ACT score of at least 21
- ACT WorkKeys Assessment Gold level*
- ASVAB exam: the minimum score to gain admittance to a branch of the armed services in the year the student graduates (see Chart 1)
- AP score of at least 3 on a corresponding AP exam (see Chart 2)
- IB score of at least 4 on a corresponding IB exam (see Chart 3)*
- Successful completion of a corresponding dual enrollment course
- Successful completion of a pre-apprenticeship program*
- Acceptance into an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework

Option 4: Evidence Based Pathway

Students must attain a passing grade in the corresponding ESASD Keystone trigger course (Algebra I, English 10 and Biology¹)

AND

provide THREE (3) pieces of evidence consistent with the student's goals and career plans according to the choices in the following chart:

At least ONE piece of evidence from this column	Any piece(s) of evidence from this column
AP Exam score of 3	satisfactory completion of a service learning project
IB Diploma Program Exam score of 3*	a letter guaranteeing full-time employment
ACT Workkeys attainment of Silver level*	a certificate of successful completion of an internship or cooperative education program

¹ "Completion of grade-based requirements in any science and technology and environment and ecology course shall satisfy the requirements for the academic content area associated with the Keystone Exam in biology" 24 P.S. § 1-121

Acceptance into an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework	satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.
Attainment of an industry-recognized credential	attainment of a score of proficient or advanced on a Keystone Exam
Successful completion of a dual enrollment or postsecondary course	

Option 5: CTE Pathway

Students must attain a passing grade in the corresponding ESASD Keystone trigger course (Algebra I, English 10 and Biology¹)

AND

any ONE of the following:

- attainment of an industry-based competency certification related to the CTE Concentrator's program of study
- demonstration of a high likelihood of success on an approved industry-based competency assessment
- readiness for continued meaningful engagement in the CTE Concentrator's program of study.

For further explanation of the CTE Pathway, please see PDE's Act 6 guidance.

Chart 1

Service Branch	Required AFQT Score*
Army	31
Navy	35
Marines	31
Air Force	36
Coast Guard	45
*These scores are subject to change without notice	

Chart 2

Algebra Equivalent	Literature Equivalent	Biology Equivalent
AP Calculus AB	AP English Language and Composition	AP Biology
AP Calculus BC	AP Literature and Composition	AP Environmental Science
AP Computer Science A		AP Chemistry
AP Computer Science Principles		AP Physics 1: Algebra Based
AP Statistics		AP Physics 2: Algebra Based

AP Physics 1: Algebra Based		AP Physics C: Electricity and Magnesium
AP Physics 2: Algebra Based		AP Physics C: Mechanics
AP Physics C: Electricity and Magnetism		
AP Physics C: Mechanics		
AP Chemistry		

Chart 3

Algebra Equivalent	Literature Equivalent	Biology Equivalent
IB Mathematics: Analysis and Approaches SL	IB Language A: Literature	IB Biology
IB Mathematics: Analysis and Approaches HL	IB Language A: Language and Literature	IB Design Technology
IB Mathematics: Applications and Interpretations SL	IB Literature and Performance	IB Chemistry
IB Mathematics: Applications and Interpretations HL		IB Physics
IB Computer Science		IB Sports, Exercise and Health Science
IB Chemistry		
IB Physics		

GENERAL CREDIT REQUIREMENTS

Students must successfully demonstrate proficiency in knowledge and application of planned courses that adhere to the Chapter 4 regulations. In addition, each student must have attained the required number of credits to graduate. To qualify for a diploma from East Stroudsburg Area High Schools, all grade 12 students must accumulate a minimum of 26.0 credits. Generally, students must complete the following minimum subject requirements:

COURSE OFFERINGS INCLUDE

- General Studies Courses

CORE COURSES:

*Monroe Career & Technical Institute (MCTI) students involved in select career pathways may be subject to other requirements

- 4 English Courses
- 4 Math Courses
- 2 Humanities
- 3 Science Courses
- 4 Social Studies Courses*
- 1 Computer Literacy
- .50 Family & Consumer Science
- 1 Physical education
- .75 Health
- .25 Driver's Education
- 5.50 Electives

Total = 26 credit

Please note that Monroe Career & Technical Institute (MCTI) offers specific Career Pathways for those students who would like to focus their elective courses in order to meet a specific career objective.

Attention incoming Freshmen

The East Stroudsburg Area School District is pleased to announce the establishment of three new Career Academies! These optional career academies will be available starting with the graduating class of 2027 and beyond.

The new career academy programs offer unique benefits to students who choose to take part. The predetermined course load will promote the skills required to succeed in their career academy. Be on the lookout for these exciting opportunities in the coming months!

CAREER CONCENTRATIONS (Optional for all students)

The East Stroudsburg Area School District desires to formally recognize our students' interest and efforts related to their academic experiences. As a result, starting with the 2023 - 2024 school year, any student who has successfully completed, or chooses to complete, four (4) elective credits in one area of study (see chart below) during their high school career, will receive special recognition of a Career Concentration on their official transcript and additional recognition at graduation.

Career Concentrations increase the connection associated with coursework offered at our high schools, student interest, and potential career paths. Career Concentrations encourage students to explore areas of

interest by focusing on coursework directly related to their interests. Career Concentrations link what students learn in school with the knowledge and skills they need for success in college and careers.

Please review the following information below to determine if you may already be eligible for career concentration recognition, or what classes you may need to take to receive your career concentration recognition.

Administrative & Sales Services Careers (Select 4 credits)

Department	Courses	Credit
Art	Advertising, Communication & Design	1
Business Education	Introduction to Business	1
	Accounting I	1
	Accounting II Honors	1
	Accounting III Honors	1
	Accounting IV Honors	1
	Computer Applications	1
	Sports Marketing	0.5
	Sports & Entertainment Management	0.5
	Everyday Law	1
	Spreadsheet Applications	0.5
	Presentation Applications	0.5
	Word Processing Applications	0.5
	Small Business Management & Entrepreneurship	1
Personal Finance	1	
English	Public Speaking	1
Math	Web Design	1
Social Studies	Sociology	1

*Any core courses above the minimum credits may count toward this concentrations

Science & Technology Careers (Select 4 credits)

Department	Courses	Credit
Science	Chemistry*	1
	AP Chemistry*	1
	Environmental Science*	1
	Physics*	1
	AP Physics*	1
	Anatomy & Physiology*	1
Math	Computer Programming	1
	AP Computer Science	1
	Multimedia	1
	Game Design	1
	Web Design	1

Technology Education	Graphic Technology I	1
	Graphic Technology II	1
	Graphic Technology III	1
	Engineering Drawing I	1
	Engineering Drawing II	1
	Architectural Drawing I	1
	Architectural Drawing II	1
	Architectural Drawing III	1
	Architectural Drawing IV	1
	Basic Electronics I	1
	Basic Electronics II	1
	Solid State Electronics - Honors	1
	Mechanical Drawing	0.5
	Introduction to CAD	0.5
	Energy Power & Transportation	1
Business Education	Computer Applications	1
	Spreadsheet Applications	1

*Any core courses above the minimum credits may count toward this concentrations

Arts & Communication Careers (Select 4 credits)

Department	Courses	Credit
Art	Drawing	0.5
	Fine Arts I	1
	Fine Arts II	1
	Fine Arts IV - Honors	1
	Functional & Wearable Art I	1
	Recycled Green Art I	0.5
	Functional & Wearable Art II & Recycled Green Art II	1
	Creative Crafts I	0.5
	Creative Crafts II	1
	Ceramics & Sculpture	1
	Digital Art & Photography	1
	Digital Art & Photography II	1
	Digital Art & Photography III	1
	Advertising, Communication, & Design	1
	Advanced Drawing & Painting - Honors	1
	Ceramics & Sculpture - Honors	1
	Fine Arts III - Honors	1
	Portfolio Preparation I	1
	Portfolio Preparation II	1
	Advanced Sculpture - Studio II Honors	1
Business	Multimedia	1
	Web Design	1
English	Drama I	1
	Drama II - Honors	1
	Public Speaking I	1

	Creative Writing I	4
	Creative Writing II-Honors	4
	Journalism	0.5
	Yearbook Production	0.5/4
	Studio Broadcasting	4
	Film Study	4
	Gender Studies & Literature	0.5/4
Family & Consumer Science	Fashion/Clothing Construction I	4
	Fashion/Clothing Construction II-Honors	4
	Bon Appetit	4
	Creative Crafts	0.5
Math	Multimedia	4
	Game Design	4
	Game Design II	4
	Web Design I	4
	Web Design II	4
Music	Piano Class	0.5
	Music Fundamentals I	4
	Music Fundamentals II	4
	Music Technology & Composition-Honors	4
	Concert Choir-Honors	4
	Vocal Technique & Styling	0.5
	Concert Band	4
	Jazz Lab	0.5
	Conducting an Analysis	0.5
Social Studies	Sociology	4
	Psychology	4
Technology Education	Graphic Technology I	4
	Graphic Technology II	4
	Graphic Technology III	4
	T.V./Video Production I	4
	T.V./Video Production II	4
	Studio Broadcasting	4
	Digital Photography	0.5
	Engineering Drawing I	4
	Engineering Drawing II	4
	Architectural Drawing I	4
	Architectural Drawing II	4
	Architectural Drawing III	4
	Architectural Drawing IV	4
	Wood Technology I	4
	Wood Technology II	4
	Wood Technology III	4
	Multimedia I	4
	Multimedia II	4

*Any core courses above the minimum credits may count toward this concentrations

Social Services Careers (Select 4 credits)

Department	Courses	Credit
English	Public Speaking	1
	Journalism	0.5
	Film Study I	1
	Gender Studies in Literature	1
Family & Consumer Science	Everyday Living	1
	Child Development I	1
	Child Development II	1
	Child Development III	1
Health & Physical Education	Lifeguarding/Water Safety	1
Social Studies	AP-U.S. Government & Politics	1
	Psychology	1
	AP Psychology	1
	Multicultural Perspectives on U.S. History	1
	Current World Issues	1
	Sociology	1
World Languages	All	N/A

*Any core courses above the minimum credits may count toward this concentration

Attention All College Bound Athletes!

Please visit eligibilitycenter.org to see NCAA academic requirements to be eligible to participate in college athletics.

Nonbinding Note

This booklet describes all courses contained in the East Stroudsburg High School-North/South program of studies; however, not all courses may be offered during one school term. The school district reserves the right to cancel or postpone courses for which insufficient enrollment, lack of physical facilities, or availability of teaching personnel necessitates such action.

SPECIFIC CREDIT REQUIREMENTS

FAMILY AND CONSUMER SCIENCE

Each graduating senior must meet the Family and Consumer Science competencies taught through any of the Family and Consumer Science courses or embedded in the following courses:

- | | |
|---------------------------------------|--|
| Accounting | Personal Finance |
| Career Skills | Professional Development Program (MCTI only) |
| Consumer Math | Sports and Entertainment Marketing |
| Creative Crafts | Sports and Entertainment Management |
| Independent Study (approval required) | Small Business Management and Entrepreneurship |
| Introduction to Business | |

HUMANITIES

Courses taught by the following departments count toward fulfilling the 2.0 humanities credits required for graduation except as noted. See course description for credit details.

Art Department

All courses

Business Education

Everyday Law

Introduction to Business

Personal Finance

Small Business Management and Entrepreneurship

Honors

Sports and Entertainment Marketing

Sports and Entertainment Management

Music Department

All courses

Family & Consumer Sciences Department

All courses

World Language Department

All courses

Technology Department

All courses

English Department

Electives

Social Studies Department

Electives

COMPUTER LITERACY

The following courses are approved to count toward fulfilling the 1.0 Computer Literacy credit required for graduation. See course description for credit details.

Art Department

Digital Art & Photography I, II, III

Business Education Department

Career Skills

Introduction to Business

Computer Applications

Accounting I, II, III, IV

Sports/Entertainment Marketing

Sports/Entertainment Management

Computer Applications

Spreadsheet Applications

Presentation Applications

Multimedia

Web Design

English Department

Yearbook

Studio Broadcasting

Honors Seminar

Math Department

Computer Methods and Programming

Multimedia

Honors Multimedia

Honors Multimedia II

Web Design

Honors Web Design

Technology Department

Introduction to Technology

Architectural Drawing I, II, III, IV

Engineering Drawing I, II

Graphics Technology I, II, III

Electronics I, II, III, IV

TV/Video Production I, II

Wood Technology I, II, III

Intro to CAD

Vocal Music Department

Music Technology & Composition-Honors

ACADEMIC POLICIES

CLASS RANK

Students are ranked on the basis of a 4.0 scale. They receive a 4.0 for an "A", 3.0 for a "B", 2.0 for a "C", 1.0 for a "D", and 0.0 for an "F". Courses are weighted with the following multipliers:

Advanced Placement	1.5
Honors	1.375
College Preparatory	1.25
Applied	1.0

Each percentage point earned within the grading scale increases the quality point value awarded.

The maximum number of credits calculated into a student's GPA may not exceed 8.1 credits during any given year.

Transfer students receive the credits earned at their previous school, but the courses carry no weight. Therefore, their rank and GPA are determined solely by their performance at ESASD or through ESASD programs. Transfer students are eligible for the awards of valedictorian and salutatorian only after they have earned 12.1 credits at ESASD.

COURSE AUDIT

Students may choose to enroll in a course on an audit basis under the following conditions:

1. Space is available.
2. Grading for the course will be: O= Outstanding, S= Satisfactory, or U=Unsatisfactory
3. Audited courses cannot be used for credit toward graduation.
4. Permission of the parent/guardian, teacher, school counselor, and principal is required. The teacher will inform the school counseling office.
5. Students enrolled for audit are expected to meet all course requirements.
6. Once enrolled as an audit, the course cannot be considered for credit or any grade other than O, S, U, or W (Withdrawn).
7. Students may be withdrawn from an audited course at the request of the teacher.

COURSE SEQUENCE

No student may enroll in the next grade level of courses unless he/she has passed the current grade level class. The only exceptions to this will be during the fourth year of high school, wherein seniors, with the principal's approval, may take two (2) different grade levels to meet graduation requirements, or as per a student's IEP or GIEP.

DISSECTION POLICY

The science department has a dissection policy that encourages students to participate in dissection activities. However, for students who do not wish to participate in dissection, alternatives are available upon the written request of the parent/guardian. See the science teacher at the beginning of the course to discuss any concerns.

PARENT WAIVER FOR CHANGE IN CORE COURSE LEVEL

A parent/guardian may request a change in course level in a core subject by making an appointment with the student's school counselor and signing a waiver of responsibility if such a change is not recommended by the student's prior year teacher for that subject area. All parent waivers are due May 31st.

DROP-ADD

After May 31, changes to student schedules will only be considered to correct scheduling errors, NOT to change a course selection.

The dropping and adding of courses may occur on a limited basis due to extenuating circumstances. This process should be initiated with the student's counselor and the counselor will secure approval with building administration. If a drop is approved as previously outlined the following procedure will go into effect: after nine (9) days, the student will receive a "W" (if no grades had yet been recorded), a "WP" (if the student had been passing the course at the time of withdrawal), or a "WF" (if the student had been failing the course at the time of withdrawal)..

Students in grade 9, 10, and 11 are expected to carry 8 credits. Students in grade 12 are advised to carry a minimum of five (5.5) full credits. Failure to maintain the minimum credit requirement may result in the student being ineligible for academic awards and the Honors Reception.

DUAL ENROLLMENT

ESASD strives to leverage its partnerships with post-secondary institutions in near proximity to its two high schools. In some cases, tuition is free or reduced. In all cases, these classes will prepare students for college-level work while enabling them to earn college credits before high school graduation. Students should check with the school counseling office for updated opportunities with institutions such as Northampton County Community College and East Stroudsburg University. ~~Note* Currently, the ESASD grading procedure related to dual enrollment impacting GPA is under review. Look for further information at the start of the 2023-2024 school year.~~ Dual enrollment courses taken should be three credit courses.

GRADING

The following information pertains to numerical grading.

1. All courses will use a numerical system of grading.
2. Any grade average below 65.0% will be considered a failing grade.

3. Any student who is absent on the day of a final exam must produce a doctor's excuse for the absence. Please see above..
4. The final course grade consists of the grade earned by the student and the final exam, with the final exam, if required, being worth 1/9 of the grade.
5. A student may receive a notation of "I" on his/her report card indicating that the required work was not submitted. A student has one (1) school day for each day of absence to make up incomplete work, except in extenuating circumstances.
6. Alphabetic and numeric grade equivalents are listed below for grades 9 - 12:

Grading Scale		I	Incomplete
A	90-100	O	Outstanding
B	80-89	S	Satisfactory
C	70-79	U	Unsatisfactory
D	65-69	W	Withdraw
F	<65	WP	Withdraw Passing
		WF	Withdraw Failing
		M	Medical Excuse
		IT	Insufficient Time

Failed courses in the fall semester are not rescheduled for the spring unless approved by the building principal or his/her designee. However, a student may make up the credit by "doubling up" on required courses the following year or by attending summer school.

HOMework

In addition to regular class work, outside assignments are an essential ingredient in most courses. All students are hereby notified that homework completion is one of their obligations to meet the minimum requirements for the successful completion of a course. Generally, when a teacher assigns homework, he/she is looking to:

- Promote good study habits;
- Develop a sense of responsibility and independence;
- Help the student master a skill;
- Enhance and stimulate the student's creativity;
- Encourage the student to learn new concepts;
- Make sure the student understands what has been taught;
- Inform parents/guardians of what their sons/daughters are learning in the classroom;
- Provide practice and reinforcement of skills;
- Broaden areas of interest through enrichment; and/or
- Encourage parent/guardian and child interaction.

To meet these objectives, the student, the parent(s)/guardian(s), and the school must look upon homework as important and necessary. Cooperation and communication between the home and school are essential if homework assignments are to make a significant contribution to your child's education. The time you share with your child on these assignments will be beneficial to you both.

Upon the day of return from an absence, students are responsible for checking with their teachers for work missed.

When a student is absent or expecting to be absent from school for any extended period of time due to illness, parent(s)/guardian(s) should contact the school for homework assignments. At least twenty-four hours notice is necessary to process requests. The student/parent/guardian is responsible for making arrangements to pick up the homework at the school's Main Office. Please see Board Policy No. 130 for more information.

HONOR ROLL

The following criteria shall be used in determining eligibility for the school honor rolls:

1. "High Honors" A student attains high honors status by having a marking period average of 92% or better with no grade lower than 80% in any subject as well as no "U," "I", or "WF."
2. "Honors" A student attains honors status by having a marking period average of 86% or better with no grade lower than 80% in any subject as well as no "U," "I", or "WF."
3. Determination of academic honor standing will be made by the school counseling department and administration at the end of each marking period. Honor standing will be noted on the student's report card. All subjects (except Driver Training) are calculated in the average for the honor roll determination.
4. Averages will be re-calculated once an "I" is made up and a new grade is assigned.

HONORS RECEPTION CRITERIA

1. Awards will be based on the first three marking periods of this school year. This is a current academic school year class rank, not the cumulative class rank as seen on the student report card. **Announcements will be made by the middle of May every school year.**
2. Students must have all three marking period grades earned from approved work done at or through an East Stroudsburg Area School District high school **programs, including dual credit.**
3. Department awards will be determined by comparing students from the first semester with those taking the same course in the second semester based on their overall performance (percentages, grades, and other criteria) during the first nine weeks of the semester.
4. Students who attempt to complete two years in one will compete with the graduating class in which they are enrolled.
5. ~~Work~~ **Any credit recovery course(s)** taken by a student during the summer, for whatever reason and by whatever method, will be counted as being taken in the prior school year.
6. Students must carry a minimum of 7.5 credits on campus **or through an ESASD program** for each of the three marking periods (5.5 credits for seniors). Seniors who elect to take any course at a Post-Secondary Institution and count it towards the minimum number of credits required for Honors Reception eligibility will need prior approval by the building administrator ~~and superintendent.~~ **Any three-credit class taken at a Post-Secondary Institution will be awarded as one credit through ESASD and will not be factored into the student's GPA (Note* this procedure is currently under review by ESADS administration). If students elect to take coursework at a college/university, they are doing so by their own choice and are not eligible for district reimbursement.**
7. Homebound instruction, career & technical instruction, **and dual credit** are counted in the overall average. However, **other** satellite credits and other work taken off campus may not be counted in the overall average.

INCOMPLETE COURSE REQUIREMENTS

Students whose required work for any marking period is not complete when due may be given an incomplete ("I") on their report card. Students receiving grades with the notation of incomplete "I" will be given a specified deadline to complete the work, not to exceed five school days, except in extenuating circumstances. Any extenuating circumstances must be presented to the school principal for approval.

INDEPENDENT STUDY

Any independent study must be student-initiated, and the approval of the applicable faculty member, the department chairperson, the school counselor, and the principal must be obtained. The student works under the direction of the faculty member and pursues an approved topic or project through a well-planned outline. The work required for one credit in independent study is equal to or greater than the required one credit in another major academic subject. Independent study may be taken for a maximum of one credit and may be taken with a maximum of five other majors. For more information, please see Board Policy No. 118. The parameters set forth in this section or in Policy No. 118 shall not be applied to online courses taken in accordance with Board Policy No. 118.

NATIONAL HONOR SOCIETY CRITERIA

All members of the National Honor Society (NHS) are selected for membership by the faculty. Seniors are eligible to apply for membership at the end of the first marking period of the school year. Juniors are eligible to apply for membership at the end of the second marking period for the school year. All successful candidates must satisfy the following criteria:

1. **Scholarship** - A cumulative weighted grade point average of 4.0 or better at the end of the marking period that a student first becomes eligible.
2. **Leadership** - Participation in two or more full-time in-school and/or out-of-school activities in the prior two school years. A full-time activity is defined as one that meets daily during a season or regularly throughout the school year. Out-of-school activities should be consistent with the NHS criteria of service, "volunteers dependable and well-organized assistance, participates in church groups; scouting; services for the aged, poor, or disadvantaged."
3. **Character** - This is probably the most difficult criterion for membership to define. Generally, the student who possesses worthy character:
 - a. Takes criticism willingly and accepts recommendations graciously.
 - b. Exemplifies constantly desirable personality qualities (cheerfulness, friendliness, poise, stability.)
 - c. Upholds principles of morality and ethics.
 - d. Cooperates by complying with school regulations concerning property, programs, offices, halls, etc.
 - e. Demonstrates the highest standards of honesty and reliability.
 - f. Shows courtesy, concern, and respect for others.
 - g. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
 - h. Has powers of concentration and sustained attention, as shown by perseverance and application to studies.

- i. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit from the mistakes of others.
- j. Takes an active role to rid the school of bad influences or environment.

4. Service

If selected for membership, the NHS student must maintain the same standards of scholarship, leadership, service, and character. NHS members are expected to attend meetings regularly and participate in the NHS Tutoring Program. In addition, each member is expected to participate in an individual or group project that benefits the school or community. Students may be dismissed from the National Honor Society if they fail to maintain the standards in any of the criteria listed above. Violations of the Code of Conduct, NHS rules of conduct, and the law are inconsistent with membership in the National Honor Society and could result in dismissal.

PROMOTION

The issuance of a graduation diploma is contingent upon the satisfactory completion of credits as outlined by the Pennsylvania Department of Education and the East Stroudsburg Area School District Board of Education. The promotion from grade to grade is contingent upon the student completing enough credits in each grade to be on target for graduation at the completion of one year in grade 12.

The credit totals listed below are to include all those credits earned in all courses. Any required course(s) failed and not made up through summer school must be repeated the following school year before the next grade level of instruction is taken. Note: Students are eligible to attend summer school if they have a 55% or higher for final averages.

The minimum credit requirements listed below are necessary to be considered a member of the class indicated.

Grade 10 5.0 credits Grade 11 10.0 credits Grade 12 18.0 credits

REPORTING STUDENT PROGRESS

Grades are updated digitally on a weekly basis on the District's Learning Management System called Sapphire. Families may sign up to access this system by following the directions in the box below.

- Visit our website at www.esasd.net.
- On the left-hand side, locate and click on the "Sapphire" link.
- When the Sapphire suite screen appears, click on the "Community Portal" box.
- Locate and click on the link entitled "Create a Web Portal Account" and follow the directions.

SENIOR RELEASE

A senior student is eligible for early release or late arrival only if he/she has a senior year schedule that will complete all graduation requirements and if the parent/guardian gives permission for the student to be released early from or arrive late to school. Transportation must be provided by the family or student. Senior release begins only after Block 3. Senior Late Arrival applies only to Block 1. Senior Release prior to 3rd block

or senior late arrival after 1st block requires principal pre-approval. If there is a school delay, the student must remain until Block 3 ends. If it is decided that it is better for the student to remain in school, upon parent request with administrative approval or with administrative approval, an area will be provided to which the student must report. Seniors are not to remain on school property once they are excused, and they are not to arrive early before their assigned start time. They must leave the building within six (6) minutes after their last class unless they have received specific permission to remain from a teacher or administrator.

This privilege may be revoked under any of the following circumstances:

1. Failure in any subject on a report card.
2. Chronic tardiness for school and/or class.
3. Chronic disciplinary infractions.
4. Failure to leave school property within five (6) minutes after the student's last scheduled class without prior administrative approval.
5. Infraction of a school rule or regulation.

***** PLEASE NOTE: DOCUMENTATION WILL BE PROVIDED TO SENIORS WHO ARE ELIGIBLE FOR EARLY RELEASE OR LATE ARRIVAL. STUDENTS MUST CARRY THIS DOCUMENTATION WITH THEM AT ALL TIMES AND BE PREPARED TO SHOW IT WHEN ASKED FOR IDENTIFICATION.**

STANDARDIZED TESTING

Standardized test scores are one source of information used to assess student academic achievement and progress. Additionally, Act 158 connects standardized testing with the ability to graduate. Teachers, counselors, and administrators use standardized and/or normed test scores and information, as well as a variety of other curriculum-based assessment information, to assess the student's educational program. Board Policy No. 127, "Assessment of System", can be viewed on the ESASD website. The following standardized/normed tests are administered to students as part of the school district program:

Grades 9, 10, and 11

Test: CDTs (Classroom Diagnostic Tools)

Purpose: To formatively assess student progress in Algebra I, Biology, and Literature.

Grades 9, 10, and 11

Test: Keystone Exams

Purpose: To summatively assess student proficiency in Algebra I, Biology, and Literature

Algebra I (Grades 9, 10, 11)

Test: IXL benchmark test (administered 2 or 3 times per year)

Purpose: To formatively assess student progress in Algebra I

Test: Keystone Algebra I exam (administered at the end of the course)

Purpose: To summatively assess student proficiency in Algebra I to meet state graduation requirements

Biology (Grades 10, 11)

Test: Keystone Biology exam (administered at the end of the course)

Purpose: To summatively assess student proficiency in Biology to meet state graduation requirements

English 10 (Grade 10)

Test: CommonLit and/or IXL benchmark test (administered 2 or 3 times per year)

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K-12 School Guidance Plan

February 2024

East Stroudsburg Area School District



School District Chapter 339 Counseling Plan

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1. School Counselors & Assignments

Counselor Name	School	Ratio
Name	Building	
Lachlan Peeke	J.T. Lambert Intermediate School	(923:3)
Cynthia Christian	J.T. Lambert Intermediate School	
Morgan DeSandre	J.T. Lambert Intermediate School	
Eric Reichert	Lehman Intermediate School	(616:2)
Georgia Furino	Lehman Intermediate School	
Joseph Formica	High School-South	(1,256:4)
Phillip Kerzner	High School-South	
Jay Kule	High School-South	
Alison North	High School-South	
Douglas Beckworth	High School- North	(946: 3)
Monica Calabrese-Arnold	High School-North	
Jeffrey Reichl	High School-North	
Carol Huffman	ESACA	(332:2)
Kate Krammes	ESACA	
Abigail Banks (K-1)	Bushkill	(421:1.5)
Tanya Spitzel (2-5)	Bushkill	(421:1.5)
Amanda Yost (K-2)	East Stroudsburg Elementary	(624:2)
Jonathan Osmun (3-5)	East Stroudsburg Elementary	(624:2)
Abigail Banks (K-2)	JM Hill	(462:1.5)
Joseph Castaldo (3-5)	JM Hill	(462:1.5)
Stacey Miller (K-2)	Middle Smithfield	(458:2)

Jenna McElroy (3-5)

Middle Smithfield (458:2)

Erin Volutza (K-2)

Resica Elementary (439:2)

Michael Kimmel (3-5)

Resica Elementary (439:2)

Laura Osmun (K-2)

Smithfield Elementary (328:2)

Lauren Rovi (3-5)

Smithfield Elementary (328:2)

2. Role of the School Counselor

Role	Level	Evidence of Role
Leader	Elementary	ESASD School Counselors take on the role of educational leader through the implementation and management of a Comprehensive School Counseling Program.
	Middle	
	High School	
Advocate	Elementary	ESASD School Counselors advocate for all students to have the opportunity to participate in academic instruction which will help them become college and career ready upon graduation.
	Middle	
	High	
Collaborator	Elementary	ESASD School Counselors collaborate on a daily basis with teachers, parents, administrators to promote student achievements.
	Middle	
	High	
Systemic Change Agent	Elementary	Each ESASD School Counseling Department/Level will be represented on various district committees to help foster positive environmental change which aids in all students' academic development.
	Middle	
	High School	

3. Job Description linked to the Counselor Evaluation Process

East Stroudsburg Area School District

Professional School Counselor

Job Description

Position: School Counselor

Reports To: Building Principal

Purpose: Utilizing leadership, advocacy, and collaboration school counselors promote student success, provide preventive services, and respond to the needs of all students by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development.

The major functions of the school counselor job description are to incorporate the Pennsylvania State Department of Education mission that every public school student will graduate from high school, college and career ready. Job duties and responsibilities should be addressed with the assistance of the team of school counselors located at a school or throughout the district.

Duties and Responsibilities

1. MAJOR FUNCTION: DEVELOPMENT AND MANAGEMENT OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

- 1.1 Discusses the comprehensive school counseling program with the school administrator.
- 1.2 Develops and maintains a written plan for effective delivery of the school counseling program based on the PA Comprehensive School Counseling Program and current individual needs.
- 1.3 Communicates the goals of the comprehensive school counseling program to educate stakeholders (i.e., administrators, teachers, students, parents, and community/business leaders).
- 1.4 Uses the majority of time to provide direct services through the Guidance Curriculum, Individual Student Planning as well as Preventive and Responsive Services. The remaining time should be utilized for program management, system support, and accountability (National standards recommend: 80% of time in Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services; & 20% of time in program management, system support, and accountability, American School Counselor Association 2005).

2. MAJOR FUNCTION: DELIVERY OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

Guidance Curriculum

- 2.1 Proves leadership for and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standards Course of Study
- 2.2. Implements developmentally appropriate and prevention-oriented groups and/or classroom activities to meet student needs and school goals.

Individual Student Planning

- 2.3 Assists all students, individually or in groups, with developing academic, career, and personal/social skills, goals and plans.
- 2.4 Accurately and appropriately interprets and utilizes student data.
- 2.5 Collaborates with parents/guardians and educators to assist students with education, career, and life planning.

Preventive and Responsive Services

- 2.6 Provides individual and group counseling to students with identified concerns and needs.
- 2.7 Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
- 2.8 Provides referrals to educational/community referrals to educational/community resources for students and families who are in need of additional and/or specialized assistance and support.
- 2.9 Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.

System Support

- 2.10 Provides appropriate information to school personnel related to the comprehensive school counseling program.
- 2.11 Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- 2.12 Participates in professional development activities to improve knowledge and skills.
- 2.13 Uses available technology resources to enhance the school counseling program.
- 2.14 Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.

3. MAJOR FUNCTION: ACCOUNTABILITY

- 3.1 Collects and analyzes data to review extent of program implementation and effectiveness as well as to guide program direction and emphasis.
- 3.2 Measures results of the comprehensive school counseling programs activities and shares results as appropriate with relevant stakeholders.
- 3.3 Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions.

Counselor Level	<u>Domain 1</u> <i>Planning and Preparation</i>	<u>Domain 2</u> <i>Environment</i>	<u>Domain 3</u> <i>Delivery</i>	<u>Domain 4</u> <i>Professional Development</i>
Elementary	<ul style="list-style-type: none"> -Implement a balanced comprehensive developmental school based counseling program that includes counseling curriculum, responsive services, individual planning, and student support services. -Coordinate with people in the school and other resources in the school, home and community to promote student success. -Assist students in achieving their optimum growth in the areas of career, personal/social, and academic preparation. -Use department processes when referring students, parents/guardians, and others to special programs, and services at school. -Adhere to legal, ethical, and professional standards related to the assessment. -Able to administer and interpret standardized tests and results and other assessment data to guide students in individual goal setting and planning. -Demonstrate professionalism, including commitment to professional development. -Work with students on an individual basis in solution of personal problems and development of action plans for academic success. -Refer to proper agency and services as needed. -Help students to learn to make their own decisions and solve problems independently. -Work with administration, parents/guardians, and students to provide smooth 	<ul style="list-style-type: none"> -Implement a balanced comprehensive developmental school based counseling program that includes counseling curriculum, individual planning, and student support services. -Work with students on an individual basis to help with personal and emotional problems at school and home. -Refer to proper agencies for outside services. -Help students to learn to make their own decisions and solve problems on their own. -Work with parents/guardians, administration, and students to provide a smooth transition for students from new schools, different placements, and or other areas outside of school. -Work with the Crisis Team to assist in implementation of the School Wide Safety Plan. -Work with Building Level Teams in support of student assistance programs. -Communicate with parents/guardians. -Act as a student advocate in all matters involving students. 	<ul style="list-style-type: none"> -Implement a balanced comprehensive developmental school based counseling program that includes individual and group counseling curriculum, responsive services, individual and group planning, and student support services. -Coordinate with stakeholders, community agencies, local resources in the school, home and community to promote student success. -Support students in setting their own goals in the areas of academic, career, and personal/social preparation. -Follow District and Pupil Services referral process for students when looking at special programs and services. -When providing an assessment align our legal, ethical, and professional standards. -We will help administer and interpret standardized tests and results of other assessment data to help students in individual goal setting and planning. -We will demonstrate professionalism, including our commitment to professional development and growth. -Work with individual students to find solutions in the areas of personal problems and how to create plans for academic and personal success. -Refer to appropriate community agencies and services as needed. -Assist students in learning how to independently make their own decisions and solve problems. -Coordinate and Collaborate with new students and their 	<ul style="list-style-type: none"> -In regards to assessments make sure that we follow legal, ethical, and professional standards. -In regards to individual student goal settings; be able to administer, interpret, standardized tests and results and other assessment data. -Demonstrate professionalism, including commitment to professional development. -Work with students on an individual as needed basis to support them in finding solutions to personal problems and development of action plans for academic and personal success -Refer to proper community agencies and outside services on an as needed. -Help individual students to solve problems on their own and make independent decisions. -Work with building administration, parents/guardians, and students to provide a smooth transition for new students. -Coordinate and support the Crisis Response Team to assist in implementation of the School Wide Safety Plan. -Work with building grade levels to facilitate, coordinate and help support the student assistance program. -Coordinate and communicate with teachers, school nurse, and parents in writing and completion of Chapter 15 service agreements. -Collaborate with special education staff in regards to students in the areas of personal/social, career, and

	<p>transition for students from new schools, different placements (outside of school), and or other areas.</p> <p>-Work with Crisis Response Team to assist in implementation of School Wide Safety Plan in school.</p> <p>-Work with students, teachers, school nurse, and parents/guardians in completion of Chapter 15 service agreements.</p> <p>-Assist special educational staff, including school psychologist, in screening potential referrals by providing information to parents and supplying background information for the referral that has been made.</p> <p>-Act as a student advocate in all matters involving the student.</p>		<p>families to support a smooth transition to the district..</p> <p>-Coordinate and support the Crisis Response Team to assist in implementation of the School Wide Safety Plan.</p> <p>-Work with building grade levels to facilitate, coordinate and help support the student assistance program.</p> <p>-Coordinate and communicate with teachers, school nurse, and parents in the writing and completion of Chapter 15 service agreements.</p> <p>-Collaborate with special education staff in regards to students in the areas of personal/social, career, and academic.</p> <p>-Communicate with parents and stakeholders as necessary.</p> <p>-Explain and present the counseling program to the community members.</p> <p>-Act as a student advocate in all matters involving students.</p>	<p>academic.</p> <p>-Communicate with parents and stakeholders as necessary.</p> <p>-Explain and present the counseling program to the community members.</p> <p>-Act as a student advocate in all matters involving students.</p>
<p>Middle</p>	<p>-Implement a balanced comprehensive developmental school based counseling program that includes counseling curriculum, responsive services, individual planning, and student support services.</p> <p>-Coordinate with people in the school and other resources in the school, home and community to promote student success.</p> <p>-Assist students in achieving their optimum growth in the areas of career, personal/social, and academic preparation.</p> <p>-Implementation of Sapphire Student Information System to gather and archive student artifacts for Future Ready Index requirements.</p>	<p>-Implement a balanced comprehensive developmental school based counseling program that includes counseling curriculum, individual planning, and student support services.</p> <p>-Work with students on an individual basis to help with personal and emotional problems at school and home.</p> <p>-Refer to proper agencies for outside services.</p> <p>-Help students to learn to make their own decisions and solve problems on their own.</p> <p>-Work with parents/guardians, administration, and students to provide a smooth transition for students from new schools, different placements, and or other areas outside of school.</p>	<p>-Develop a delivery system which ensures that all students receive the information, services and interventions required for success.</p> <p>-Develop individual, small group and large group curriculum to provide information and interventions along with guidance and instruction to promote educational, social/emotional growth as well as career awareness, attainment, retention and entrepreneurship.</p> <p>-Follow District and Pupil Services referral process for students when looking at special programs and services.</p> <p>-Consistently evaluate the student progress and intervene if a student is not being successful or is exhibiting at-risk</p>	<p>-In regards to assessments; making sure that we follow legal, ethical, and professional standards.</p> <p>-In regards to individual student goal settings; be able to administer, interpret, standardized tests and results and other assessment data.</p> <p>-Demonstrate professionalism, including commitment to professional development.</p> <p>-Coordinate and support the Crisis Response Team to assist in implementation of the School Wide Safety Plan.</p> <p>-Work with building grade levels to facilitate, coordinate and help support the student assistance program.</p> <p>-Coordinate and communicate</p>

	<ul style="list-style-type: none"> -Use department processes when referring students, parents/guardians, and others to special programs, and services at school. -Adhere to legal, ethical, and professional standards related to the assessment. -Able to administer and interpret standardized tests and results and other assessment data to guide students in individual goal setting and planning. -Demonstrate professionalism, including commitment to professional development. -Work with students on an individual basis in solution of personal problems and development of action plans for academic success. -Refer to proper agency and services as needed. -Help students to learn to make their own decisions and solve problems independently. -Work with administration, parents/guardians, and students to provide a smooth transition for students from new schools, different placements (outside of school), and or other areas. -Develop individual, small group and large group curriculum to provide information and interventions along with guidance and instruction to promote educational, social/emotional growth as well as career awareness, attainment, retention and entrepreneurship -Work with the Crisis Response Team to assist in the implementation of School Wide Safety Plan. -Work with students, teachers, school nurse, and parents/guardians in completion of Chapter 15 service agreements. -Assist special educational staff, including school psychologist in 	<ul style="list-style-type: none"> -Collaborate with the Crisis Team to assist in implementation of the School Wide Safety Plan. -Collaborate with SAP/MTSS in support of student assistance programs. -Communicate with parents/guardians. -Act as a student advocate in all matters involving students. 	<p>behaviors.</p> <ul style="list-style-type: none"> -Work with MTSS and SAP to evaluate student needs and make decisions, as a team, to provide the appropriate services and interventions. -Coordinate and communicate with teachers, school nurse, and parents in the writing and completion of Chapter 15 service agreements. -Initiate and participate in parent conferences and/or team meetings on both a regularly scheduled basis and as needed. -Provide information to families concerning community support services and crisis resources in addition to providing intervention as needed. -Always promote a healthy, professional environment where students feel safe to express themselves honestly and openly. 	<ul style="list-style-type: none"> with teachers, school nurse, and parents in writing and completion of Chapter 15 service agreements. -Collaborate with special education staff in regards to students in the areas of personal/social, career, and academic. -Communicate with parents and stakeholders as necessary. -Explain and present the counseling program to the community members. -Work with students on an individual as needed basis to support them in finding solutions to personal problems and development of action plans for academic and personal success -Refer to proper community agencies and outside services on an as needed. -Help individual students to solve problems on their own and make independent decisions. -Work with building administration, parents/guardians, and students to provide a smooth transition for new students. -Act as a student advocate in all matters involving students.
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	<p>screening potential referrals by providing information to parents and supplying background information for the referral that has been made.</p> <p>-Attend planning meetings in regards to special education services including Chapter 14 & 15 to provide input on how best to accommodate student needs</p> <p>-Act as a student advocate in all matters involving the student.</p>			
<p>High School</p>	<p>-Collaborate with Administration, Teachers and other necessary faculty to ensure students' needs are met while adhering to state and federal law and meeting the standards set by the American School Counselor Association and following policies set by the district.</p> <p>-Attend planning meetings in regards to special education services including Chapter 14 & 15 to provide input on how best to accommodate student needs</p> <p>-Attend district and building trainings to ensure best practices are being followed in adherence to the law and policy</p> <p>-Work closely with MTSS (Multi-Tiered System of Support) to identify students in need, services to provide and monitor progress</p> <p>-Develop individual, small group and large group curriculum to provide information and interventions along with guidance and instruction to promote educational, social/emotional growth as well as career awareness, attainment, retention and entrepreneurship</p> <p>-Work closely with stakeholders in the</p>	<p>-Implement a balanced comprehensive developmental school based counseling program that includes counseling curriculum, individual planning, and student support services.</p> <p>-Communicate effectively with all stakeholders on a consistent basis in regards to the curriculum and services to create an environment of transparency.</p> <p>-Collaborate with Stakeholders to utilize all available resources to meet student needs and make services consistent throughout.</p> <p>-Act as a student advocate in all matters involving students.</p>	<p>-Develop a delivery system which ensures that all students receive the information, services and interventions required for success</p> <p>-Develop individual, small group and large group curriculum to provide information and interventions along with guidance and instruction to promote educational, social/emotional growth as well as career awareness, attainment, retention and entrepreneurship</p> <p>-Coordinate with stakeholders, community agencies, local resources in the school, home and community to promote student success.</p> <p>-Follow all state and federal laws, as well as district policy with the implementation and delivery of programming.</p> <p>-Consistently evaluate the student progress and intervene if a student is not being successful or is exhibiting at-risk behaviors.</p> <p>-Work with MTSS and SAP to evaluate student needs and make decisions, as a team, to provide the appropriate services and interventions.</p>	<p>-Communicate effectively with administration to ensure that appropriate training is provided which is consistent with the needs of the guidance staff and their support systems.</p> <p>-Consistently meet with community stakeholders to ensure that the curriculum and delivery system of the guidance office aligns with the ideals of community stakeholders.</p> <p>-Create an environment where counselors are encouraged and supported when seeking out additional training opportunities.</p>

	community to ensure that our planning and process align with common goals and ideals		<ul style="list-style-type: none">-Always promote a healthy, professional environment where students feel safe to express themselves honestly and openly.-Work with all stakeholders in a professional manner which creates a cooperative and collaborative environment.	
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4. Counseling Department Mission Statement

District Mission Statement

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

K-12 School Counseling Mission Statement

The Comprehensive School Counseling Program of the East Stroudsburg Area School District facilitates the academic, career, personal and social growth, development and actualization of each student. This is accomplished through the recognition, appreciation, and acceptance of individual and cultural differences while striving to develop a global perspective. Emphasis is placed upon career awareness as well as post-secondary educational and employment training opportunities for all students K-12. Services are delivered through the following: classroom guidance, individual sessions, group counseling, and consultation with parents, students, faculty/staff and community members which include post-secondary, armed services and business/industry partners.

5. Program Calendar & 6. Program Delivery

Monthly K-5 Counseling Calendar

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Percentage of Time:	40%	40%	10%	10%	
September					
Academic:	*Second Step Curriculum Lessons (K-5)	*MTSS *SAP Member *Parent/Teacher Consultation *IU Consultation *SWPBS Member		*SAP Team Member *SWPBS Team Member *K-5 Acadience MAP Testing (2-5) *Enrichment and Intervention (K-5) *Data Gathering and *Grouping Prep *MTSS Meetings *Grade Level PLC Meetings *FBA *IEP Meetings *Transfer IEP Coordination *Chapter15 Paperwork/ Meetings *Gifted screenings *Psychiatric Evaluation *Staffings/Parent Meetings *Parent Contacts *MDT/IEP Meetings/Paperwork *Intake Meetings for Alternative Placement *Individual Counseling *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Teacher consultation for academic concerns *Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) *Lesson Planning for Small Groups and Classroom Guidance Lessons *Consultation with District/IU Staff *Open House	*AM Duty *PM Duty *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison
Career:	*SmartFutures (3-5) *Individual Counseling *Career Lesson Planning *Staff Consultation			*SmartFutures Coordinator	
Social/Emotional:	*Second Step Curriculum	*SWPBS Member *CICO	*Conflict Resolution		*Discipline *SSI Forms

	Lessons (K-5)	<ul style="list-style-type: none"> *SAP Member *Parent/Teacher Consultation *Conflict Resolution *Small Group *Behavioral Screening *Threat Assessment Team Member 	<ul style="list-style-type: none"> *Crisis Intervention *FBA *CICO *Individual counseling *Parent Contacts *Staff/Parent Meetings *Informal new student orientation/transitio ning *Lesson Planning for Small Groups and Classroom Guidance Lessons *Suicide Assessment-Columbia Scale 		<ul style="list-style-type: none"> *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork
October					
Academic:	<ul style="list-style-type: none"> *Second Step Curriculum Lessons (K-5) 	<ul style="list-style-type: none"> *MTSS *SAP Member *Parent/Teacher Consultation *IU Consultation *SWPBS Member 		<ul style="list-style-type: none"> *SRSS-IE Screener (2-5) *SAP Team Member *SWPBS **K-5 Acadience *MAP Testing (2-5) *Enrichment and Intervention (K-5) *MTSS Meetings *Grade Level PLC Meetings *FBA *IEP Meetings *MDT/IEP Meetings/Paperwork *Transfer IEP Coordination *Chapter 15 Paperwork/Meetings *Gifted screenings *Psychiatric Evaluation *Staffings/Parent Meetings *Parent Contacts *Intake Meetings for Alternative Placement *Individual Counseling *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Teacher consultation for academic concerns *Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) *Consult with district and IU staff *Lesson Planning for Small Groups and Classroom Guidance Lessons 	<ul style="list-style-type: none"> *AM Duty *PM Duty *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison
Career:	<ul style="list-style-type: none"> *SmartFutures (3-5) *Individual Counseling 			<ul style="list-style-type: none"> *SmartFutures Coordinator 	

	*Career Lesson Planning *Staff Consultation				
Social/Emotional:	*Second Step Curriculum Lessons (K-5) *Bullying Lessons *Unity Day *Bullying Parent Newsletter	*SWPBS Member *CICO *SAP Member *Parent/Teacher Consultation *Conflict Resolution *Small Group *Behavioral Screening *Threat Assessment Team Member	*Conflict Resolution *Crisis Intervention *FBA *CICO *Individual counseling *Parent Contacts *Staff/Parent Meetings *Informal new student orientation/transitio ning *Lesson Planning for Small Groups and Classroom Guidance Lessons *Suicide Assessment-Columbia Scale	*SRSS-IE Screener (2-5)	*Discipline *SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork
November					
Academic:	*Second Step Curriculum Lessons (K-5)	*MTSS *SAP Member *Parent/Teacher Consultation *IU Consultation *SWPBS Member		*SAP Team Member *SWPBS *Enrichment and Intervention (K-5) *MTSS Meetings *Grade Level PLC Meetings *FBA *MDT/IEP Meetings/Paperwork *Transfer IEP Coordination *Chapter 15 Meetings/Paperwork *Gifted screenings *Psychiatric Evaluation *Staffings/Parent Meetings *Parent Contacts *Parent Teacher Conferences *Intake Meetings for Alternative Placement *Individual Counseling *Maintain student records *Scheduling Special Ed. Meetings *Teacher consultation for academic concerns *Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) *Consult with District/IU Staff *Lesson Planning for Small Groups and Classroom Guidance Lessons	*AM Duty *PM Duty *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison

Career:	*SmartFutures (3-5) *Individual Counseling *Career Lesson Planning *Staff Consultation			*SmartFutures Coordinator	
Social/Emotional:	*Second Step Curriculum Lessons (K-5)	*SWPBS Member *CICO *SAP Member *Parent/Teacher Consultation *Conflict Resolution *Small Group *Behavioral Screening *Threat Assessment Team Member	*Conflict Resolution *Crisis Intervention *FBA *CICO *Individual counseling *Parent Contacts *Staff/Parent Meetings *Informal new student orientation/transitio ning *Lesson Planning for Small Groups and Classroom Guidance Lessons *Suicide Assessment-Columbia Scale	*Child Protective Unit Coordination	*Discipline *SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork
December					
Academic:	*Second Step Curriculum Lessons (K-5)	*MTSS *SAP Member *Parent/Teacher Consultation *IU Consultation *SWPBS Member		*SAP Team Member *SWPBS Team Member *K-5 Acadience MAP Testing (2-5) *Enrichment and Intervention (K-5) *Data Gathering and *Grouping Prep *MTSS Meetings *Grade Level PLC Meetings *FBA *IEP Meetings *Transfer IEP Coordination *Chapter 15 Paperwork/ Meetings *Gifted screenings *MDT/IEP Meetings/Paperwork *Psychiatric Evaluation *Staffings/Parent Meetings *Parent Contacts *Intake Meetings for Alternative Placement *Individual Counseling *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Teacher consultation for academic concerns	*AM Duty *PM Duty *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison

				<ul style="list-style-type: none"> *Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) *Consultation with District/IU Staff *Lesson Planning for Small Groups and Classroom Guidance Lessons 	
Career:	<ul style="list-style-type: none"> *SmartFutures (3-5) *Individual Counseling *Career Lesson Planning *Staff Consultation 			*SmartFutures Coordinator	
Social/Emotional:	*Second Step Curriculum Lessons (K-5)	<ul style="list-style-type: none"> *SWPBS Member *CICO *SAP Member *Parent/Teacher Consultation *Conflict Resolution *Small Group *Behavioral Screening *Threat Assessment Team Member 	<ul style="list-style-type: none"> *Conflict Resolution *Crisis Intervention *FBA *CICO *Individual counseling *Parent Contacts *Staff/Parent Meetings *Informal new student orientation/transitio ning *Lesson Planning for Small Groups and Classroom Guidance Lessons *Suicide Assessment-Columbia Scale 	*Child Protective Unit Coordination	<ul style="list-style-type: none"> *Discipline *SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork
January					
Academic:	*Second Step Curriculum Lessons (K-5)	<ul style="list-style-type: none"> *MTSS *SAP Member *Parent/Teacher Consultation *IU Consultation *SWPBS Member 		<ul style="list-style-type: none"> *SAP Team Member *SWPBS Team Member *K-5 Acadience MAP Testing (2-5) *Enrichment and Intervention (K-5) *Data Gathering and *Grouping Prep *MTSS Meetings *Grade Level PLC Meetings *FBA *IEP Meetings *Transfer IEP Coordination *Chapter15 Paperwork/ Meetings *Gifted screenings *MDT/IEP Meetings/Paperwork *Psychiatric Evaluation *Staffings/Parent Meetings *Parent Contacts 	<ul style="list-style-type: none"> *AM Duty *PM Duty *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison

				<ul style="list-style-type: none"> *Intake Meetings for Alternative Placement *Individual Counseling *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Teacher consultation for academic concerns *Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) *Consultation with District/IU Staff *Lesson Planning for Small Groups and Classroom Guidance Lessons *SRSS-IE Screener (2-5) 	
Career:	<ul style="list-style-type: none"> *SmartFutures (3-5) *Individual Counseling *Career Lesson Planning *Staff Consultation 			*SmartFutures Coordinator	
Social/Emotional:	*Second Step Curriculum Lessons (K-5)	<ul style="list-style-type: none"> *SWPBS Member *CICO *SAP Member *Parent/Teacher Consultation *Conflict Resolution *Small Group *Behavioral Screening *Threat Assessment Team Member 	<ul style="list-style-type: none"> *Conflict Resolution *Crisis Intervention *FBA *CICO *Individual counseling *Parent Contacts *Staff/Parent Meetings *Informal new student orientation/transitio ning *Lesson Planning for Small Groups and Classroom Guidance Lessons *Suicide Assessment-Colum bia Scale 	<ul style="list-style-type: none"> *SRSS-IE Screener (2-5) *Child Protective Unit Coordination 	<ul style="list-style-type: none"> *Discipline *SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork
February					
Academic:	*Second Step Curriculum Lessons (K-5)	<ul style="list-style-type: none"> *MTSS *SAP Member *Parent/Teacher Consultation *IU Consultation *SWPBS Member 		<ul style="list-style-type: none"> *SAP Team Member *SWPBS Team Member *K-5 Acadience MAP Testing (2-5) *Enrichment and Intervention (K-5) *Data Gathering and *Grouping Prep *MTSS Meetings *Grade Level PLC Meetings 	<ul style="list-style-type: none"> *AM Duty *PM Duty *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA

				<ul style="list-style-type: none"> *FBA *IEP Meetings *Transfer IEP Coordination *Chapter 15 Paperwork/ Meetings *Gifted screenings *MDT/IEP Meetings/Paperwork *Psychiatric Evaluation *Staffings/Parent Meetings *Parent Contacts *Intake Meetings for Alternative Placement *Individual Counseling *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Teacher consultation for academic concerns *Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) *Consultation with District/IU Staff *Lesson Planning for Small Groups and Classroom Guidance Lessons 	<ul style="list-style-type: none"> Coordination *Homebound Liaison
Career:	<ul style="list-style-type: none"> *SmartFutures (3-5) *Individual Counseling *Career Lesson Planning *Staff Consultation 			*SmartFutures Coordinator	
Social/Emotional:	*Second Step Curriculum Lessons (K-5)	<ul style="list-style-type: none"> *SWPBS Member *CICO *SAP Member *Parent/Teacher Consultation *Conflict Resolution *Small Group *Threat Assessment Team Member 	<ul style="list-style-type: none"> *Conflict Resolution *Crisis Intervention *FBA *CICO *Individual counseling *Parent Contacts *Staff/Parent Meetings *Informal new student orientation/transitio ning *Lesson Planning for Small Groups and Classroom Guidance Lessons *Suicide Assessment-Colum bia Scale 		<ul style="list-style-type: none"> *Discipline *SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork
March					
Academic:	*Second Step Curriculum	<ul style="list-style-type: none"> *MTSS *SAP Member 		<ul style="list-style-type: none"> *SAP Team Member *SWPBS Team Member 	<ul style="list-style-type: none"> *AM Duty *PM Duty

	Lessons (K-5)	*Parent/Teacher Consultation *IU Consultation *SWPBS Member		*K-5 Acadience MAP Testing (2-5) *Enrichment and Intervention (K-5) *Data Gathering and *Grouping Prep *MTSS Meetings *Grade Level PLC Meetings *FBA *IEP Meetings *Transfer IEP Coordination *Chapter15 Paperwork/ Meetings *Gifted screenings *MDT/IEP Meetings/Paperwork *Psychiatric Evaluation *Staffings/Parent Meetings *Parent Contacts *Intake Meetings for Alternative Placement *Individual Counseling *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Teacher consultation for academic concerns *Liaison for IU special services (i.e. psychiatric eval, PT, OT, SL, audiology, hearing, vision) *Consultation with District/IU Staff *OLSAT Coordinator *Lesson Planning for Small Groups and Classroom Guidance Lessons	*LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison
Career:	*SmartFutures (3-5) *Individual Counseling *Career Lesson Planning *Staff Consultation			*SmartFutures Coordinator	
Social/Emotional:	*Second Step Curriculum Lessons (K-5)	*SWPBS Member *CICO *SAP Member *Parent/Teacher Consultation *Conflict Resolution *Small Group *Threat Assessment Team Member	*Conflict Resolution *Crisis Intervention *FBA *CICO *Individual counseling *Parent Contacts *Staff/Parent Meetings *Informal new student orientation/transitio ning *Lesson Planning for Small Groups and Classroom Guidance Lessons		*Discipline *SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork

			*Suicide Assessment-Columbia Scale		
April					
Academic:	*Second Step Curriculum Lessons (K-5)	*MTSS *SAP Member *Parent/Teacher Consultation *IU Consultation *SWPBS Member		*SAP Team Member *SWPBS Team Member *K-5 Acadience *MAP Testing (2-5) *Enrichment and Intervention (K-5) *Data Gathering and *Grouping Prep *MTSS Meetings *Grade Level PLC Meetings *FBA *IEP Meetings *Transfer IEP Coordination *Chapter 15 Paperwork/ Meetings *Gifted screenings *MDT/IEP Meetings/Paperwork *Psychiatric Evaluation *Staffings/Parent Meetings *Parent Contacts *Intake Meetings for Alternative Placement *Individual Counseling *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Teacher consultation for academic concerns *Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) *Consultation with District/IU Staff *Lesson Planning for Small Groups and Classroom Guidance Lessons *PSSA Coverage *OLSAT Coordinator *Retention Meetings	*AM Duty *PM Duty *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison
Career:	*SmartFutures (3-5) *Individual Counseling *Career Lesson Planning *Staff Consultation			*SmartFutures Coordinator *MCTI Coordination	
Social/Emotional:	*Second Step Curriculum Lessons (K-5)	*SWPBS Member *CICO *SAP Member *Parent/Teacher Consultation *Conflict Resolution *Small Group *Threat Assessment Team Member	*Conflict Resolution *Crisis Intervention *FBA *CICO *Individual counseling *Parent Contacts		*Discipline *SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling

			<ul style="list-style-type: none"> *Staff/Parent Meetings *Informal new student orientation/transitio ning *Lesson Planning for Small Groups and Classroom Guidance Lessons *Suicide Assessment-Colum bia Scale 		<ul style="list-style-type: none"> *504 Case Managers *504 Paperwork
May					
Academic:	<ul style="list-style-type: none"> *Second Step Curriculum Lessons (K-5) 	<ul style="list-style-type: none"> *MTSS *SAP Member *Parent/Teacher Consultation *IU Consultation *SWPBS Member 		<ul style="list-style-type: none"> *SAP Team Member *SWPBS Team Member *K-5 Acadience MAP Testing (2-5) *Enrichment and Intervention (K-5) *Data Gathering and *Grouping Prep *MTSS Meetings *Grade Level PLC Meetings *FBA *IEP Meetings *Transfer IEP Coordination *Chapter15 Paperwork/ Meetings *Gifted screenings *MDT/IEP Meetings/Paperwork *Psychiatric Evaluation *Staffings/Parent Meetings *Parent Contacts *Intake Meetings for Alternative Placement *Individual Counseling *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Teacher consultation for academic concerns *Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision) *Consultation with District/IU Staff *Lesson Planning for Small Groups and Classroom Guidance Lessons *SRSS-IE Screener (2-5) *OLSAT Coordinator *Retention Meetings 	<ul style="list-style-type: none"> *AM Duty *PM Duty *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison
Career:	<ul style="list-style-type: none"> *SmartFutures (3-5) *Individual Counseling *Career Lesson Planning *Staff Consultation 			<ul style="list-style-type: none"> *SmartFutures Coordinator 	

Social/Emotional:	*Second Step Curriculum Lessons (K-5)	*SWPBS Member *CICO *SAP Member *Parent/Teacher Consultation *Conflict Resolution *Small Group *Threat Assessment Team Member	*Conflict Resolution *Crisis Intervention *FBA *CICO *Individual counseling *Parent Contacts *Staff/Parent Meetings *Informal new student orientation/transitioning *Lesson Planning for Small Groups and Classroom Guidance Lessons *Suicide Assessment-Columbia Scale	*SRSS-IE Screener (2-5)	*Discipline *SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork
June					
Academic:	*Second Step Curriculum Lessons (K-5)	*MTSS *SAP Member *Parent/Teacher Consultation *IU Consultation *SWPBS Member		*SAP Team Member *SWPBS Team Member *K-5 Acadience MAP Testing (2-5) *Enrichment and Intervention (K-5) *Data Gathering and *Grouping Prep *MTSS Meetings *Grade Level PLC Meetings *FBA *IEP Meetings *Transfer IEP Coordination *Chapter 15 Paperwork/ Meetings *Gifted screenings *MDT/IEP Meetings/Paperwork *Psychiatric Evaluation *Staffings/Parent Meetings *Parent Contacts *Intake Meetings for Alternative Placement *Individual Counseling *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Teacher consultation for academic concerns *Liaison for IU special services (i.e. psychiatric eval, PT, OT, SL, audiology, hearing, vision) *Consultation with District/IU Staff	*AM Duty *PM Duty *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison
Career:	*SmartFutures (3-5) *Individual Counseling			*SmartFutures Coordinator	

	*Career Lesson Planning *Staff Consultation				
Social/Emotional:	*Second Step Curriculum Lessons (K-5)	*SWPBS Member *CICO *SAP Member *Parent/Teacher Consultation *Conflict Resolution *Small Group *Threat Assessment Team Member	*Conflict Resolution *Crisis Intervention *FBA *CICO *Individual counseling *Parent Contacts *Staff/Parent Meetings *Informal new student orientation/transitioning *Lesson Planning for Small Groups and Classroom Guidance Lessons *Suicide Assessment-Columbia Scale		*SAP State Data Reporting *Discipline *SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork
July					
Academic:				*SAP Team Member *SWPBS Team Member *IEP Meetings *Transfer IEP Coordination *Chapter 15 Paperwork/ Meetings *Meetings with parents *Parent Contacts *Intake Meetings for Alternative Placement *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Consultation with District/IU Staff *Lesson Planning for Small Groups and Classroom Guidance Lessons	*LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison
Career:					
Social/Emotional:					*SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork
August					
Academic:			*Informal new	*SAP Team Member	*LEA

			student transition/orientation	<ul style="list-style-type: none"> *SWPBS Team Member *IEP Meetings *Transfer IEP Coordination *Chapter 15 Paperwork/ Meetings *Meetings with parents *Parent Contacts *Intake Meetings for Alternative Placement *Maintain student records *Special Ed. Paperwork *Scheduling Special Ed. Meetings *Consultation with District/IU Staff *Lesson Planning for Small Groups and Classroom Guidance Lessons 	<ul style="list-style-type: none"> *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork *ESACA Coordination *Homebound Liaison
Career:					
Social/Emotional:			*Informal new student orientation		<ul style="list-style-type: none"> *Staff Training for Mandated Reporting and Suicide Prevention *SSI Forms *Provider 50 Forms *LEA *Transfer IEP Coordination *Special Education Paperwork *Clerical *Scheduling *504 Case Managers *504 Paperwork

K-5 Delivery Chart:

Counselor Activity	Counselor Domain Academic (A)	Counselor Domain Career (C)	Counselor Domain Social/Emotional (SE)	Non-Counselor Related Activity
Administration/Teacher Communication regarding students on caseload	X	X	X	
Attend Faculty Meetings				X
Attend IEP/Chapter 15 Meetings	X		X	
Chapter 15's/504 Service Agreements	X		X	
Guidance Lessons			X	
Check-In/Check-Out Coordinator	X		X	
Child Protection Unit Coordinator			X	

MCTI Coordination		X		
MTSS Meetings	X		X	
Conferences/Workshops	X	X	X	
District Counselor Meetings	X	X	X	
District Level Team Meetings (Monthly across the 6 Elementary schools) DLT	X	X	X	
Individual Counselor Sessions with Students	X		X	
Large Group Presentations	X		X	
Make Copies for Classroom Lessons				X
Regional School Counselor Meetings	X	X	X	
Organizing Special Education Guidance Files/Records				X
Parent Communication- Students Assigned for Counseling	X		X	
Parent Meetings	X		X	
Provide Safe Environment for Students in Crisis w/ Special Needs and or Behaviors			X	
Retention Meetings	X			
Schedule Activities to Start Year	X	X	X	
School Threat Assessment Team			X	
School Wide Positive Behavior Support Team	X		X	
Small Group Counseling	X		X	
Smart Futures (Career)	X	X	X	
Special Education Paperwork				X
Staffing Meetings	X		X	
Student Assistance Program (SAP)	X		X	

Test Proctoring (OLSAT, PSSAs)				X
Trauma-Informed Meetings			X	
Update Counseling Website				X
ESACA Coordination	X	X	X	X

Monthly Counseling Calendar 6-8

Month Domain Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic / Career Counseling	System Support	System Support: Non-Counselor Related
August					
Academic:	<ul style="list-style-type: none"> - Create, review and make appropriate changes to students' schedules - Rectify beginning of year course schedule issues - Monitor the process of initial special education students 	<ul style="list-style-type: none"> - Monitor Summer School Students - Finalize students in the appropriate grade who have attended summer school and have achieved passing grades 	<ul style="list-style-type: none"> - Parent Contacts - New student enrollment - Staff/Parent Meetings - Informal new student orientation and transitioning - Suicide Screeners: Columbia Suicide Severity Rating Scale & SIQ-Jr 	<ul style="list-style-type: none"> - Scheduling, Academic Review, Review PSSA Results 	<ul style="list-style-type: none"> - Staff Training for Mandated Reporting and Suicide - AM Duty - PM Duty - LEA - Special Education Paperwork - Clerical - Scheduling - 504 Case Managers - 504 Paperwork - ESACA Coordination - Homebound Liaison
Career:	<ul style="list-style-type: none"> - SmartFutures 	-	-	-	-
Social/Emotional:	-	-	<ul style="list-style-type: none"> - Individual Counseling - Help parents with questions regarding academic placement and concerns about the upcoming educational year. 	<ul style="list-style-type: none"> - Conduct Act 71 & Childline training 	-
September					
Academic:	<ul style="list-style-type: none"> - Orientation to SmartFutures 	<ul style="list-style-type: none"> - Assist students with transition to/from ESACA to JTL - Assist new students with JTL tour and scheduling - Provide MTSS services to identified students 	<ul style="list-style-type: none"> - Complete and work on any Chapter 15 plans - New student enrollment - Parent/teacher consultation if needed 	<ul style="list-style-type: none"> - Scheduling - Rectify any beginning of the year scheduling issues - Gifted screenings - Chapter 15 paperwork/meetings 	-

				- Participate in bi-weekly grade level meetings	
Career:	- SmartFutures	-	-	-	-
Social/Emotional:	- Suicide Awareness/ Prevention Lesson (6th grade)	- Small Group, MTSS, SAP	- Individual Counseling - Weekly SAP meetings	- Welcome Back: All grade level Orientations - Help parents/guardians with questions regarding academic placement and concerns about the upcoming educational year.	- Staff Training for Mandated Reporting and Suicide - AM Duty - PM Duty - LEA - Special Education Paperwork - Clerical - Scheduling - 504 Case Managers - 504 Paperwork - ESACA Coordination - Homebound Liaison
October					
Academic:	-	- Provide MTSS services to identified students - Assist students with transitioning to/from ESACA	- Parent communication (phone calls, emails, and meetings) - Review and update Chapter 15 plans - Enroll new students - Teacher/staff consultation if needed	- Open House - Chapter 15 paperwork/meetings - Review student progress during marking period 1 - Participate in bi-weekly grade level meetings	- Staff Training for Mandated Reporting and Suicide - AM Duty - PM Duty - Special Education Paperwork - Clerical - Scheduling - 504 Case Managers - 504 Paperwork - ESACA Coordination - Homebound Liaison
Career:	- SmartFutures	-	-	- Open House	-
Social/Emotional:	- Suicide Awareness/ Prevention Lesson (6th grade)	- Small Group, MTSS, SAP	- Individual Counseling - Crisis intervention and Act 71 screening - Provide community resources when needed	- Open House	-
November					

Academic:	- Promote MCTI and UpwardBound (8th grade)	- UpwardBound Selection of Candidates, MCTI Presentation - Provide MTSS services	- Parent communication (phone calls, emails, and meetings) - Review and update Chapter 15 plans - Enroll new students - Teacher/staff consultation if needed	- Parent Teacher Conferences - Chapter 15 paperwork/meetings - Review student progress during marking period 1 - Participate in bi-weekly grade level meetings	-
Career:	- SmartFutures	- UpwardBound Selection of Candidates, MCTI Presentation	-	- Parent Teacher Conferences	-
Social/Emotional:	- Suicide Awareness/Prevention Lesson (6th grade)	- UpwardBound Selection of Candidates, MCTI Presentation - Small Group, MTSS, SAP	- Individual Counseling - Crisis intervention and Act 71 screening - Provide community resources when needed	- Parent Teacher Conferences	- Staff Training for Mandated Reporting and Suicide - AM Duty - PM Duty - Special Education Paperwork - Clerical - Scheduling - 504 Case Managers - 504 Paperwork - ESACA Coordination - Homebound Liaison
December					
Academic:	-	- Provide MTSS services - Assisting students with transitioning to/from ESACA to JTL	- Parent communication (phone calls, emails, and meetings) - Review and update Chapter 15 plans - Enroll new students - Teacher/staff consultation if needed	- Chapter 15 paperwork/meetings - Teacher consultation for academic concerns - Parent/guardian contact if needed - Participate in bi-weekly grade level meetings	- Staff Training for Mandated Reporting and Suicide - AM Duty - PM Duty - Special Education Paperwork - Clerical - Scheduling - 504 Case Managers - 504 Paperwork - ESACA Coordination - Homebound Liaison
Career:	- SmartFutures	-	-	- Individual meetings with students who applied for MCTI for upcoming school year	-
Social/Emotional:	- Suicide Awareness/Prevention Lesson (6th grade)	- Small Group, MTSS, SAP	- Individual Counseling	-	-

			<ul style="list-style-type: none"> - Crisis intervention and Act 71 screening - Provide community resources when needed 		
January					
Academic:		<ul style="list-style-type: none"> - Provide MTSS services - Assisting students with transitioning to/from ESACA to JTL 		<ul style="list-style-type: none"> - Chapter 15 paperwork/meetings - Teacher consultation for academic concerns - Parent/guardian contact if needed - Review student progress from marking period 2 - Alert parent/guardians of student failures - Participate in bi-weekly grade level meetings 	<ul style="list-style-type: none"> - Staff Training for Mandated Reporting and Suicide - AM Duty - PM Duty - Special Education Paperwork - Clerical - Scheduling - 504 Case Managers - 504 Paperwork - ESACA Coordination - Homebound Liaison
Career:	<ul style="list-style-type: none"> - SmartFutures 				
Social/Emotional:	<ul style="list-style-type: none"> - Suicide Awareness/Prevention Lesson (6th grade) 	<ul style="list-style-type: none"> - Small Group, MTSS, SAP 	<ul style="list-style-type: none"> - Individual Counseling - Crisis intervention and Act 71 screening - Provide community resources when needed 		
February					
Academic:		<ul style="list-style-type: none"> - Provide MTSS services - Assisting students with transitioning to/from ESACA to JTL 		<ul style="list-style-type: none"> - Chapter 15 paperwork/meetings - Teacher consultation for academic concerns - Parent/guardian contact if needed - Review student progress from marking period 2 - Alert parent/guardians of student failures - Participate in bi-weekly grade level meetings 	
Career:	<ul style="list-style-type: none"> - SmartFutures 	<ul style="list-style-type: none"> - Meet with students accepted into MCTI for following year (8th grade) 			

Social/Emotional:	- Suicide Awareness/ Prevention Lesson (6th grade)	- Small Group, MTSS, SAP	- Individual Counseling - Crisis intervention and Act 71 screening - Provide community resources when needed	-	- Staff Training for Mandated Reporting and Suicide - AM Duty - PM Duty - Special Education Paperwork - Clerical - Scheduling - 504 Case Managers - 504 Paperwork - ESACA Coordination - Homebound Liaison
March					
Academic:	- Present scheduling to 8th grade students for high school - Schedule electives for 9th grade	- Provide MTSS services - Assisting students with transitioning to/from ESACA to JTL	-	- Chapter 15 paperwork/meetings - Teacher consultation for academic concerns - Parent/guardian contact if needed - Participate in bi-weekly grade level meetings - Review student progress from marking period 3 - Alert parent/guardians of student failures	- Staff Training for Mandated Reporting and Suicide - AM Duty - PM Duty - Special Education Paperwork - Clerical - Scheduling - 504 Case Managers - 504 Paperwork - ESACA Coordination - Homebound Liaison
Career:	- SmartFutures	-	-	-	-
Social/Emotional:	- Suicide Awareness/ Prevention Lesson (6th grade)	- Small Group, MTSS, SAP	- Individual Counseling - Crisis intervention and Act 71 screening - Provide community resources when needed	-	-
April					
Academic:	- Review grades with students - Alert students and parent/guardians of possibility of grade failure/retention	- Provide MTSS services - Assisting students with transitioning to/from ESACA to JTL	-	- Chapter 15 paperwork/meetings - Teacher consultation for academic concerns - Parent/guardian contact if needed - Review student progress from marking period 2	-

				<ul style="list-style-type: none"> - Alert parent/guardians of student failures - Participate in bi-weekly grade level meetings 	
Career:	<ul style="list-style-type: none"> - SmartFutures 	-	-	-	-
Social/Emotional:	<ul style="list-style-type: none"> - Suicide Awareness/Prevention Lesson (6th grade) 	<ul style="list-style-type: none"> - Small Group, MTSS, SAP 	<ul style="list-style-type: none"> - Individual Counseling - Crisis intervention and Act 71 screening - Provide community resources when needed 	-	<ul style="list-style-type: none"> - Staff Training for Mandated Reporting and Suicide - AM Duty - PM Duty - Special Education Paperwork - Clerical - Scheduling - 504 Case Managers - 504 Paperwork - ESACA Coordination - Homebound Liaison
May					
Academic:	<ul style="list-style-type: none"> - Review grades with students - Alert students and parent/guardians of possibility of grade failure/retention 	<ul style="list-style-type: none"> - SmartFutures (make-ups) - Provide MTSS services - Assisting students with transitioning to/from ESACA to JTL 	-	<ul style="list-style-type: none"> - Chapter 15 paperwork/meetings - Teacher consultation for academic concerns - Parent/guardian contact if needed - Review student progress from marking period 2 - Alert parent/guardians of student failures - Participate in bi-weekly grade level meetings 	<ul style="list-style-type: none"> - Staff Training for Mandated Reporting and Suicide - AM Duty - PM Duty - Special Education Paperwork - Clerical - Scheduling - 504 Case Managers - 504 Paperwork - ESACA Coordination - Homebound Liaison
Career:	-	-	-	-	-
Social/Emotional:	<ul style="list-style-type: none"> - Suicide Awareness/Prevention Lesson (6th grade) 	<ul style="list-style-type: none"> - Small Group, MTSS, SAP 	<ul style="list-style-type: none"> - Individual Counseling - Crisis intervention and Act 71 screening - Provide community resources when needed 	-	-

The Delivery System: 6-8 School Counselor Activities

Counselor Activity	Counselor Domain Academic (A)	Counselor Domain Career (C)	Counselor Domain Social/Emotional (SE)	Non-Counselor Related Activity (Hours per year)
Skill awareness and career and college prep.	X	X		
Monitoring of Student Transitions into 6th grade. Monitoring of new students to district Appropriate placement of new students.	X			
Consultation with other Educators regarding students abilities/aptitudes.	X			
Weekly Grade Level Team Meetings Reviewing academics/attendance with individual students.	X	X		
MCTI Promotion and Information		X		
Attend Faculty Meetings				X
Attend IEP/Chapter 15 Meetings	X		X	
Guidance Lessons			X	
IEP Meetings	X			
Individual Counseling	X	X	X	
Student Schedule	X			

Monthly 9-12 Counseling Calendar and Delivery Chart

Item Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Percentage of Time:	40%	40%	10%	10%	
September					
Academic:		<p>Provide MTSS services to students identified through weekly Student Services meetings as warranted.</p> <p>Perform small group college application process information to all seniors.</p> <p>Assisting students with the transition to/from ESACA.</p> <p>Support Freshman Study Strategies students (identified as high risk as they transition to High School) through co-taught lessons and quarterly workshops.</p> <p>Create AP Join Codes for each AP class. Distribute AP Join Codes to AP teaching staff. AP classroom visits to assist students with enrolling in AP courses and AP test ordering.</p>	<p>Conclude Student, Parent & Teacher Initiated Scheduling Changes.</p> <p>Review and update Chapter 15 accommodation plans/documents as needed.</p> <p>New student enrollment appointments.</p> <p>Parent communication (phone calls, emails, and meetings).</p> <p>Teacher/Staff consult as needed.</p> <p>Participate in student ER/RR, IEP, FBA, and manifestation meetings.</p> <p>Work with Junior and Senior Act 158 Non-Completers to determine an appropriate state approved graduation pathway for Act 158 compliance.</p> <p>Support student athletes with NCAA on site clearing house registration and eligibility status.</p>	<p>Participate in weekly Student Services meetings</p> <p>Update School Profile Data</p> <p>Securing/sending student records for inbound/outbound students.</p> <p>Securing/sending student records for inbound/outbound students.</p> <p>Monthly School Counseling department meeting addressing activities in all three counseling domains.</p> <p>Attend monthly Additional Targeted Support and Improvement (A-TSI) meetings.</p> <p>Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).</p> <p>Supervise/mentor undergraduate/graduate level School Counselor interns.</p>	<p>AM/PM Bus and/or Cafeteria duty.</p> <p>Application for an issuance of working papers.</p>
Career:	<p>Provide career/post secondary planning information regarding topics relevant to each grade level (Smart Futures activities).</p> <p>Promote registration for: PSAT, NMSQT, SAT</p> <p>Promote and Coordinate college admission representative visits</p>		<p>Assist students pursuing Early Decision/Early Action college acceptance.</p> <p>Write Letter of Recommendations for Seniors Upon Request.</p>	<p>Liaison for Armed Services.</p> <p>Liaison for local employers.</p>	

			Assist Senior students with the college application process (Common App & college decision marking).		
Social/Emotional:		Participate in weekly SAP meetings.	<p>Crisis Intervention</p> <p>Perform Individual Counseling Sessions Pertaining to Personal/Social Issues</p> <p>Conduct Act 71 Assessments as needed</p> <p>Provide Community Resource Information to Students & Parents when appropriate</p>		
October	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic:	Promotion of Dual Enrollment through NCC and ESU to Juniors and Seniors.	<p>Provide MTSS services to students identified through weekly Student Services meetings as warranted.</p> <p>Create AP Join Codes for each AP class. Distribute AP Join Codes to AP teaching staff. AP classroom visits to assist students with enrolling in AP courses and AP test ordering.</p> <p>Assisting students with the transition to/from ESACA.</p> <p>Support Freshman Study Strategies students (identified as high risk as they transition to High School) through co-taught lessons and quarterly workshops.</p>	<p>Parent communication (phone calls, emails, and meetings).</p> <p>Review and update Chapter 15 accommodation plans/documents as needed.</p> <p>New student enrollment appointments.</p> <p>Teacher/Staff consult as needed.</p> <p>Provide support in the application and registration process for students pursuing dual enrollment.</p> <p>Participate in student ER/RR, IEP, FBA, and manifestation meetings.</p> <p>Work with Junior and Senior Act 158 Non-Completers to determine an appropriate state approved graduation pathway</p>	<p>Participate in weekly Student Services meetings.</p> <p>Review student academic progress through Marking Period 1 Progress Reports.</p> <p>Securing/sending student records for inbound/outbound students.</p> <p>Monthly School Counseling department meeting addressing activities in all three counseling domains.</p> <p>Attend monthly Additional Targeted Support and Improvement (A-TSI) meetings.</p> <p>Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).</p>	<p>AM/PM Bus and/or Cafeteria duty.</p> <p>Guidance website maintenance.</p>

			for Act 158 compliance. Support student athletes with NCAA on site clearing house registration and eligibility status.	Supervise/mentor undergraduate/graduate level School Counselor interns.	
Career:	Provide career/post secondary planning information regarding topics relevant to each grade level (Smart Futures activities). Senior Survival Seminars College/Financial Aid Night Promote college Admission Rep visits. MCTI Student Awareness Presentation & Recruitment MCTI Career Exploration Night/Open House Advertise for November ASVAB Administration	ESU and NCC Instant Decision Days. NCC Senior Field Trip.	Write Letter of Recommendations for Seniors Upon Request. Assist Senior students with the college application process (Common App & college decision marking).	Coordinate College Admission Rep. Visits Liaison for Armed Services. Liaison for local employers.	
Social/Emotional:		Participate in weekly SAP meetings. Promote, Recruit & Select Sophomores for HOBY & RYLA Leadership Training	Crisis Intervention Perform Individual Counseling Sessions Pertaining to Personal/Social Issues Conduct Act 71 Assessments as needed Provide Community Resource Information to Students & Parents when appropriate		
November	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic:	Promotion of dual enrollment through NCC and ESU to Juniors and Seniors	Provide MTSS services to students identified through weekly Student Services meetings as warranted. Create AP Join Codes for each AP class. Distribute AP Join Codes to AP teaching staff. AP classroom visits to assist students with enrolling in AP	Parent communication (phone calls, emails, and meetings). Meet with students individually who are failing two or more subjects. Individual students meetings based on first marking period grades.	Participate in weekly Student Services meetings. Review student academic progress through Marking Period 1 Report Card. Securing/sending student records for inbound/outbound students. Monthly School Counseling	AM/PM Bus and/or Cafeteria duty. Guidance website maintenance.

		<p>courses and AP test ordering.</p> <p>Assisting students with the transition to/from ESACA.</p> <p>Presentation to student athletes and their parents regarding NCAA registration and eligibility.</p> <p>Support Freshman Study Strategies students (identified as high risk as they transition to High School) through co-taught lessons and quarterly workshops.</p>	<p>Review and update Chapter 15 accommodation plans/documents as needed.</p> <p>New student enrollment appointments.</p> <p>Teacher/Staff consult as needed.</p> <p>Provide support in the application and registration process for students pursuing dual enrollment.</p> <p>Participate in student ER/RR, IEP, FBA, and manifestation meetings.</p> <p>Work with Junior and Senior Act 158 Non-Completers to determine an appropriate state approved graduation pathway for Act 158 compliance.</p> <p>Support student athletes with NCAA on site clearing house registration and eligibility status.</p>	<p>department meeting addressing activities in all three counseling domains.</p> <p>Attend monthly Additional Targeted Support and Improvement (A-TSI) meetings. Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).</p> <p>Supervise/mentor undergraduate/graduate level School Counselor interns.</p>	
Career:	<p>Provide career/post secondary planning information regarding topics relevant to each grade level (Smart Futures activities).</p> <p>Develop & Disseminate Senior Scholarship Newsletter.</p> <p>Promote and administer ASVAB Testing</p> <p>Review and distribute student ASVAB results</p> <p>Promote & Coordinate College Admission Rep. Visits</p>	<p>MCTI Field Trip</p> <p>ASVAB Administration for students that have registered.</p>	<p>Write Letter of Recommendations for Seniors Upon Request.</p> <p>Assist Senior students with the college application process (Common App & college decision marking).</p>	<p>Liaison for Armed Services.</p> <p>Liaison for local employers.</p>	
Social/Emotional:		<p>Participate in weekly SAP meetings.</p>	<p>Crisis Intervention</p> <p>Perform Individual Counseling Sessions Pertaining to Personal/Social Issues</p>		

			<p>Conduct Act 71 Assessments as needed</p> <p>Provide Community Resource Information to Students & Parents when appropriate</p>		
December	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic:	Promotion of dual enrollment through NCC and ESU to Juniors and Seniors	<p>Provide MTSS services to students identified through weekly Student Services meetings as warranted.</p> <p>Assisting students with the transition to/from ESACA.</p> <p>Support Freshman Study Strategies students (identified as high risk as they transition to High School) through co-taught lessons and quarterly workshops.</p> <p>Create AP Join Codes for each AP class. Distribute AP Join Codes to AP teaching staff. AP classroom visits to assist students with enrolling in AP courses and AP test ordering.</p>	<p>Parent communication (phone calls, emails, and meetings).</p> <p>Review and update Chapter 15 accommodation plans/documents as needed.</p> <p>New student enrollment appointments.</p> <p>Teacher/Staff consult as needed.</p> <p>Provide support in the application and registration process for students pursuing dual enrollment.</p> <p>Participate in student ER/RR, IEP, FBA, and manifestation meetings.</p> <p>Review and adjust Spring semester student schedules as needed.</p> <p>Work with Junior and Senior Act 158 Non-Completers to determine an appropriate state approved graduation pathway for Act 158 compliance.</p> <p>Support student athletes with NCAA on site clearing house registration and eligibility status.</p>	<p>Participate in weekly Student Services meetings.</p> <p>Review student academic progress through Marking Period 2 Progress Reports.</p> <p>Establish scheduling timeline for upcoming school year.</p> <p>Securing/sending student records for inbound/outbound students.</p> <p>Monthly School Counseling department meeting addressing activities in all three counseling domains.</p> <p>Attend monthly Additional Targeted Support and Improvement (A-TSI) meetings.</p> <p>Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).</p> <p>Supervise/mentor undergraduate/graduate level School Counselor interns.</p>	<p>AM/PM Bus and/or Cafeteria duty.</p> <p>Guidance website maintenance.</p>

Career:	Provide career/post secondary planning information regarding topics relevant to each grade level (Smart Futures activities). Develop & Disseminate Senior Scholarship Newsletter.	Review Junior PSAT results.	Write Letter of Recommendations for Seniors Upon Request. Assist Senior students with the college application process (Common App & college decision marking). Interpret PSAT score reports for students as needed. Individual meetings with students that have applied to MCTI for the upcoming school year.	Liaison for Armed Services. Liaison for local employers.	
Social/Emotional:		Participate in weekly SAP meetings.	Crisis Intervention Perform Individual Counseling Sessions Pertaining to Personal/Social Issues Conduct Act 71 Assessments as needed Provide Community Resource Information to Students & Parents when appropriate		
January	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic:	Promotion of dual enrollment through NCC and ESU to Juniors and Seniors	Provide MTSS services to students identified through weekly Student Services meetings as warranted. Assisting students with the transition to/from ESACA. Support Freshman Study Strategies students (identified as high risk as they transition to High School) through co-taught lessons and quarterly workshops.	Parent communication (phone calls, emails, and meetings). Meet with students individually who are failing two or more subjects. Review and update Chapter 15 accommodation plans/documents as needed. New student enrollment appointments. Teacher/Staff consult as needed.	Participate in weekly Student Services meetings. Review student academic progress through Marking Period 2 / Fall Semester final grades. Establish scheduling timeline for upcoming school year. Securing/sending student records for inbound/outbound students. Monthly School Counseling	AM/PM Bus and/or Cafeteria duty. Guidance website maintenance.

		<p>Create AP Join Codes for each AP class. Distribute AP Join Codes to AP teaching staff. AP classroom visits to assist students with enrolling in AP courses and AP test ordering.</p>	<p>Write Letter of Recommendations for Seniors Upon Request.</p> <p>Provide support in the application and registration process for students pursuing dual enrollment.</p> <p>Participate in student ER/RR, IEP, FBA, and manifestation meetings.</p> <p>Work with Junior and Senior Act 158 Non-Completers to determine an appropriate state approved graduation pathway for Act 158 compliance.</p> <p>Support student athletes with NCAA on site clearing house registration and eligibility status.</p>	<p>department meeting addressing activities in all three counseling domains.</p> <p>Attend monthly Additional Targeted Support and Improvement (A-TSI) meetings.</p> <p>Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).</p> <p>Supervise/mentor undergraduate/graduate level School Counselor interns.</p>	
Career:	<p>Provide career/post secondary planning information regarding topics relevant to each grade level (Smart Futures activities).</p> <p>Develop & Disseminate Senior Scholarship Newsletter.</p>	ESU Senior field trip.		<p>Liaison for Armed Services.</p> <p>Liaison for local employers.</p>	
Social/Emotional:		Participate in weekly SAP meetings.	<p>Crisis Intervention</p> <p>Perform Individual Counseling Sessions Pertaining to Personal/Social Issues</p> <p>Conduct Act 71 Assessments as needed</p> <p>Provide Community Resource Information to Students & Parents when appropriate.</p>		
February	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic:	<p>Distribute course scheduling materials to students.</p> <p>8th grade parent information night.</p>	Provide MTSS services to students identified through weekly	Parent communication (phone calls).	Participate in weekly Student Services meetings.	<p>AM/PM Bus and/or Cafeteria duty.</p> <p>Guidance website</p>

		<p>Student Services meetings as warranted.</p> <p>Assisting students with the transition to/from ESACA.</p> <p>Create AP Join Codes for each AP class. Distribute AP Join Codes to AP teaching staff. AP classroom visits to assist students with enrolling in AP courses and AP test ordering.</p> <p>Support Freshman Study Strategies students (identified as high risk as they transition to High School) through co-taught lessons and quarterly workshops.</p>	<p>emails, and meetings).</p> <p>Review and update Chapter 15 accommodation plans/documents as needed.</p> <p>New student enrollment appointments</p> <p>Teacher/Staff consult as needed.</p> <p>Participate in student ER/RR, IEP, FBA, and manifestation meetings.</p> <p>Work with Junior and Senior Act 158 Non-Completers to determine an appropriate state approved graduation pathway for Act 158 compliance.</p> <p>Support student athletes with NCAA on site clearing house registration and eligibility status.</p>	<p>Review student academic progress through Marking Period 3 Progress Reports.</p> <p>Establish scheduling timeline for upcoming school year.</p> <p>Securing/sending student records for inbound/outbound students.</p> <p>Monthly School Counseling department meeting addressing activities in all three counseling domains.</p> <p>Attend monthly Additional Targeted Support and Improvement (A-TSI) meetings.</p> <p>Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).</p> <p>Supervise/mentor undergraduate/graduate level School Counselor interns.</p>	<p>maintenance.</p>
Career:	<p>Provide career/post secondary planning information regarding topics relevant to each grade level (Smart Futures activities).</p> <p>Develop & Disseminate Senior Scholarship Newsletter.</p> <p>Promotion for registration of PSAT 10</p>	<p>MCTI review and selection of applicants.</p> <p>Meet with MCTI applicants regarding acceptance decisions.</p>		<p>Liaison for Armed Services.</p> <p>Liaison for local employers.</p>	
Social/Emotional:		<p>Participate in weekly SAP meetings.</p>	<p>Crisis Intervention</p> <p>Perform Individual Counseling Sessions Pertaining to Personal/Social Issues</p> <p>Conduct Act 71 Assessments as needed</p>		

			Provide Community Resource Information to Students & Parents when appropriate.		
March	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic.	<p>Small group scheduling sessions by grade level.</p> <p>Small Group Presentation to Juniors regarding the College Planning Process.</p>	<p>Provide MTSS services to students identified through weekly Student Services meetings as warranted.</p> <p>Assisting students with the transition to/from ESACA.</p> <p>Create AP Join Codes for each AP class. Distribute AP Join Codes to AP teaching staff. AP classroom visits to assist students with enrolling in AP courses and AP test ordering.</p> <p>Presentation to student athletes and their parents regarding NCAA registration and eligibility.</p> <p>Support Freshman Study Strategies students (identified as high risk as they transition to High School) through co-taught lessons and quarterly workshops.</p>	<p>Parent communication (phone calls, emails, and meetings).</p> <p>Review and update Chapter 15 accommodation plans/documents as needed.</p> <p>New student enrollment appointments.</p> <p>Teacher/Staff consult as needed.</p> <p>Participate in student ER/RR, IEP, FBA, and manifestation meetings.</p> <p>Work with Junior and Senior Act 158 Non-Completers to determine an appropriate state approved graduation pathway for Act 158 compliance.</p> <p>Support student athletes with NCAA on site clearing house registration and eligibility status.</p>	<p>Participate in weekly Student Services meetings.</p> <p>Securing/sending student records for inbound/outbound students.</p> <p>Monthly School Counseling department meeting addressing activities in all three counseling domains.</p> <p>Attend monthly Additional Targeted Support and Improvement (A-TSI) meetings.</p> <p>Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).</p> <p>Supervise/mentor undergraduate/graduate level School Counselor interns.</p>	<p>AM/PM Bus and/or Cafeteria duty.</p> <p>Guidance website maintenance.</p>
Career:	<p>Provide career/post secondary planning information regarding topics relevant to each grade level (Smart Futures activities).</p> <p>Develop & Disseminate Senior Scholarship Newsletter.</p> <p>Promotion for registration of PSAT 10</p>			<p>Liaison for Armed Services.</p> <p>Liaison for local employers.</p>	

Social/Emotional:		Participate in weekly SAP meetings.	<p>Crisis Intervention</p> <p>Perform Individual Counseling Sessions Pertaining to Personal/Social Issues</p> <p>Conduct Act 71 Assessments as needed</p> <p>Provide Community Resource Information to Students & Parents when appropriate.</p>		
April	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic:	<p>Small group scheduling sessions by grade level.</p> <p>Small Group Presentation to Juniors regarding the College Planning Process.</p>	<p>Provide MTSS services to students identified through weekly Student Services meetings as warranted.</p> <p>Assisting students with the transition to/from ESACA.</p> <p>Support Freshman Study Strategies students (identified as high risk as they transition to High School) through co-taught lessons and quarterly workshops.</p> <p>Create AP Join Codes for each AP class. Distribute AP Join Codes to AP teaching staff. AP classroom visits to assist students with enrolling in AP courses and AP test ordering.</p>	<p>Parent communication (phone calls, emails, and meetings).</p> <p>Meet with students individually who are failing two or more subjects.</p> <p>Review and update Chapter 15 accommodation plans/documents as needed.</p> <p>New student enrollment appointments</p> <p>Teacher/Staff consult as needed.</p> <p>Participate in student ER/RR, IEP, FBA, and manifestation meetings.</p> <p>Work with Junior and Senior Act 158 Non-Completers to determine an appropriate state approved graduation pathway for Act 158 compliance.</p> <p>Support student athletes with NCAA on site clearing house registration and eligibility status.</p>	<p>Participate in weekly Student Services meetings.</p> <p>Review student academic progress through Marking Period 3 Report Card.</p> <p>Securing/sending student records for inbound/outbound students.</p> <p>Monthly School Counseling department meeting addressing activities in all three counseling domains.</p> <p>Attend monthly Additional Targeted Support and Improvement (A-TSI) meetings.</p> <p>Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).</p> <p>Supervise/mentor undergraduate/graduate level School Counselor interns.</p>	<p>AM/PM Bus and/or Cafeteria duty.</p> <p>Guidance website maintenance.</p>

Career:	Provide career/post secondary planning information regarding topics relevant to each grade level (Smart Futures activities). Develop & Disseminate Senior Scholarship Newsletter	PSAT Administration.		Coordinate senior scholarship committee. Liaison for Armed Services. Liaison for local employers.	
Social/Emotional:		Participate in weekly SAP meetings.	Crisis Intervention Perform Individual Counseling Sessions Pertaining to Personal/Social Issues Conduct Act 71 Assessments as needed Provide Community Resource Information to Students & Parents when appropriate.		
May	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic:		Provide MTSS services to students identified through weekly Student Services meetings as warranted. Assisting students with the transition to/from ESACA. AP Test Administration. Support Freshman Study Strategies students (identified as high risk as they transition to High School) through co-taught lessons and quarterly workshops.	Parent communication (phone calls, emails, and meetings). Review and update Chapter 15 accommodation plans/documents as needed. New student enrollment appointments. Teacher/Staff consult as needed. Participate in student ER/RR, IEP, FBA, and manifestation meetings. Work with Junior and Senior Act 158 Non-Completers to determine an appropriate state approved graduation pathway for Act 158 compliance. Support student athletes with NCAA on site	Participate in weekly Student Services meetings. Review student academic progress through Marking Period 4 Progress Reports. Assist with the development of the master schedule. Securing/sending student records for inbound/outbound students. Monthly School Counseling department meeting addressing activities in all three counseling domains. Attend monthly Additional Targeted Support and Improvement (A-TSI) meetings. Consultation with all stakeholders	AM/PM Bus and/or Cafeteria duty. Guidance website maintenance.

			clearing house registration and eligibility status. Student/Parent contact regarding summer school eligibility and potential for retention.	(parents, teachers, school support staff, district administrators, community agencies). Supervise/mentor undergraduate/graduate level School Counselor interns.	
Career:	Provide career/post secondary planning information regarding topics relevant to each grade level (Smart Futures activities). Develop & Disseminate Senior Scholarship Newsletter.	Review PSAT 10 results. Senior Scholarship Award Ceremony.	Interpret PSAT score reports for students as needed.	Liaison for Armed Services. Liaison for local employers.	
Social/Emotional:		Participate in weekly SAP meetings.	Crisis Intervention Perform Individual Counseling Sessions Pertaining to Personal/Social Issues. Conduct Act 71 Assessments as needed. Provide Community Resource Information to Students & Parents when appropriate.		
June	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic:	Student scheduling Finalize transcripts of graduates and disseminate to college, the military, and employers as warranted. Participate in student graduation practices and ceremonies.	Provide MTSS services to students identified through weekly Student Services meetings as warranted. Assisting students with the transition to/from ESACA. Update transcripts for all alternate placement students. Support Freshman Study Strategies students (identified as high risk as they transition to High School) through	Parent communication (phone calls, emails, and meetings). Review and update Chapter 15 accommodation plans/documents as needed. New student enrollment appointments. Teacher/Staff consult as needed. Participate in student ER/RR, IEP, FBA, and manifestation meetings.	Participate in weekly Student Services meetings. Assist with the development of the master schedule. Securing/sending student records for inbound/outbound students. Review results of Senior survey. Monthly School Counseling department meeting addressing activities in all three counseling domains.	AM/PM Bus and/or Cafeteria duty. Guidance website maintenance.

		co-taught lessons and quarterly workshops.	Work with Junior and Senior Act 158 Non-Completers to determine an appropriate state approved graduation pathway for Act 158 compliance. Support student athletes with NCAA on site clearing house registration and eligibility status. Student/Parent contact regarding summer school eligibility and potential for retention.	Attend monthly Additional Targeted Support and Improvement (A-TSI) meetings. Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).	
Career:				Liaison for Armed Services. Liaison for local employers.	
Social/Emotional:		Participate in weekly SAP meetings.	Crisis Intervention Perform Individual Counseling Sessions Pertaining to Personal/Social Issues Conduct Act 71 Assessments as needed. Provide Community Resource Information to Students & Parents when appropriate.		
July	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic:	Student Scheduling.	Receive, analyze, and process AP exam results. Assisting students with the transition to/from ESACA.	New student enrollment appointments. Review and update Chapter 15 accommodation plans/documents as needed. Support student athletes with NCAA on site clearing house registration and eligibility status.	Securing/sending student records for inbound/outbound students. Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).	Guidance website maintenance.

Career:				Liaison for Armed Services. Liaison for local employers.	
Social/Emotional:					
August	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Counseling	System Support	Non-Counselor Related
Academic:	Student Scheduling	Dual Enrollment Assisting students with the transition to/from ESACA. Presentation to student athletes and their parents regarding NCAA registration and eligibility.	New Student Enrollment Appointments: Support student athletes with NCAA on site clearing house registration and eligibility status.	MTSS Freshman Student Review Securing/sending student records for inbound/outbound students. Consultation with all stakeholders (parents, teachers, school support staff, district administrators, community agencies).	Freshman Preview Night (Orientation) Guidance website maintenance.
Career:	Smart Futures Timeline for School Yr.		Write Letter of Recommendations for Seniors Upon Request. Assist Senior students with the college application process (Common App & college decision marking).	Liaison for Armed Services. Liaison for local employers.	
Social/Emotional:		MTSS Student Review		Conduct Act 71 & Childline Training	

Delivery System: 9-12 School Counselor Activities

Counselor Activity	Counselor Domain Academic (A)	Counselor Domain Career (C)	Counselor Domain Social/Emotional (SE)	Non-Counselor Related Activity (Hours per year)
Student Scheduling	X			
MTSS Tier 2 Support Services	X		X	
Career/Post-Secondary Planning		X		
Individual Counseling	X	X	X	
New Student Enrollment	X			

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7. Curriculum Action Plan

Kindergarten Curriculum Action Plan

Lesson Content /Program Content	ASCA Mindset & Behavior/ CEW Standards	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
Unit 1; Lesson 1 Learning to Listen	M2 B-LS4 B-SMS3 B-SMS6 B-SS1 B-SS9	Second Step Kit - Kindergarten	September	All Kindergarten students in attendance	Kindergarten Classroom	Students will understand listening skills needed for learning	Students, Educators	Building School Counselor	Listening Activities
Unit 1; Lesson 2 Focusing Attention	M2 B-LS4 B-SMS3 B-SMS6 B-SS1 B-SS9	Second Step Kit - Kindergarten	September	All Kindergarten students in attendance	Kindergarten Classroom	Students will demonstrate the ability to focus attention	Students, Educators	Building School Counselor	Demonstrate attention skills in a game.
Unit 1; Lesson 3 Following Directions	M2 B-LS4 B-SMS3 B-SMS6 B-SS1 B-SS9	Second Step Kit - Kindergarten	September	All Kindergarten students in attendance	Kindergarten Classroom	Students will demonstrate the ability to follow directions	Students, Educators	Building School Counselor	Demonstrate listening and following directions in a game.
Unit 1; Lesson 4 Self-Talk and Staying on Task	M2 M5 B-LS4 B-SMS3 B-SMS6 B-SS1 B-SS9	Second Step Kit - Kindergarten	September	All Kindergarten students in attendance	Kindergarten Classroom	Students will utilize the concepts of self-talk and staying on task	Students, Educators	Building School Counselor	Learning self-talk
Unit 1; Lesson 5 Being Assertive	M2 B-LS4 B-SMS3 B-SMS6 B-SS1 B-SS5 B-SS8 B-SS9	Second Step Kit - Kindergarten	September	All Kindergarten students in attendance	Kindergarten Classroom	Students will demonstrate the ability to be assertive	Students, Educators	Building School Counselor	Demonstrating assertiveness skills.
Unit 1; Lesson	M3	Second Step	October	All	Kindergarten	Students will	Students,	Building	Recognize

1: Recognizing Bullying	B-SS3	Kit: Bully Prevention Unit		Kindergarten students in attendance	en Classroom	be able to identify and recognize bullying.	Educators	School Counselor	Bullying
Unit 1; Lesson 2: Reporting Bullying	M3 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All Kindergarten students in attendance	Kindergarten Classroom	Students will be able to identify caring adults to talk about bullying or mean behaviors.	Students, Educators	Building School Counselor	Reporting Bullying
Unit 1; Lesson 3: Refusing Bullying	M3 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All Kindergarten students in attendance	Kindergarten Classroom	Students will be able to apply assertive skills to refuse bullying.	Students, Educators	Building School Counselor	Refusing Bullying
Unit 1; Lesson 4: Bystander Power	M3 B-SS2 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All Kindergarten students in attendance	Kindergarten Classroom	Students will be able to define bystanders and demonstrate ways that bystanders can help stop bullying.	Students, Educators	Building School Counselor	Understanding what a bystanders
Unit 2; Lesson 6 Feelings	B-SS4	Second Step Kit - Kindergarten	November	All Kindergarten students in attendance for lesson	Kindergarten Classroom	Students will understand different feelings and how to identify feelings in others	Students, Educators	Building School Counselor	Understanding feelings
Unit 2; Lesson 7 More Feelings	B-SS4 B-LS8,9	Second Step Kit - Kindergarten	December	All Kindergarten students in attendance for lesson	Kindergarten Classroom	Students will understand feelings and how to identify feelings in others	Students, Educators	Building School Counselor	Understanding feelings
Unit 2; Lesson 8 Identifying Anger	B-SS4 B-LS8,9	Second Step Kit - Kindergarten	December	All Kindergarten students in attendance for lesson	Kindergarten Classroom	Students will identify anger	Students, Educators	Building School Counselor	Identifying anger
Unit 2; Lesson 9 Same or Different?	B-SS4 B-LS8,9	Second Step Kit - Kindergarten	January	All Kindergarten students in attendance for lesson	Kindergarten Classroom	Students will understand the concept of same vs. different	Students, Educators	Building School Counselor	People have different emotions
Unit 2; Lesson 10 Accidents	B-SS4 B-LS8,9 B-SMS1	Second Step Kit - Kindergarten	January	All Kindergarten students in attendance	Kindergarten Classroom	Students will understand the concept of accidents	Students, Educators	Building School Counselor	Understanding accidents
Unit 2; Lesson	B-SS4	Second Step	February	All	Kindergarten	Students will	Students,	Building	Learning

11 Caring & Helping	B-LS8,9 B-SS2 B-SS5	Kit - Kindergarten		Kindergarten students in attendance	en Classroom	understand the concepts of caring and helping	Educators	School Counselor	compassion
Unit 3: Lesson 12: We Feel Feelings in Our Bodies	B-SMS1 B-SMS2	Second Step Kit - Kindergarten	February	All Kindergarten students in attendance	Kindergarten Classroom	Students will understand how to manage strong emotions	Students, Educators	Building School Counselor	Understanding bodily reactions to feelings
Unit 3: Lesson 14: Calming Down Strong Feelings	B-SMS1 B-SMS2	Second Step Kit - Kindergarten	February	All Kindergarten students in attendance	Kindergarten Classroom	Students will understand how to manage strong emotions	Students, Educators	Building School Counselor	Coping strategies
Unit 4: Lesson 19 Solving Problems	M6 B-LS1 B-LS8,9 B-SMS7 B-SS6	Second Step Kit - Kindergarten	March	All Kindergarten students in attendance	Kindergarten Classroom	Students will understand the concepts of caring and helping	Students, Educators	Building School Counselor	Conflict resolution strategies
Unit 4: Lesson 21 Fair Ways to Play	M6 B-LS1 B-SS6 B-LS8,9	Second Step Kit - Kindergarten	April	All Kindergarten students in attendance	Kindergarten Classroom	Students will understand the concepts of caring and helping	Students, Educators	Building School Counselor	Conflict resolution strategies

First Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Mindset & Behavior/ CEW Standards	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholder	Contact Person	Indicator
Unit 1: Lesson 1 Listening to Learn	M2 B-LS4 B-SMS3 B-SMS6 B-SS1 B-SS9	Second Step	September	All 1st grade students in attendance	All Elementary Schools	Students will name and show rules for listening in a group	Students, Educators	Building Counselor	Listening Activities
Unit 1: Lesson 2 Focusing Attention	M2 B-LS4 B-SMS3 B-SMS6 B-SS1 B-SS9	Second Step	September	All 1st grade students in attendance	All Elementary Schools	Students will show attention skills	Students, Educators	Building Counselor	Demonstrate attention skills in a game.
Unit 1: Lesson 3 Following Directions	M2 B-LS4 B-SMS3 B-SMS6 B-SS1 B-SS9	Second Step	September	All 1st grade students in attendance	All Elementary Schools	Students will show how to follow directions	Students, Educators	Building Counselor	Demonstrate listening and following directions in a game.

Unit 1: Lesson 4 Self-Talk for Learning	M2 M5 B-LS4 B-SMS3 B-SMS6 B-SS1 B-SS9	Second Step	September	All 1st grade students in attendance	All Elementary Schools	Students will show self talk	Students, Educators	Building Counselor	Learning self-talk
Unit 1: Lesson 5 Being Assertive	M2 B-LS4 B-SMS3 B-SMS6 B-SS1 B-SS5 B-SS8 B-SS9	Second Step	September	All 1st grade students in attendance	All Elementary Schools	Students will show assertiveness in scenarios	Students, Educators	Building Counselor	Demonstrating assertiveness skills.
Unit 1; Lesson 1: Recognizing Bullying	M3 B-SS3	Second Step Kit: Bully Prevention Unit	October	All 1st grade students in attendance	All Elementary Schools	Students will identify bullying.	Students, Educators	Building Counselor	Recognize Bullying
Unit 1; Lesson 2: Reporting Bullying	M3 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All 1st grade students in attendance	All Elementary Schools	Students will demonstrate how to report bullying.	Students, Educators	Building Counselor	Reporting Bullying
Unit 1; Lesson 3: Refusing Bullying	M3 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All 1st grade students in attendance	All Elementary Schools	Students will recognize bullying.	Students, Educators	Building Counselor	Refusing Bullying
Unit 1; Lesson 4: Bystander Power	M3 B-SS2 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All 1st grade students in attendance	All Elementary Schools	Students will define "bystander"	Students, Educators	Building Counselor	Understanding what a bystanders
Unit 2: Lesson 6 Identifying Feelings	B-SS4	Second Step	November	All 1st grade students in attendance	All Elementary Schools	Students will show ability to identify feelings	Students, Educators	Building Counselor	Understanding feelings
Unit 2: Lesson 7 Looking for More Clues	B-SS4 B-LS8,9	Second Step	December	All 1st grade students in attendance	All Elementary Schools	Students will show ability to identify feelings	Students, Educators	Building Counselor	Understanding feelings
Unit 2: Lesson 8 Similarities and Differences	B-SS4 B-LS8,9	Second Step	December	All 1st grade students in attendance	All Elementary Schools	Students will identify anger	Students, Educators	Building Counselor	Identifying anger
Unit 2: Lesson 9 Feelings Change	B-SS4 B-LS8,9	Second Step	January	All 1st grade students in attendance	All Elementary Schools	Students will identify same and different feelings	Students, Educators	Building Counselor	People have different emotions
Unit 2: Lesson 10 Accidents	B-SS4 B-LS8,9 B-SMS1	Second Step	January	All 1st grade students in attendance	All Elementary Schools	Students will identify what to	Students, Educators	Building Counselor	Understanding accidents

						say when something is done on accident			
Unit 2 Lesson 11 Showing Care and Concern	B-SS4 B-LS8,9 B-SS2 B-SS5	Second Step	February	All 1st grade students in attendance	All Elementary Schools	Students will identify ways to show compassion	Students, Educators	Building Counselor	Learning compassion
Unit 3; Lesson 14 Calming Down Anger	B-SMS1 B-SMS2	Second Step	March	All 1st grade students in attendance	All Elementary Schools	Students will identify ways to show compassion	Students, Educators	Building Counselor	Understanding bodily reactions to feelings
Unit 3; Lesson 15 Self Talk for Calming Down	B-SMS1 B-SMS2	Second Step	March	All 1st grade students in attendance	All Elementary Schools	Students will identify ways to show compassion	Students, Educators	Building Counselor	Coping strategies
Unit 4; Lesson 17 Solving Problems Part 1	M6 B-LS1 B-LS8,9 B-SMS7 B-SS6	Second Step	April	All 1st grade students in attendance	All Elementary Schools	Students will identify ways to show compassion	Students, Educators	Building Counselor	Conflict resolution strategies
Unit 4; Lesson 18 Solving Problems Part 2	M6 B-LS1 B-SS6 B-LS8,9	Second Step	April	All 1st grade students in attendance	All Elementary Schools	Students will identify ways to show compassion	Students, Educators	Building Counselor	Conflict resolution strategies

Second Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Mindset & Behavior/ CEW Standards	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
Unit 1: Lesson 1 Being Respectful	M1 B-SS1 B-SS9 B-SMS3 B-SMS6	Second Step	September	All second grade students in attendance	All Elementary Schools	Students will learn to be Respectful	Student Educators	School Counselor	Learning respectful behaviors in the classroom
Unit 1: Lesson 2 Focusing	M1 B-SS1	Second Step	September	All second grade	All Elementary	Students will learn	Student Educators	School Counselor	Listening and

Attention and Listening	B-SS9 B-SMS3 B-SMS6			students in attendance	Schools	how to focus and listen for success			Focusing Skills
Unit 1: Lesson 3 Using Self Talk	M1 B-SS1 B-SS9 B-SMS3 B-SMS6	Second Step	September	All second grade students in attendance	All Elementary Schools	Students will learn how to use self talk	Student Educators	School Counselor	Using Self Talk
Unit 1: Lesson 4 Being Assertive	M1 B-SS1 B-SS3 B-SS8 B-SS9 B-SMS3 B-SMS6	Second Step	September	All second grade students in attendance	All Elementary Schools	Students will learn how to be assertive	Student Educators	School Counselor	Learning assertiveness skills
Unit 1; Lesson 1: Recognizing Bullying	M3 B-SS3	Second Step Kit: Bully Prevention Unit	October	All second grade students in attendance	All Elementary Schools	Students will identify bullying.	Student Educators	School Counselor	Recognizing Bullying
Unit 1; Lesson 2: Reporting Bullying	M3 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All second grade students in attendance	All Elementary Schools	Students will demonstrate how to report bullying.	Student Educators	School Counselor	Reporting Bullying
Unit 1; Lesson 3: Refusing Bullying	M3 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All second grade students in attendance	All Elementary Schools	Students will recognize bullying.	Student Educators	School Counselor	Refusing Bullying
Unit 1; Lesson 4: Bystander Power	M3 B-SS2 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All second grade students in attendance	All Elementary Schools	Students will define "bystander"	Student Educators	School Counselor	What is a Bystander
Unit 2: Lesson5. Identifying Feelings	B-SS4 B-SS9	Second Step	November	All second grade students in attendance	All Elementary Schools	Students will learn to identify feelings	Student Educators	School Counselor	Identifying Feelings
Unit 2: Lesson 6. Learning More About Feelings	B-SS4 B-SS9	Second Step	December	All second grade students in attendance	All Elementary Schools	Students will increase their knowledge about feelings	Student Educators	School Counselor	Identifying Feelings
Unit 2: Lesson7. Feeling Confident	B-SS4 B-SS9	Second Step	December	All second grade students in attendance	All Elementary Schools	Students will learn how to be self confident	Student Educators	School Counselor	Supporting Ourselves
Unit 2: Lesson 8. Respecting Different Preferences	B-SS4 B-SS5 B-SS9	Second Step	January	All second grade students in attendance	All Elementary Schools	Students will learn respectful ways to interact with others	Student Educators	School Counselor	Perspectives
Unit 2: Lesson 9.	B-SS2	Second Step	January	All second	All	Students	Student	School	Going

Showing Compassion	B-SS4 B-SS5 B-SS9			grade students in attendance	Elementary Schools	will learn to show compassion	Educators	Counselor	beyond empathy
Unit 2 Lesson 10. Predicting Feelings	M6 B-LS1 B-LS8,9 B-SMS1 B-SS4 B-SS5 B-SS9	Second Step	February	All second grade students in attendance	All Elementary Schools	Students will learn to predict feelings	Student Educators	School Counselor	Identifying feelings in others
Unit 3 Lesson 14 Managing Anxious Feelings	B-SMS1 B-SMS2	Second Step	March	All second grade students in attendance	All Elementary Schools	Students will learn to predict feelings	Student Educators	School Counselor	Understanding bodily reactions to feelings
Unit 3; Lesson 15 Managing Anger	B-SMS1 B-SMS2	Second Step	March	All second grade students in attendance	All Elementary Schools	Students will learn to predict feelings	Student Educators	School Counselor	Coping strategies
Unit 4; Lesson 17 Problem Solving Part 1	M6 B-LS1 B-LS8,9 B-SMS7 B-SS6	Second Step	April	All second grade students in attendance	All Elementary Schools	Students will learn to predict feelings	Student Educators	School Counselor	Conflict resolution strategies
Unit 4; Lesson 17 Problem Solving Part 2	M6 B-LS1 B-SS6 B-LS8,9	Second Step	April	All second grade students in attendance	All Elementary Schools	Students will learn to predict feelings	Student Educators	School Counselor	Conflict resolution strategies

Third Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Mindset & Behavior/ CEW Standards	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
Unit 1 Lesson 1; Being Respectful Learners	M2 B-LS4 B-SMS6 B-SS1 B-SS9	Second Step	September	All third grade students in attendance	All Elementary Schools	Students will understand how to be respectful in the classroom.	Students, Educators	Building Counselor	Learning respectful behaviors in the classroom
Unit 1 Lesson 2; Using Self Talk	M2 M5 B-LS4 B-SMS6 B-SS1 B-SS9	Second Step	September	All third grade students in attendance	All Elementary Schools	Students will understand how to use self-talk.	Students, Educators	Building Counselor	Listening and Focusing Skills
Unit 1 Lesson 3; Being Assertive	M2 M5 B-LS4 B-SMS6 B-SS1 B-SS3 B-SS8 B-SS9	Second Step	September	All third grade students in attendance	All Elementary Schools	Students will understand how to be assertive.	Students, Educators	Building Counselor	Using Self Talk

Unit 1 Lesson 4; Planning to Learn	M2 M5 B-LS1 B-LS4 B-LS7 B-SMS6 B-SS1 B-SS9	Second Step	September	All third grade students in attendance	All Elementary Schools	Students will understand how to plan.	Students, Educators	Building Counselor	Learning assertiveness skills
Unit 1; Lesson 1: Recognizing Bullying	M3 B-SS3	Second Step Kit: Bully Prevention Unit	October	All third grade students in attendance	All Elementary Schools	Students will identify bullying.	Students, Educators	Building Counselor	Recognizing Bullying
Unit 1; Lesson 2: Reporting Bullying	M3 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All third grade students in attendance	All Elementary Schools	Students will demonstrate how to report bullying.	Students, Educators	Building Counselor	Reporting Bullying
Unit 1; Lesson 3: Refusing Bullying	M3 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All 1st grade students present	All Elementary Schools	Students will recognize bullying.	Students, Educators	Building Counselor	Refusing Bullying
Unit 1; Lesson 4: Bystander Power	M3 B-SS2 B-SS3 B-SS8	Second Step Kit: Bully Prevention Unit	October	All 1st grade students present	All Elementary Schools	Students will define "bystander"	Students, Educators	Building Counselor	What is a Bystander
My Interests	M1 M3 M5 M6 B-LS1 13.1.3 (A, B)	Smart Futures	November	All third grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Career Awareness and Preparation
Successful Attitudes and Work Habits	M3 M5 B-LS3 B-LS6 B-SMS1 B-SMS2 B-SMS3 B-SMS7 B-SMS10 13.3.3A	Smart Futures	November	All third grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Career Retention and Advancement
Unit 2 Lesson 5; Identifying Others' Feelings	B-SS4	Second Step	November	All third grade students in attendance	All Elementary Schools	Students will understand how to identify other people's feelings.	Students, Educators	Building Counselor	Understanding Empathy
Unit 2 Lesson 6; Understanding Perspectives	M6 B-SS4 B-SS5 B-LS1 B-LS8,9	Second Step	November	All third grade students in attendance	All Elementary Schools	Students will understand perspectives.	Students, Educators	Building Counselor	Points of view activity
Unit 2 Lesson 7; Conflicting Feelings	B-SS4 B-SS5	Second Step	December	All third grade students in attendance	All Elementary Schools	Students will understand conflicting feelings.	Students, Educators	Building Counselor	Understanding people have different emotions about the

									similar situations
Unit 2 Lesson 8; Accepting Differences	B-SS4 B-SS5	Second Step	December	All third grade students in attendance	All Elementary Schools	Students will understand how to accept differences.	Students, Educators	Building Counselor	Don't judge a book by their cover activity
Unit 2 Lesson 9; Showing Compassion	B-SS2 B-SS4 B-SS5	Second Step	December	All third grade students in attendance	All Elementary Schools	Students will understand how to show compassion.	Students, Educators	Building Counselor	Going beyond empathy
Unit 3 Lesson 11; Introducing Emotion Management	B-SS9	Second Step	January	All third grade students in attendance	All Elementary Schools	Students will understand how to make friends.	Students, Educators	Building Counselor	Identifying our own feelings
Unit 3 Lesson 12; Managing Test Anxiety	B-SMS7 B-SS9	Second Step	January	All third grade students in attendance	All Elementary Schools	Students will understand how to make friends.	Students, Educators	Building Counselor	What is Anxiety?
Unit 3; Lesson 13 Handling Accusations	B-SMS1 B-SMS2 B-SMS7 B-SS9	Second Step	February	All third grade students in attendance	All Elementary Schools	Students will understand how to make friends.	Students, Educators	Building Counselor	Partner Activity
Unit 3; Lesson 14 Managing Disappointment	B-LS7 B-SMS2 B-SMS6 B-SMS7 B-SS9	Second Step	February	All third grade students in attendance	All Elementary Schools	Students will understand how to make friends.	Students, Educators	Building Counselor	How to handle disappointment
Unit 3 Lesson 15; Managing Anger	B-SMS2 B-SMS7 B-SS9	Second Step	March	All third grade students in attendance	All Elementary Schools	Students will understand how to make friends.	Students, Educators	Building Counselor	How to handle anger
Unit 3 Lesson 16; Managing Hurt Feelings	B-SMS2 B-SMS5 B-SS9	Second Step	March	All third grade students in attendance	All Elementary Schools	Students will understand how to make friends.	Students, Educators	Building Counselor	Handling hurt feelings
Unit 4; Lesson 17 Solving Problems Part 1	B-LS1 B-LS8,9 B-SMS7 B-SS6 B-SS9	Second Step	April	All third grade students in attendance	All Elementary Schools	Students will understand how to make friends.	Students, Educators	Building Counselor	Conflict Resolution
Unit 4; Lesson 18 Solving Problems Part 2	B-LS1 B-LS8,9 B-SMS7 B-SS6 B-SS9	Second Step	April	All third grade students in attendance	All Elementary Schools	Students will understand how to make friends.	Students, Educators	Building Counselor	Conflict Resolution
Unit 4; Lesson 20 Solving Peer Exclusion Problems	B-LS1 B-LS8,9 B-SS5 B-SS6 B-SS8 B-SS9	Second Step	April	All third grade students in attendance	All Elementary Schools	Students will understand how to make friends.	Students, Educators	Building Counselor	Conflict Resolution

Fourth Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Mindset & Behavior/ CEW Standards	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
Unit 1-Lesson 1: Empathy and Respect and Listening with Attention	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	September	All fourth grade students in attendance	All Elementary Schools	Students will understand empathy ,respect and listening with attention.	Students, Educators	Building Counselor	Understanding what empathy and respect looks like in the classroom setting
Unit 1-Lesson 2: Listening with Attention	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	September	All fourth grade students in attendance	All Elementary Schools	Students will understand listening with attention	Students, Educators	Building Counselor	Listening skills
Unit 1-Lesson 3: Being Assertive	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	September	All fourth grade students in attendance	All Elementary Schools	Students will understand being assertive	Students, Educators	Building Counselor	Assertiveness skills
Unit 1-Lesson 4: Respecting Similarities and Differences	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	September	All fourth grade students in attendance	All Elementary Schools	Students will understand respecting similarities and differences	Students, Educators	Building Counselor	Understanding similarities and differences among students
Bullying Lesson 1: Recognize, Report, Refuse	M3 M6 B-LS1 B-SS3 B-SS8	Second Step Bullying Curriculum	October	All fourth grade students in attendance	All Elementary Schools	Students will understand that bullying is different than conflict	Students, Educators	Building Counselor	Reviewing the 3 R's
Lesson 2: Bystander Power	M3 M6 B-LS1 B-SS3 B-SS4 B-SS8	Second Step Bullying Curriculum	October	All fourth grade students in attendance	All Elementary Schools	Define Bystander and understand how bystanders can be a part of the bullying problem	Students, Educators	Building Counselor	How can others help?
Lesson 3: Bystander Responsibility	M3 M6 B-LS1 B-SS3 B-SS8	Second Step Bullying Curriculum	October	All fourth grade students in attendance	All Elementary Schools	Define Bystander and understand how	Students, Educators	Building Counselor	What is a Bystander's Role?

						bystanders can be a part of the bullying problem			
Bullying Lesson 4: Bystanders to Cyberbullying	M3 M6 B-LS1 B-SS3 B-SS8	Second Step Bullying Curriculum	October	All fourth grade students in attendance	All Elementary Schools	Recognize and Identify different ways of cyberbullying	Students, Educators	Building Counselor	How to address Cyberbullying
Interests and Abilities	M5 B-LS1 B-LS7 13.1.5 (B, H)	Smart Futures	November	All fourth grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Career Awareness and Preparation
Applying Successful Attitudes and Work Habits	M3 M5 B-LS3 B-LS4 B-LS6 13.3.5 A 13.2.5E	Smart Futures	November	All fourth grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Career Retention and Advancement Career Acquisition
Unit 1-Lesson 5: Understanding Complex Feelings	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	November	All fourth grade students in attendance	All Elementary Schools	Students will be able to understand complex feelings	Students, Educators	Building Counselor	Multiple feelings at once
Unit 1-Lesson 6: Understanding Different Perspectives	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	December	All fourth grade students in attendance	All Elementary Schools	Students will be able to understand different perspectives, conversation and compliments	Students, Educators	Building Counselor	Perspective Taking
Unit 1-Lesson 7: Conversation and Compliments	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	December	All fourth grade students in attendance	All Elementary Schools	Students will understand conversation and compliments	Students, Educators	Building Counselor	How to talk to others
Unit 1-Lesson 8: Joining In	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	December	All fourth grade students in attendance	All Elementary Schools	Students will understand joining in and showing compassion	Students, Educators	Building Counselor	Joining a Group
Unit 1-Lesson 9:	M2	Second	December	All fourth	All	Students	Students,	Building	Going

Showing Compassion	B-L54 B-SMS3 B-SS1 B-SS9	Step		grade students in attendance	Elementary Schools	will understand showing compassion	Educators	Counselor	beyond Empathy
Character Traits and Entrepreneurs	M4 M5 B-LS1 B-LS2 B-LS4 B-SMS4 B-SMS5 B-SMS6 B-SMS10 13.4.5B	Smart Futures	January	All fourth grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Entrepreneurship
Choosing a Career	M1 M5 M6 B-LS9 B-SMS5 13.1.5 (E,F)	Smart Futures	January	All fourth grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Career Awareness and Preparation
Unit 2-Lesson 10: Introducing Emotion Management and Managing Strong Feelings	B-SMS1 B-SMS2 B-SS9	Second Step	January	All fourth grade students in attendance	All Elementary Schools	Students will understand introducing emotion management and managing strong feelings.	Students, Educators	Building Counselor	Feelings within us
Unit 2-Lesson 11: Managing Strong Feelings	B-SMS1 B-SMS2 B-SMS7 B-SS9	Second Step	January	All fourth grade students in attendance	All Elementary Schools	Students will understand managing strong feelings	Students, Educators	Building Counselor	Coping Strategies
Unit 2-Lesson 12: Calming Down Anger	M5 B-SMS1 B-SMS2 B-SMS6 B-SMS7 B-SS9	Second Step	January	All fourth grade students in attendance	All Elementary Schools	Students will understand calming down anger and managing anxiety.	Students, Educators	Building Counselor	How to deal with anger
Unit 2-Lesson 13: Managing Anxiety	B-SMS1 B-SMS2 B-SMS6 B-SMS7 B-SS9	Second Step	January	All fourth grade students in attendance	All Elementary Schools	Students will understand managing anxiety	Students, Educators	Building Counselor	What is anxiety
Unit 2-Lesson 14: Avoiding Jumping to Conclusions	B-SMS1 B-SMS2 B-SMS6 B-SMS7 B-SS9	Second Step	February	All fourth grade students in attendance	All Elementary Schools	Students will understand how to avoid jumping to conclusions	Students, Educators	Building Counselor	Think things through
Unit 2-Lesson	B-SMS1	Second	February	All fourth	All	Students	Students,	Building	Dealing

15: Handling Put Downs	B-SMS2 B-SMS7 B-SS9	Step		grade students in attendance	Elementary Schools	will understand how to handle put downs	Educators	Counselor	with others being mean
Unit 3 Lesson 16: Solving Problems Part 1	M6 B-LS1 B-LS8,9 B-SMS7 B-SS6 B-SS9	Second Step	March	All fourth grade students in attendance	All Elementary Schools	Students will understand how to solve problems	Students, Educators	Building Counselor	Understanding the problem solving steps
Unit 3 Lesson 17: Solving Problems Part 2	M6 B-LS1 B-LS8,9 B-SMS7 B-SS6 B-SS9	Second Step	March	All fourth grade students in attendance	All Elementary Schools	Students will understand how to solve problems	Students, Educators	Building Counselor	Understanding the problem solving steps
Unit 3 Lesson 20: Taking Responsibility for your Actions	M6 B-LS1 B-LS8,9 B-SS6 B-SS9	Second Step	April	All fourth grade students in attendance	All Elementary Schools	Students will understand taking responsibility for their actions	Students, Educators	Building Counselor	Being accountable for one's actions

Fifth Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Mindset & Behavior/ CEW Standards	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
Unit 1-Lesson 1: Empathy and Respect	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	September	All fifth grade students in attendance	All Elementary Schools	Students will understand what empathy is.	Students, Educators	Building Counselor(s)	What is Empathy & Respect
Unit 1-Lesson 2: Listening with Attention	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	September	All fifth grade students in attendance	All Elementary Schools	Students will understand good listening skills.	Students, Educators	Building Counselor(s)	Listening Strategies
Unit 1-Lesson 3: Being Assertive	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	September	All fifth grade students in attendance	All Elementary Schools	Students will understand how to be assertive.	Students, Educators	Building Counselor(s)	How to be assertive with others
Unit 1-Lesson 4: Predicting Feelings	M2 B-LS4 B-SMS3 B-SS1 B-SS9	Second Step	September	All fifth grade students in attendance	All Elementary Schools	Students will understand how to predict others feelings.	Students, Educators	Building Counselor(s)	How are others feeling

Bullying Lesson 1: Recognize, Report, Refuse	M3 M6 B-LS1 B-SS3 B-SS8	Second Step Bullying Curriculum	October	All fifth grade students in attendance	All Elementary Schools	Students will understand that bullying is different than conflict	Students, Educators	Building Counselor	Reviewing the 3 R's
Bullying Lesson 2: Bystander Power	M3 M6 B-LS1 B-SS3 B-SS4 B-SS8	Second Step Bullying Curriculum	October	All fifth grade students in attendance	All Elementary Schools	Define Bystander	Students, Educators	Building Counselor	How can others help?
Bullying Lesson 3: Bystander Responsibility	M3 M6 B-LS1 B-SS3 B-SS8	Second Step Bullying Curriculum	October	All fifth grade students in attendance	All Elementary Schools	Understand how bystanders can be a part of the bullying problem	Students, Educators	Building Counselor	What is a Bystander's Role?
Bullying Lesson 4: Bystanders to Cyberbullying	M3 M6 B-LS1 B-SS3 B-SS8	Second Step Bullying Curriculum	October	All fifth grade students in attendance	All Elementary Schools	Recognize and Identify different ways of cyberbullying	Students, Educators	Building Counselor	How to address Cyberbullying
What is a Career Plan	M1 M5 M6 B-LS7 B-LS9 B-SMS8 B-SS8 13.1.5G 13.2.5D	Smart Futures	November	All fifth grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Career Awareness and Preparation Career Acquisition
Budgeting	M3 M5 B-LS1 B-LS9 B-SMS2 B-SMS4 13.3.5D	Smart Futures	November	All fifth grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Career Retention and Advancement
Unit 1-Lesson 5: Taking Others' Perspectives	M2 B-LS4 B-LS9 B-SS1 B-SS4 B-SS9	Second Step	November	All fifth grade students in attendance	All Elementary Schools	Students will understand how to take others' perspectives	Students, Educators	Building Counselor(s)	We have different points of view
Unit 1-Lesson 6: Accepting Differences	M2 B-LS4 B-LS9 B-SS1 B-SS4 B-SS9	Second Step	November	All fifth grade students in attendance	All Elementary Schools	Students will understand how to accept differences.	Students, Educators	Building Counselor(s)	Respecting Everyone
Unit 1-Lesson	M2	Second Step	December	All fifth	All	Students	Students,	Building	Assertive

7: Disagreeing Respectfully	B-LS4 B-LS9 B-SS1 B-SS4 B-SS9			grade students in attendance	Elementary Schools	will understand how to disagree respectfully.	Educators	Counselor(s)	Conflict
Unit 1-Lesson 8: Responding with Compassion	M2 B-LS4 B-LS9 B-SS1 B-SS4 B-SS9	Second Step	December	All fifth grade students in attendance	All Elementary Schools	Students will understand how to be compassionate.	Students, Educators	Building Counselor(s)	Going beyond empathy
Unit 2-Lesson 9: Introducing Emotion Management	B-SMS1 B-SMS6 B-SMS7 B-SS9	Second Step	December	All fifth grade students in attendance	All Elementary Schools	Students will understand their emotions.	Students, Educators	Building Counselor(s)	
Unit 2-Lesson 10: Calming Down	B-SMS1 B-SMS6 B-SMS7 B-SS9	Second Step	December	All fifth grade students in attendance	All Elementary Schools	Students will understand how to calm down.	Students, Educators	Building Counselor(s)	
Researching Job Opportunities	M5 M6 B-LS1 B-LS5 13.2.5B	Smart Futures	January	All fifth grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Career Acquisition
Steps of Creating a Good or Service	M4 B-LS1 B-LS2 B-LS4 B-SMS5 B-SMS6 B-SMS10 13.4.5C	Smart Futures	January	All fifth grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Entrepreneurship
Unit 2-Lesson 11: Managing Anxiety	M5 B-SMS1 B-SMS6 B-SMS7 B-SS9	Second Step	January	All fifth grade students in attendance	All Elementary Schools	Students will understand how to manage anxiety	Students, Educators	Building Counselor(s)	What is anxiety
Unit 2-Lesson 12: Managing Frustration	M5 B-SMS1 B-SMS6 B-SMS7 B-SS9	Second Step	January	All fifth grade students in attendance	All Elementary Schools	Students will understand how to manage frustration.	Students, Educators	Building Counselor(s)	Dealing with Anger
Unit 2-Lesson 13: Resisting Revenge	B-SMS1 B-SMS6 B-SMS7 B-SS9	Second Step	January	All fifth grade students in attendance	All Elementary Schools	Students will understand how to resist revenge.	Students, Educators	Building Counselor(s)	Accepting mistakes
Unit 2-Lesson	B-SMS1	Second Step	February	All fifth	All	Students	Students,	Building	Dealing

14: Handling Put-Downs	B-SMS6 B-SMS7 B-SS9			grade students in attendance	Elementary Schools	will understand how to deal with put-downs.	Educators	Counselor(s)	with others being mean
Unit 2-Lesson 15: Avoiding Assumptions	B-SMS1 B-SMS6 B-SMS7 B-SS9	Second Step	February	All fifth grade students in attendance	All Elementary Schools	Students will understand how to avoid making assumptions	Students, Educators	Building Counselor(s)	Not jumping to conclusions
Career Training Programs	M6 B-LS1 B-LS8 B-LS9 13.1.5D	Smart Futures	March	All fifth grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Career Awareness and Preparation
Speaking Skills	M5 M4 B-SS1 13.2.5A 13.3.5C	Smart Futures	March	All fifth grade students in attendance	All Elementary Schools	Students will begin to understand the world of work.	Students, Educators	Building Counselor	Career Acquisition Career Retention and Advancement
Unit 3- Lesson 16: Solving Problems Part 1	M6 B-LS1 B-LS8,9 B-SMS7 B-SS6 B-SS9	Second Step	March	All fifth grade students in attendance	All Elementary Schools	Students will understand how to avoid making assumptions	Students, Educators	Building Counselor(s)	Conflict Resolution
Unit 3- Lesson 17: Solving Problems Part 2	M6 B-LS1 B-LS8,9 B-SMS7 B-SS6 B-SS9	Second Step	March	All fifth grade students in attendance	All Elementary Schools	Students will understand how to avoid making assumptions	Students, Educators	Building Counselor(s)	Conflict Resolution
Unit 3-Lesson 21: Dealing with Peer Pressure	M6 B-LS1 B-LS8,9 B-SS6 B-SS9	Second Step	April	All fifth grade students in attendance	All Elementary Schools	Students will understand how to avoid making assumptions	Students, Educators	Building Counselor(s)	Conflict Resolution

Sixth Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Domain/ CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
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Orientation to Smart Futures	PA CEW standards: 13.1.8.F, 13.2.8.C ASCA: Mindset 4, 5	Smart Futures	September-November	All 6th Grade Students	Classroom/Online	Completion of "My Personal Profile" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
My Interests Survey	PA CEW standards: 13.1.8.B, 13.1.8.D, 13.1.8.G M 1.3.5 B-LS1,7	Smart Futures	November	All 6th Grade Students	Classroom/Online	Completion of "My Interests Survey" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
Career Clusters and Pathways	PA CEW standards: 13.1.8.F, 13.2.8.C M 5.6 B-LS1,7,8,9	Smart Futures	December	All 6th Grade Students	Classroom/Online	Completion of "Career Clusters and Pathways" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
Conflict Resolution	PA CEW standards: 13.2.8.E 13.3.8.C M 3.5 B-LS 1, 9 B-SMS 1,2,7,9,10 B-SS 1,2,4,6,7,8,10	Smart Futures	January	All 6th Grade Students	Classroom/Online	Completion of "Conflict Resolution" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
My Work Values Survey	PA CEW standard: 13.1.8.B M 1.3.5 B-LS 1,7,9	Smart Futures	April	All 6th Grade Students	Classroom/Online	Completion of "My Work Values Survey" activity	Teachers/ Students	Teacher Student	Activity saved in the student's Smart Futures Portfolio

Seventh Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Domain/ CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
Orientation to Smart Futures		Smart Futures	September, November	All 7th Grade Students	Classroom/ Online	Completion of "My Personal Profile" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
Learning from Entrepreneurs	PA CEW standards: 13.2.8.E, 13.3.8.C, 13.4.8.A, 13.4.8.B M 4.5 B-LS 1,2,4 B-SNS4,5,6,10	Smart Futures	November	All 7th Grade Students	Classroom/ Online	Completion of "Learning from Entrepreneurs" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
Knowledge, Skills, Ability Survey	PA CEW standard: 13.1.8.A M 1.3.5 B-LS 1,7,9	Smart Futures	December	All 7th Grade Students	Classroom/ Online	Completion of "Knowledge, Skills, Ability Survey" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
My Resume Activity	PA CEW standard: 13.2.8.C M 1.4, B-LS 1,8,10 B-SMS 8 B-SS 1,8	Smart Futures	January	All 7th Grade Students	Classroom/ Online	Completion of "My Resume Activity" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
Career Research	PA CEW standard: 13.2.8.B M 8 B-LS 1,5,8,9 B-SMS 3 B-SS 8	Smart Futures	February	All 7th Grade Students	Classroom/ Online	Completion of "Career Research" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
Learning Style Survey	PA CEW standard: 13.3.3.8.A M 1.3.5 B-LS 1,7,9	Smart Futures	April	All 7th Grade Students	Classroom/ Online	Completion of "Learning Style Survey" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio

Eighth Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Domain/ CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
Orientation to Smart Futures		Smart Futures	September-November.	All 8th Grade Students	Classroom/ Online	Completion of "My Personal Profile" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
My Interests Survey	PA CEW standard: 13.1.8 B M 1,3,5 B-LS 1,7	Smart Futures	November	All 8th Grade Students	Classroom/ Online	Completion of "My Interests Survey" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
Career Clusters and Pathways	PA CEW standard: 13.1.8 F M 5,6 B-LS 7,8,9	Smart Futures	December	All 8th Grade Students	Classroom/ Online	Completion of "Career Clusters and Pathways" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
Conflict Resolution	PA CEW standards: 13.2.8 E 13.3.8 C M 2,5 B-LS 1, 9 B-SMS 1,2,7,9,10 B-SS 1,2,4,6,7,8,10	Smart Futures	January	All 8th Grade Students	Classroom/ Online	Completion of "Conflict Resolution" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
Changing Workplace	PA CEW standards: 13.1.8 C 13.3.8 F M 2,6 B-LS 1,5,6,9 B-SMS 10 B-SS 2,9,10	Smart Futures	February	All 8th Grade Students	Classroom/ Online	Completion of "Changing Workplace" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
Knowledge, Skills, Ability Survey	PA CEW standard: 13.1.8 A M 1,3,5 B-LS 1,7,9	Smart Futures	March	All 8th Grade Students	Classroom/ Online	Completion of "Knowledge, Skills, Ability Survey" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio
My Resume Activity	PA CEW standard 13.2.8 C M 1,4: B-LS 7,8,10 B-SMS 3 B-SS 1,8	Smart Futures	April	All 8th Grade Students	Classroom/ Online	Completion of "My Resume" activity	Teachers/ Students	Teacher	Activity saved in the student's Smart Futures Portfolio

Ninth Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Domain/ CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
New Thinking About Career Success	M5 M6 B-LS 1 B-LS 2 B-LS4 B-LS 5 B-LS 6 B-LS 9 B-SM 5 B-SM 6 B-SM 10 B-SM 9 CEW 13.1.11 CEW 13.4.11	Smart Futures	October	All 9th grade students	Classroom/ Online	Completion of "New Thinking About Career Success?"	Teachers/Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio
My Personality Type	M1 M3 M5 B-LS 1 B-LS 7 B-SM 1 B-SM 2 B-SM 6 B-SS 2 B-SS 4 B-SS 6 B-SS 7 B-SS 10	Smart Futures	November	All 9th grade students	Classroom/ Online	Completion of "My Personality Type"	Teachers/Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio

	CEW 13.1.1 CEW 13.2.11								
Graduation Requirements, GPA Calculation, School Resources		Powerpoint Presentation focusing on Graduation Requirements, GPA, School Resources	November	All 9th grade Students	Auditorium		Students and counselors	Counselor	Student will understand graduation requirements (credits/Act 158), course level, GPA calculation and resources available at school
Homeroom Advising		Quick reference sheet, Credit worksheet, Act 158 Information sheet and Transcript	December	All 9th grade students	Homerooms		Students and Homeroom Teacher	Counselor	
Job Application	M 1 M 4 B-LS 7 B-LS 9 B-SMS 8 B-SS 1 B-SS 3 B-SS 5 B-SS 8 CEW 13.2.11	Smart Futures	February	All 9th grade students	Classroom/ Online	Completion of "Job Application"	Teachers/Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio
Preparation for Career	M 3 M 5 M 6 B-LS 1 B-LS 7 B-LS 8 B-LS 9 B-SMS 3 B-SMS 5 CEW 13.1.11	Smart Futures	March	All 9th grade students	Classroom/ Online	Completion of "Preparation for Career"	Teachers/Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio

Tenth Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Domain/ CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
Abilities and Aptitudes	M 1 M 3 M 4 M 5 B-LS 1 B-LS 6 B-LS 7 B-LS 9 B-SMS6 CEW 13.1.11	Smart Futures	October	All 10th Grade	Classroom/ Online	Completion of "Abilities and Aptitudes"	Teachers/Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio
Personal Interests	M 1 M 3 M 4 M 5 B-LS 1 B-LS 7 B-LS 9 B-SMS 6 CEW 13.1.11	Smart Futures	November	All 10th Grade	Classroom/ Online	Completion of "Personal Interests"	Teachers/Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio
Career Clusters and	M5	Smart Futures	February	All 10th Grade	Classroom/	Completion of	Teachers/Student	Teacher	Activity saved in the student's Smart

Pathways	M6 B-LS1 B-LS7 B-LS 8 B-LS 9 CEW 13.1.11				Online	"Career Cluster and Pathways"	ts	and Counselor	Futures Portfolio
Experiencing Careers While Still in School	M 1 M 3 M4 M 5 B-LS 1 B-LS 3 B-LS 4 B-LS 7 B-LS 9 CEW 13.1.11 CEW 13.2.11	Smart Futures	March	All 10th Grade	Classroom/ Online	Completion of "Experiencing Careers While Still in School"	Teachers/Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio

Eleventh Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Domain/ CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
Selecting Your Career Goal	M 1 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 5 B-LS 7 B-LS 9 B-SMS 5 B-SMS 6 B-SMS 8 CEW 13.1.11 CEW 13.2.11	Smart Futures	October	All 11th Grade	Classroom /Online	Completion of "Selecting Your Career Goals"	Teachers / Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio
My Programs or Majors	M 1 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 5 B-LS 7 B-LS 9 B-SMS 5 B-SMS 6 B-SMS 8 CEW 13.1.11	Smart Futures	November	All 11th Grade	Classroom /Online	Completion of "My Program or Majors"	Teacher/ Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio
My School and College Survey	M 1 M 4 M 5 M 6 B-LS 1 B-LS 3 B-LS 5 B-LS 7 B-LS 9 B-SMS 5 B-SMS 6 B-SMS 8 CEW 13.1.11	Smart Futures	February	All 11th Grade	Classroom /Online	Completion of "My School and College Survey"	Teacher/ Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio
Job Interviews	M 1 M 4 B-LS 7 B-LS 9 B-LS 10 B-SMS 8 B-SS 1 CEW 13.2.11	Smart Futures	March	All 11th Grade	Classroom /Online	Completion of "Job Interviews" activity	Teacher/ Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio

Twelfth Grade Curriculum Action Plan

Lesson Content /Program Content	ASCA Domain/ CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation	Stakeholders	Contact Person	Indicator
College Admission Process			October						
Active Listening	M 1 M 2 M 4 B-LS 7 B-LS 9 B-SS 1 B-SS 2 B-SS 3 B-SS 4 B-SS 5 B-SS 6 B-SS 7 B-SS 8 B-SS 10 CEW 13.2.11 CEW 13.3.11	Smart Futures	October	All 12 Grade Students	Classroom /Online	Completion of "Active Listening" Activity	Teacher/ Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio
The Entrepreneur Within	M 3 M 5 B-LS 2 B-LS 4 B-LS 9 B- SMS 5 B- SMS 6 B-SMS 10 B- SS 5 B-SS 7 CEW 13.3.11	Smart Futures	November	All 12 Grade Students	Classroom /Online	Completion of "The Entrepreneur Within" Activity	Teacher/ Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio
Personal Budget	M 3 M 5 B-LS 1 B-LS 9 B-SMS 2 B-SMS 4 B-SMS 5 CEW 13.3.11	Smart Futures	February	All 12 Grade students	Classroom /Online	Completion of the "Personal Budget" Activity	Teacher/ Students	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio
Multiple Intelligences	M 3 M 4 M 5 B-LS 7 CEW 13.1.11	Smart Futures	March	All 12 Grade Students	Classroom /Online	Completion of the "Multiple Intelligence" Activity	Teacher/ Student	Teacher and Counselor	Activity saved in the student's Smart Futures Portfolio

8. Annual Program Goals Program Goals for the 2024-2025 School Year

Elementary Level

	Academic	Career	Personal/Social
Specific: What is the specific issue based on school data?	Counselors will visit all K-5 Classrooms in all Elementary Schools and complete Unit 1 of Second Step, Skills for Learning.	All fifth grade students will complete the pieces of evidence required for the future ready career index.	Counselors will visit all K-5 Classrooms, in all Elementary Schools and complete: K-2: Unit 2 Empathy 3: Unit 3 Emotion Management 4-5: Unit 2 Emotion Management
Measurable: How will we measure the effectiveness of our interventions?	Measured by attendance	Measured by completion of Smart Future assignments	Measured by attendance
Attainable: What outcome would stretch us but is still attainable.	85% of all elementary school students will participate in the lessons.	95% of all fifth grade students will complete the six pieces of evidence.	85% of all elementary school students will participate in the lessons.
Results-Oriented: Is the goal reported in result-oriented data (process, perception and outcome?)	Run attendance report in Sapphire after completion of the Skills for Learning Unit.	Smart Future report printed at the end of May.	Run attendance report in Sapphire after completion of the Emotion Management Unit.
Timeline: When will our goal be accomplished?	May	May	May

School District
Program Goals for the 2024-2025 School Year
Middle School Level

	Academic	Career	Personal/Social
Specific: What is the specific issue based on school data?	Identify academically at-risk students for failing through weekly MTSS and bi-weekly grade/team meetings with teachers and counselors.	By the conclusion of 8th grade, students will have completed Smart Futures for 6th, 7th, and 8th grade.	Identify students who need social/emotional support through weekly Student Assistance Program (SAP) meetings with teachers, administrators, SAP coordinator, and any other SAP certified school employees.
Measurable: How will we measure the effectiveness of our interventions?	Assessed through advancement to the next grade or retention. And through decreasing the number of students retained each year in core subjects (Math, English, Reading, Science, & Social Studies).	Measured by completion of Smart Future activities completed.	Measured by data related to the student's specific concerns/behaviors (i.e. attendance, discipline, social/emotional, and/or academic).
Attainable: What outcome would stretch us but is still attainable.	95% of all students per grade level earn promotion onto the next grade.	95% of students will complete Smart Future activities by counselors assisting teachers with activities to be completed.	90% of students receiving support and interventions are responding to and engaged in support and interventions provided.
Results-Oriented: Is the goal reported in result-oriented data (process, perception and outcome?)	This goal is reported through data collected by MTSS and interventions used throughout the school year.	Individual student completion/noncompletion of career benchmarks entered into Sapphire and reported to PIMS at the conclusion of the school year.	Reported through weekly SAP and/or grade/team meetings. Success is measured through reduction of issues or concerns or decreasing support and interventions.
Timeline: When will our goal be accomplished?	Our goal would be assessed and accomplished at the conclusion of the school year but continue to be re-evaluated on an ongoing basis.	Our goal would be assessed and accomplished at the conclusion of the school year but is continually monitored during the course of each school year.	Our goal would be assessed and accomplished at the conclusion of the school year but is continually monitored during the course of each school year.

School District
Program Goals for the 2024-2025 School Year
High School Level

	Academic	Career	Personal/Social
Specific: What is the specific issue based on school data?	Identifying academically at risk students through weekly data that is shared and reviewed with school counselors at weekly student services meetings.	By the conclusion of eleventh grade, students will have successfully completed the required pieces of evidence utilizing Smart Futures for the Future Ready PA Index.	Identifying socially/emotionally at risk students through weekly data that is shared and reviewed with School Counselors as members of the EWR (Early Warning Report) team.
Measurable: How will we measure the effectiveness of our interventions?	Academic success for academically at risk students will be assessed by advancement to the next grade level (retention reduction & reducing number of core subject failures)	Measured by successful completion of Smart Futures career related activities.	Data related to the student's specific concerns/behaviors (i.e. attendance, discipline, social/emotional, and/or academic).
Attainable: What outcome would stretch us but is still attainable.	95% of students in each grade will have earned sufficient credits for promotion and/or graduation.	90% of all eleventh grade students will have met the requirements for the Career Readiness Indicator for Future Ready PA Index.	95% of students who have qualified and accepted an intervention(s) are actively engaged with the targeted and strategic intervention(s).
Results-Oriented: Is the goal reported in result-oriented data (process, perception and outcome?)	This goal which is directly measurable is achieved through school wide MTSS and school counseling interventions occurring throughout the school year.	Individual student completion/noncompletion of career benchmarks entered into Sapphire and reported to PIMS at the conclusion of the school year.	Weekly review of student data related to either supplemental, strategic, and/or intensive interventions and supports. Success can be determined either by: (1) A reduction in the student specific behavior of concern. (2) Students are engaged in an exit plan.
Timeline: When will our goal be accomplished?	Our goal would be assessed and accomplished at the conclusion of the school year but continue to be re-evaluated on an ongoing basis.	Our goal would be assessed and accomplished at the conclusion of the school year but is continually monitored during the course of each school year.	Individual student goals are monitored throughout the year with MTSS Coach, School Counselor, and the student with the desired outcome being development and implementation of an exit plan.

9. Individualized Academic & Career Process and Portfolio

Section One: Career Development Intervention Chart: Tier One Interventions

Grade	CEW 13.1 Career Awareness	CEW 13.2 Career Acquisition	CEW 13.3 Career Retention	CEW 13.4 Entrepreneurship
K	•	•	•	•
1	•	•	•	•
2	•	•	•	•
3	• My Interests	•	• Successful Attitudes and Work Habits	•
4	• Interests and Abilities • Choosing a Career	• Applying Successful Attitudes and Work Habits	• Interests and Abilities • Applying Successful Attitudes and Work Habits	• Character Traits of Entrepreneurs
5	• What is a Career Plan • Career Training Program	• Researching Job Opportunities • Speaking Skills	• Budgeting • Speaking Skills	• Steps of Creating a Good or Service
6	• Career Clusters and Pathways • My Interests Survey	• My Resume Activity • Conflict Resolution	• Conflict Resolution	• Learning From Entrepreneurs
7	• My Work Values Survey • Knowledge Skill Ability Survey	• Career Research • Career Acquisition Documents • Goal Setting	• Budgeting • Goal Setting	•
8	• Economics of Jobs • Explore your CTC	• Knowledge, Skills, and Ability Inventory • My Interests Survey	• Learning Style Survey • Changing Workplace	• My Business Plan
9	• New Thinking About Career Success • My Personality Type • Preparation for Career	• Job Application	• My Personality Type	• New Thinking About Career Success
10	• Abilities and Aptitudes • Personal Interests • Career Clusters and Pathways • Experiencing Careers While in school	• Experiencing Careers While in High School	•	•
11	• Selecting Your career Goal • My Programs or Majors • My School and College Survey	• Job Interviews	•	•
12	• Multiple Intelligences	• Active Listening	• Active Listening • Personal Budget	• The Entrepreneur Within

Section Two: Academic and Career Plan Process

1. Demographics	Process Description
<ul style="list-style-type: none"> • What grade will the Plan and Portfolio start? 	<ul style="list-style-type: none"> - Evidence collection for the portfolio begins in Third Grade and continues through 12th grade.
<ul style="list-style-type: none"> • Will the plan/portfolio be electronic, hard copy or both? 	<ul style="list-style-type: none"> - The pieces of evidence for the portfolio are kept electronically.
<ul style="list-style-type: none"> • Who will be responsible for maintaining the portfolio? 	<ul style="list-style-type: none"> - Each student is responsible for completing pieces of evidence. - The school counseling department will be responsible for maintaining the portfolio.
<ul style="list-style-type: none"> • What demographic information will be included on the student portfolio? 	<ul style="list-style-type: none"> - Smart Futures Career Portfolio, Student First Name, Last Name, Grade, Date of Birth, & Student ID Number
2. Interventions, Assessments & Decisions	Process Description by Grade based on when the plan starts. What the students can know and do at each grade level and in each strand of the Career Education and Work Standards.
Grade 6	Pro Social Skills, Assertive Communication skills, Act 71 (Suicide Education and Prevention)
Grade 7	Job Application and Work Permit
Grade 8	Smart Future activities 1-8 (Career clusters and pathways, resumes, conflict resolution, learning from entrepreneurs, interests inventory, work values, and knowledge, skills and ability inventory) MCTI Presentation
Grade 9	Smart Futures Activities (career success, personality type, job application, career preparation), Graduation Requirements (credits, Keystone testing, ACT 158 overview), Yearly course planning, MCTI Presentation-programs and information
Grade 10	Smart Futures Activities (Abilities/Aptitudes, personal interests, career clusters and pathways, and experiencing careers while still in school activities), Dual Enrollment Opportunities and Information
Grade 11	Smart Futures Activities (Career goals, programs and majors, school/college survey, and job interview activities), post-secondary planning presentation, military information, student survey regarding post-secondary plans, Dual Enrollment Information
Grade 12	Smart Futures Activities (Active listening, entrepreneurship, personal budget and multiple intelligences activities), Post-Secondary Education Admissions Process presentation (HR and parents), PHEAA Financial Aid Information Presentation,

Student Development of their Plan: Interventions and decisions by students and families during each grade
Annual Individual and small group intervention meetings with student school counselors, afford students the opportunity to update and/adjust their post-secondary plan.

3. Parent & Guardian Engagement	What strategies will be used to inform parents/guardians to engage them in the Academic/Career Plan and Portfolio process for their children?
Level of Parents & Guardians	Awareness & Engagement Strategies
Elementary Parents & Guardians	The main goal at this level is to create awareness of post-secondary options and how they relate to individual choices at this time. Areas of focus include work habits, work relationships, and career interests. Parents will be informed about the Smart Futures Program that the students will be working on by teachers/counselors.
Middle School Parents & Guardians	The main goal at this level is to engage with and create awareness for parents/guardians of the post-secondary options for their child to pursue. Parents/Guardians have the opportunity to obtain information on the Monroe County Career Technical Institute and more information on Smart Futures.
High School Parents & Guardians	The main goal at this level is to engage parents as active participants in their child's post -secondary planning process. Parents are communicated with regarding events that are held through the course of the school year which focus on academic and career post-secondary planning. Parents are encouraged to attend events and meet with their students' school counselor to engage and be an active participant in this process.

4. Faculty/Administrator Engagement	What strategies will be used to inform teachers/administrators in the process of development, maintenance and presentation of the plan and portfolio in elementary, middle and high school?
Level of Parents & Guardians	Awareness & Engagement Strategies
Elementary	The counselor and staff members collaborate to provide career related lessons within the classroom at all grade levels multiple times a year. The staff members are also exposed during in-service days.
Middle School	The counselors and staff members will work together to provide career-related activities and lessons through the school year. Teachers will be given opportunities to gather information for an Academic/Career Plan and Portfolio to have students work on during designated class time and periods.
High School	Counselors develop relationships with teachers/administrators to collaborate on career related activities and experiences to help support student understanding and connection of the student post-secondary plan through course work and experiential activities.

5. Plan/Portfolio Sustainability and Review	What strategies will be developed to assist students with updating and sustaining the plan/process?
How will the plan and portfolio be revisited each year while in middle school and high school?	Counselors meet with students either individually or in small groups to discuss post-secondary plans and goals. Students will be given the opportunity to update their portfolio through this process and ongoing activities completed in Smart Futures, College Board Big Futures and other post-secondary planning activity
What process will be used for the student to present the information on	Students will have the opportunity to share their post-secondary goals, plan and preparation during their 11th grade year with their school counselor or one of their core subject teachers.

their plan at various times (i.e. Exit Interview or other events)?	
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Section Three: Student Academic and Career Portfolio Image

🏠 Dashboard

Who am I?

📅 Activities

⚡ Skills

Where am I going?

📁 My Careers

👤 My Clusters

How do I get there?

🎓 My Programs/Majors

🏫 My Schools/Colleges

🗺️ My Plan

📁 My Portfolio

🏆 My Badges



Welcome, David

Let's continue to develop your career plan and portfolio.

📅 Complete Activity 9: Selecting Your Career Goal

you can also:

⚡ Earn badges and learn new skills

🗺️ Add items to your portfolio

10. School District Stakeholders Engagement

Students	How students will benefit from the K-12 Guidance Program	How students assist with the delivery of the K-12 Guidance Program
K-12	<p>The ESASD counselors collaborate with school community participants to create a K-12 comprehensive program that addresses all students. Students of the ESASD will become informed on postsecondary opportunities as it correlates to their future goals through the K-12 comprehensive school counseling program. Students will have the opportunity to investigate, research resources, and identify their career choice to become informed and make educated decisions based on postsecondary options. An effective foundation will be established within the academic, career, and personal/social development to promote success in all areas of the students lives.</p>	<p>All students will have the opportunity to receive feedback by assessing their skills and monitoring their goals. The comprehensive program will be evaluated through student participation, assessing strengths and weaknesses in order to improve value and delivery to K-12 students.</p>

Educators	How educators benefit from the K-12 Guidance Program	How educators assist with the delivery of the K-12 Guidance Program
K-12	<p>Educators will benefit from a comprehensive career program because it links the school counseling program to educational standards. This plan guides teachers to current career trends and skills, and provides activities that students can complete that connects them to career awareness and preparation.</p>	<p>Educators can assist with the delivery of the School Counseling Program by learning about the career standards and teaching the students the skills needed for being successful in post-secondary career choices. Educators will help the students link their education to the world of work and bring meaning to careers.</p>

Stakeholder: Educator

"Big Idea"	Program Goals	Standards	Grade Level	Activities Interventions	Data	Timeline
Educate staff members about career development program	Ensure that a minimum of 90% of staff in each Elementary building are attending a counselor-led-presentation of career program goals each school year.	13.1.3 13.2.3 13.1.5 13.2.5	K-12	Staff training on Smart Futures Program implementation; Staff training on MCTI programs and how to engage students to have an awareness of post-secondary options through MCTI presentation/field trip.	# of experiences at each grade level	August through June

Work with Educators to ensure students take courses and achieve at a level commensurate with their career choices.	Ensure that the staff understands the role they play in assisting students in the goal setting and planning	13.1.3 13.2.3 13.1.5 13.2.5	9-12	IEP meetings Individual Meetings College Seminars	Senior Survey indicating their plans after HS	August - June

Parents	How parents/guardians benefit from the K-12 Guidance Program	How parents/guardians assist with the delivery of the K-12 Guidance Program
K-12	Parents will benefit from a comprehensive career program by understanding how they can best help their student experience a successful educational experience, in the areas of personal/social, career, and academics. The process will start at the elementary level by sparking thoughts in careers that interest them the most. As they increase awareness of the many opportunities around them through research, they will be encouraged to further pursue their interests, abilities, and work values. These preferences will be communicated with their families and they will complete further research at the Middle and High School levels. Parents will begin to understand the value of future career exploration and planning. Parents will volunteer to sit on the community council as representatives to ensure their voices are heard.	The K-12 comprehensive program will benefit from parent involvement because they have the greatest impact on their child's attitudes and behaviors. When parents become partners in career development for their children then student and parent effort levels will increase.

Stakeholder: Parents

"Big Idea"	Program Goals	Standards	Grade Level	Activities Interventions	Data	Timeline
Educate the parents regarding the importance of matching students' interests to the world of work.	90% of parents will be aware of their student(s)'s future career interests.	13.1.5	5th	A letter will be sent home to parents informing parents about the Monroe Career and Technical Institute Presentation/Field Trip. The letter will encourage parents to ask questions about what careers matched their interests.	90% of DOJO participation by parents.	March
Educate parents about Monroe	Ensure that a minimum of 90%	13.1.3 13.2.3 13.1.5 13.2.5	8-10	Field Trips 8th Grade Parent night	# of applications to MCTI and students	August through

Career and Technical Institute and their Career Exploration Night through email and a presentation to the parents of all upcoming 9th graders	parents are aware of the opportunities available to them at MCTI			Email	attending the field trip	June
Educate Parents about the college Application process and the roles of counselors, students, parents and post-secondary institutions	Ensure that 90% of parents understand the college application process	13.1.3 13.2.3 13.1.5 13.2.5	11-12	Financial Aid Night College Seminar Night Junior College Application process	Senior Survey and the Career/Post High School Planning Survey	August - June

Business & Community	How business/community partners benefit from the K-12 Guidance Program	How business/community partners assist with the delivery of the K-12 Guidance Program
K-12	The local business and community partners associated with the School Counseling Plan will engage our students in shadowing and experiences in the workplace. The experience our students acquire by working with our community partners help prepare them for their post-secondary options.	The East Stroudsburg Area School District in conjunction with community partners will continue to develop and foster positive relationships for all of our K-12 students. Representatives on our advisory council help in the development of our students' skills, experience, and understanding of their post-secondary options.

Stakeholder: Business/Community

"Big Idea"	Program Goals	Standards	Grade Level	Activities Interventions	Data	Timeline
Establish a way to connect to a new community member	95% of our 5th Graders will accumulate at least 6 pieces of evidence around work habits, career awareness, or relationships connected to a community experience.	13.1.3 13.2.3 13.1.5 13.2.5	5	<ul style="list-style-type: none"> What is a Career Plan Career Training Program Researching Job Opportunities Steps of Creating a Good or Service Budgeting MCTI Presentation/Field Trip Speaking Skills 	Smart Futures Portfolio	August through June
Work with business and community to ensure students understand the	90% of students are aware of local scholarships, job opportunities,	13.1.3 13.2.3 13.1.5 13.2.5	9-12	Scholarship Newsletter College Visits in Building	Senior Survey and the Career/Post High School Planning Survey	August - June

resources and opportunities available to them locally	internships, educational opportunities, etc.			Career awareness field trip to NCC Military Visits / ASVAB St. Luke's Nursing Scholarship Presentation		
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Post secondary	How postsecondary partners benefit from the K-12 Guidance Program	How postsecondary partners assist with the delivery of the K-12 Guidance Program
9-12	Postsecondary partners benefit from highly educated students who are self aware and understand career readiness in terms of choosing a career, getting a job, maintaining employment, as well as entrepreneurship. Therefore, these individuals will be very productive and and effective in postsecondary education and beyond	Postsecondary partners assist by either attending schools in person, hosting events at their location or by providing materials and information to students and parents directly or through the school.

Stakeholder: Postsecondary

"Big Idea"	Program Goals	Standards	Grade Level	Activities Interventions	Data	Timeline
Students will become aware of post-secondary options through the MCTI Presentation/Field Trip, which occurs at all levels of education until the application process starts in 8th grade	90% of our current 5th graders will attend the MCTI Presentation/Field Trip regarding post secondary options OR complete website exploration	13.1.5 13.2.5	5	MCTI Large and Small Group Presentations. Field Trips to MCTI Career Exploration Night at MCTI Individual Meetings with Students and Parents	Attendance	August through June
Connect with Post Secondary stakeholders to understand their needs and services and connect students and parents to those partners	90% of seniors will understand the resources and opportunities available to them after high school and align them with their career goal.	13.1.3 13.2.3 13.1.5 13.2.5	9-12	College Visits College Seminar Night ASVAB College Seminar Night Smart Futures Scholarship Newsletter MCTI Presentations Financial Aid Night	Senior Survey and the Career/Post High School Planning Survey	

11. School Guidance Program K-12 Advisory Council

Stakeholder Group	Name	Title & Organization	Attendance Meeting #1	Attendance Meeting #2
Student				
	Karl Ludwig	<i>East Stroudsburg HS- South</i>		
	Alisha Thompson	<i>East Stroudsburg HS-South</i>		
	Zach Pino	<i>ESACA</i>		
Parent & Guardian				
	Barry Krammes	Elementary Parent		
	Tyuka Baptiste	Elementary/Secondary Parent		
	Donna Sokoloski	Secondary Parent		
	Lisa Pino	Secondary ESACA Parent		
Educator & Administrator				
	Dr. William Vituli	Assistant Superintendent for District Programs		
	Mr. Brian Baddick	Assistant Superintendent for Pupil Services		
	Dr. Heather Piperato	Director of Secondary Education		
	Dr. Tabitha Bradley	Director of Elementary Education		
	Dr. Mary Olszewski	Director of Secondary Pupil Services		
	Mrs. Maria Casciatto	Directory of Elementary Pupil Services		
	Mr. Ben Brenneman	HSN Principal		
	Mr. Matthew Triolo	HSS Principal		
	Mr. Paul Kernan	HSS Gifted Teacher		
	Mrs. Lauren Rovi	Elementary School Counselor		
	Mr. Jonathan Osmun	Elementary Department Chair		
	Mrs. Kate Krammes	School Counselor-ESACA		
	Mrs. Carol Huffman	School Counselor- ESACA		

	Mr. Joseph Formica	School Counselor- South Co-Department Chair		
	Mr. Phil Kerzner	School Counselor- South Co-Department Chair		
	Mr. David Falbo	MTSS Counselor- North Counseling Department Chair		
	Mrs. Amy Thomas	MCTI Supervisor of Student Services		
	Mr. Michale Catrillo	ESASD School Board President		
	Mrs. Ann Catrillo	ESASD School Board Member		
	Mr. George Andrews	ESASD School Board Member		
	Mrs. Kate Lee	South HS MTSS Coach		
Business & Community				
	Mark Hodgson	Director of Operations Lehigh Valley Homecare & Hospice Pocono		
	Thomas Grayuski	ESSA Bank		
	Sharon Laverdure	Monroe County Commissioner		
	Michael Tepedino	Business Owner (Trackside et.al.)		
	Jonathan Mark	Judge of the Court of Common Pleas		
	Keri DeNora	Monroe CASSP Coordinator		
	Jared Kitt	Stroudsmoor Country Inn Human Resources Manager		
	Crystal Carranza	Kalahari Water Park Hiring Manager		
	Tamy Galfo	Shawnee Mt Ski Area Food & Beverage Director		
Postsecondary				
	Sara Lavra	Northampton Community College, Associate Director of College Connections		
	Brooke Langan	East Stroudsburg University Dear College of Education		
	Terry Bomar	Northampton Community College, Assistant Director Admissions		
	Timothy Hahn	East Stroudsburg University Admission Counselor/Coordinator o Admission Events		
	Jackie Kessel	East Stroudsburg University Director of Field Experience and Partnerships		

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School District 12. Career and Postsecondary Resources

CEW Strands	Sixteen Career Clusters https://www.acteonline.org/career-clusters-2/	
13.1 Career Awareness & Planning 13.2 Career Acquisition 13.3 Career Retention 13.4 Entrepreneurship	Agriculture, Food & Natural Resources Architecture & Construction Arts, AV Technology, & Communications Business Management & Administration Education & Training Finance Government & Public Administration Health Science	Hospitality & Tourism Human Services Information Technology Law, Public Safety, Corrections, & Security Manufacturing Marketing Science, Technology, Engineering, & Mathematics Transportation, Distribution, & Logistics

Organizations & Agencies

<i>Intermediary Organizations: Connecting, Collaborating, Convening Organizations</i>		
Resource Type	CEW Strand(s) 13.X	Career Cluster or District Pathway
ESASD K-12 Advisory Council	13.1	
PHEAA	13.1	● Any Career Cluster
CIU 20	13.1	● Any Career Cluster
ST. LUKES	13.1, 13.2	● Health Services
East Stroudsburg University	13.1, 13.2	● Future Educators
Careerlink	13.1, 13.2, 13.3, 13.4	● Any Career Cluster
Monroe Career and Technical Institute	13.1, 13.2	● Any of their 24 Career Programs
CollegeBoard	13.1, 13.2	● Any Career Cluster

<i>Umbrella Organizations: Organizations that represent a large group of business organizations with a common mission</i>		
Resource Type	CEW Strand(s) 13.X	Career Cluster or District Pathway
Pocono Chamber of Commerce	13.1, 13.2	● Any Career Cluster
PACAC	13.1, 13.2	● Any Career Cluster
PASSHE	13.1, 13.2	● Any Career Cluster
PHEAA	13.1	● Any Career Cluster

<i>Community & State Organizations: Agencies representing community and state initiatives, service to communities</i>		
Resource Type	CEW Strand(s) 13.X	Career Cluster or District Pathway
Safe Monroe	13.1, 13.2, 13.3, 13.4	● Any Career Cluster
CMP Drug & Alcohol Agency	13.1, 13.2, 13.3, 13.4	● Any Career Cluster
Monroe County Children's Roundtable	13.1, 13.2, 13.3, 13.4	● Any Career Cluster

Networking Opportunities

Individual Contacts: <i>Contacts acquired through networking and interaction</i>		
Resource Type	CEW Strand(s) 13.X	Career Cluster or District Pathway
Sarah Lavra - NCC	13.1, 13.2	● All Cluster
Terrence Bomar- NCC	13.1, 13.2	● All Cluster
Ongelique McGuire - St. Luke's	13.1, 13.2	● Health Science
Amy Thomas - MCTI	13.1, 13.2	● All Cluster
Donna Sokolowski- CareerLink	13.1, 13.2	● All Cluster
Brooke Langan - ESU	13.1, 13.2	● Education and Training
Tim Hahn - ESU	13.1, 13.2	● All Cluster
Rosemary Brown-State Senator	13.1, 13.2	● All Cluster

Community & Business Meetings: <i>Meetings, which bring cross/community members together to promote growth to further a cause</i>		
Resource Type	CEW Strand(s) 13.X	Career Cluster or District Pathway
MCTI Advisory Council Meeting	13.1, 13.2, 13.3, 13.4	● All clusters
ESASD School Counseling Advisory Committee	13.1, 13.2, 13.3, 13.4	● All clusters

Community Events: <i>Conferences, Workshops, Grand Openings</i>		
Resource Type	CEW Strand(s) 13.X	Career Cluster or District Pathway
MCTI Counselor Workshops	13.1, 13.2, 13.3, 13.4	● All clusters
NCC Community Night	13.1, 13.2, 13.3, 13.4	● All clusters
NCC Counselor Breakfast	13.1, 13.2, 13.3, 13.4	● All clusters

Online & Other Resources

Internet Based Links: <i>Websites educating others and promoting career development and related topics</i>		
Resource Type	CEW Strand(s) 13.X	Career Cluster or District Pathway
Common Application	13.1, 13.2	● All Cluster
Smart Futures	13.1, 13.2, 13.3, 13.4	● All Cluster
CollegeBoard	13.1, 13.2, 13.3, 13.4	● All Cluster
PA CareerLink	13.1, 13.2, 13.3, 13.4	● All Cluster
PA Department of Education Career Education & Work Internet Resources	13.1, 13.2, 13.3, 13.4	● All Cluster
Bureau of Labor & Statistics: Career planning for high schoolers	13.1, 13.2, 13.3, 13.4	● All Cluster
Education Planner (PHEAA)	13.1, 13.2, 13.3, 13.4	● All Cluster
PA Career Zone	13.1, 13.2, 13.3, 13.4	● All Cluster

Media & Advertising: <i>Various marketing methods that provide contacts, career awareness, ideas and workforce information</i>		
Resource Type	CEW Strand(s) 13.X	Career Cluster or District Pathway
ESASD Website	13.1, 13.2, 13.3, 13.4	● All Cluster

WNEP	13.1, 13.2, 13.3, 13.4	• All clusters
WBRE	13.1, 13.2, 13.3, 13.4	• All clusters

Publication & Documents: <i>Hard copy materials that offer contacts and career/workforce information</i>		
Resource Type	CEW Strand(s) 13.X	Career Cluster or District Pathway
PA School Counselor Directory	13.1, 13.2, 13.3, 13.4	• All clusters
ESASD Program of Studies	13.1, 13.2, 13.3, 13.4	• All clusters
MCTI Program Guide	13.1, 13.2, 13.3, 13.4	• All clusters
E. Stroudsburg Area Cyber Academy Course Catalog	13.1, 13.2, 13.3, 13.4	• All clusters

Post-Secondary Options

Postsecondary Options: <i>Colleges, Apprenticeships, Military, Vocational Training</i>			
Resources	Description	CEW Strand(s) 13.X	Career Cluster or District Pathway
East Stroudsburg University	Local four year university	13.1, 13.2, 13.3, 13.4	• All clusters
Northampton Community College	Local two year university	13.1, 13.2, 13.3, 13.4	• All clusters
Monroe Career & Technical Institute (MCTI)	Local vocational high school	13.1, 13.2, 13.3, 13.4	• All clusters
US Military Recruiters ALL branches	Local recruiters	13.1, 13.2, 13.3, 13.4	• All clusters
Office of Vocational Rehabilitation	Provides vocational rehabilitation to students with disabilities	13.1, 13.2, 13.3, 13.4	• All clusters

School District 13. Career and Technology Center Strategies

Student Awareness

Grade(s)	Intervention / Program / Events	Stakeholder Delivering	Data Used (Success Indicator)	Beginning & End	Location	Contact Person
5	MCTI Presentation or Field Trip	MCTI	List of Attendees	April/May	MCTI/Building	J. Osmun
9 & 10	Field Trip to MCTI	MCTI	• # of students attending and applied	Oct	MCTI	P. Kerzner D. Beckworth
8 & 9	MCTI Open House	MCTI	• List of attendees	Nov	MCTI	P. Kerzner
8	Presentation on the all day 9th grade program	MCTI	List of attendees and applicants	Oct	MCTI	JTL
9 & 10	Presentation to 9th and 10th grades students	MCTI	Number of applicants and field trip participants	Oct	MCTI	P Kerzner/D. Beckworth

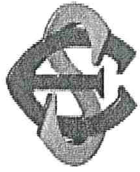
Parent Awareness

Grade(s)	Intervention / Program / Events	Stakeholder Delivering	Data Used (Success Indicator)	Beginning & End	Location	Contact Person
5	Career Awareness/Smart Futures Information DOJO	Guidance	DOJO Participant %	Oct	ESASD	J. Osmun
8, 9, 10	MCTI Career Exploration / Open House	MCTI	• # of attendees	Nov	MCTI	P. Kerzner / D. Beckworth
7,8,9,10	Group Email Regarding MCTI application process	Guidance	• # of MCTI applications	Oct - June	ESASD	P. Kerzner / D. Beckworth

Educator Awareness

Grade(s)	Intervention / Program / Events	Stakeholder Delivering	Data Used (Success Indicator)	Beginning & End	Location	Contact Person
7,8,9,10	Email to Faculty Regarding application process	Guidance	• # of MCTI applications	Oct - June	ESASD	P. Kerzner / D. Beckworth

EAST STROUDSBURG AREA SCHOOL DISTRICT



East Stroudsburg Area Senior High School-South

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

Denise S. Rogers, Athletic Director

Date: March 1, 2024
To: Stroud Township – Yetter Park
From: East Stroudsburg Area School District Athletic Office
Subject: Facility Agreement for 2024 East Stroudsburg South Cross Country Team

This is a memorandum of understanding between the East Stroudsburg Area School District and Stroud Township for use of the Yetter Park for the 2024-2025 School Year.

- Stroud Township will donate the use of Yetter Park to the East Stroudsburg South Cross Country Team for their scheduled home meets on Thursday, September 5 and Tuesday, October 8, 2024, from approximately 2pm – 7pm at no cost to the district. This donation includes use of the walking paths and course maintenance for the school district and visiting teams.
- Stroud Township also agrees to allow the visiting teams to practice at the Yetter Park on Friday, October 4, 2024 and Saturday, September 5, 2024, if needed.
- In the case of inclement weather, the East Stroudsburg Area School Athletics Director agrees to work with Stroud Township on a rescheduled date, preferably October 9, 2024 weather permitting.
- The East Stroudsburg Area School District will provide security to assist with the course on the date of the meet.
- The East Stroudsburg Area School District will also provide a proof of insurance to Stroud Township for use of the Yetter Park.

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

ESASD Representative Name (Print)

ESASD Representative Signature

Date

Stroud Township Representative
Name (Print)

Stroud Township Representative
Signature

Date

EAST STROUDSBURG AREA SCHOOL DISTRICT



East Stroudsburg Area Senior High School-South

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

Mrs. Denise Rogers
Athletic Director

TO: Pocono Hills Golf Course at the Villas
FROM: East Stroudsburg Area School District Athletic Office
DATE: March 1, 2024
SUBJECT: Facility Agreement for 2022 East Stroudsburg South Golf Team

This is a memorandum of understanding between the East Stroudsburg Area School District and Pocono Hills Golf Course at the Villas for the 2024-2025 School Year.

Pocono Hills Golf Course at the Villas will donate the use of its entire facility, meaning its clubhouse, parking area, driving range and practice greens, and 18-hole golf course to the East Stroudsburg South Golf Team during the 2024-2025 school year at no cost to the district. This donation includes a golf cart for the coach at all practices and home competitions, and accessibility for the School District and visiting team(s) on match days during the season. The School District will incur no charges for regular maintenance of any portion of the Pocono Hills Golf Course at the Villas facility.

- Any day that a coach is present at Pocono Hills Golf Course at the Villas with any student-athletes will be considered a practice day or intramural day and no facility fees will be assessed to School District coaches or student athletes.
- Players on the golf team are allowed to use the facility before and after the season with the understanding that they will have to: 1.) Pay an \$18.00 cart fee for 18 holes of golf and a \$10.00 cart fee for 9 holes of golf and 2.) Present a current driver's license. Any guests that accompany the golf team members will be required to pay the normal greens and cart fees per Pocono Hills at the Villas established pricing. It is also understood that the golf team members do not book tee times prior to 12:00 p.m. on weekends without payment of normal greens and cart fees.
- The East Stroudsburg South Golf Team agrees to follow all rules and regulations set forth by Pocono Hills at the Villas.
- The East Stroudsburg South Golf Team agrees to purchase its golf balls, gloves and range balls from the Pocono Hills at the Villas Pro Shop as needed for the duration of the season.
- The East Stroudsburg Area School District Athletic Director agrees to work with Pocono Hills at the Villas regarding the team schedule and play dates as to not interfere with outings scheduled at the course. All final scheduling determinations are solely at the discretion of Pocono Hills at the Villas; which discretion will not be unreasonably exercised.

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

ESASD Representative Name (Print)

ESASD Representative Signature

Date

Pocono Hills at the Villa Rep. Name (Print)

Pocono Hills Representative Signature

Date

Longwood Gardens

04/17/2024 07:30 AM #24153

NAME *	SCHOOL *	DEPARTMENT *	ACTIVITY *
Longwood Gardens	E Stroudsburg HS - S (EHS)	HSS	HSS
CONTACT *			DEPT./ACTIVITY
Patricia Bixler			HSS/HSS
DESTINATION CONTACT	DEPARTURE *	DESTINATION *	DESTINATION STATE *
Carolyn Zwaskis	E Stroudsburg HS - S (EHS)	Longwood Gardens	Pa
DESTINATION PHONE	DEPART DATE/TIME *	DESTINATION STREET *	DESTINATION POSTAL CODE *
(610) 388-5257	04/17/2024 07:30 AM	1001 Longwood Road	19348
DESTINATION EXT	DEPARTURE NOTES	DESTINATION CITY	DESTINATION NOTES
None	This trip is to depart from the front doors of the high school, and return to the front doors. Longwood Gardens has provided me with an invoice that indicates this trip will be free of charge for our students and up to 5 chaperones and the bus driver. This is a guided trip by LWG staff entitled the Benefits of Nature.	Kennett Square	I spoke with Dara Marsh on 1/11/24. She calculated the mileage and cost of the trip found below. She indicated an outside contractor would be utilized for this trip. Students will be charged for the transportation costs. Lunches and snacks will be arranged as an additional cost to the students.
DIRECTIONS *	RETURN DATE/TIME *	DESTINATION TITLE *	EQUIPMENT *
Head north on PA-33 N	04/17/2024 05:30 PM	School and Youth Associate	SCHOOL BUS

168

0.9 mi
Take the exit toward
Saylorsburg
0.1 mi
Merge onto Cherry
Valley Rd
0.3 mi
Turn left onto Rte
115
0.2 mi
Turn left to merge
onto PA-33 S
15.8 mi
Take the exit onto
US-22 W toward
Bethlehem/Allentow
n
16.4 mi
Take the exit onto I-
476 S toward
Philadelphia
Toll road
37.6 mi
Take the exit onto I-
276 W toward
Harrisburg
Toll road
0.8 mi
Continue onto I-76
Toll road
0.5 mi
Take exit 328A for
US-202
S/Swedestford Rd
toward West
Chester/Pottstown
279 ft
Keep left at the fork,
follow signs for US-
202 S and merge
onto US-202 S
17.9 mi
Keep left at the fork
and merge onto US-
202 S/US-322
E/Wilmington Pike
0.4 mi
Merge onto US-202
S/US-322
E/Wilmington Pike

169

1.4 mi
 Turn right onto PA-926 W/W Street Rd
 5.5 mi
 Turn left onto PA-52
 0.9 mi
 Turn right onto US-1 S
 0.4 mi
 Take the exit toward Longwood Rd
 0.1 mi
 Slight right onto Longwood Rd
 138 ft
 Longwood Gardens, 1001 Longwood Rd, Kennett Square, PA 19348

NOTES

Longwood Garden requires one chaperone for every 5 students attending the trip. The bus driver will be asked to join us for the program.

BILLING NOTES

None

INVOICING INFORMATION

Account Name: 00.00EHS SPECIAL ACTIVITY FUND (HSS/HS South) / Amount: \$ 351.22 // Invoice Date: 01/16/2024 / Payment Date: 04/17/2024

FIELD TRIP INVOICE GRID *



Account Code	Amount	Purchase Order	Invoice Date	Payment Date
00.00EHS SPECIAL ...	351.22		01/16/2024	04/17/2024

1 of 1

170

#VEHICLES *	#STUDENTS *	#ADULTS *	#WHEEL CHAIRS *
1	30	6	0

Add 




FIELD TRIP RESOURCE GRID

Vehicle	Bus Aide	Driver	Total Cost
---------	----------	--------	------------

0 of 0



FIELD TRIP HISTORY GRID

Status	Notes	Updated Date Time	Updated User Name
 Level 1 - Request S...		01/16/2024 03:51 PM	Bixler, Patricia
 Level 2 - Request A...		01/16/2024 05:56 PM	Triolo, Matthew
 Level 3 - Request A...		01/22/2024 12:38 PM	Vitulli, William

171

JTL 8th Band NYC Trip

04/18/2024 07:30 AM # 24120

NAME *	SCHOOL *	DEPARTMENT *	ACTIVITY *
JTL 8th Band NYC Trip	J T Lambert Int (JTL)	JTL	Band

CONTACT *	DEPT./ACTIVITY
Justin Del Vecchio	JTL/Band

DESTINATION CONTACT	DEPARTURE *	DESTINATION *	DESTINATION STATE *
Michelle Stewart	J T Lambert Int (JTL)	Carnegie Hall	NY

DESTINATION PHONE	DEPART DATE/TIME *	DESTINATION STREET *	DESTINATION POSTAL CODE *
(212) 903-9765	04/18/2024 07:30 AM	881 7th Ave	10019

DESTINATION EXT	DEPARTURE NOTES	DESTINATION CITY	DESTINATION NOTES
None	The 8th Grade Band Field Trip to New York City will include touring Carnegie Hall, visiting Central Park Zoo and Rockefeller Center. This trip is an opportunity to view a world-renowned performance venue, as well as exploring other integral parts of NYC.	New York	None

DIRECTIONS *	RETURN DATE/TIME *	DESTINATION TITLE *	EQUIPMENT *
Proposed Itinerary for NYC Trip 7:30 AM - Students report to Auditorium with chaperones.	04/18/2024 07:30 PM	Tours	CHARTER BUS

172

7:45 AM - Students board the charter bus headed for Carnegie Hall
 9:30 AM - Bus arrives at Carnegie Hall
 10:00 AM - Private Tour of Carnegie Hall
 11:30 AM - Lunch at McDonald's
 12:30 PM - Walk through Central Park
 1:00 PM - Arrive at Central Park Zoo
 3:00 PM - Leave Central Park Zoo
 3:30 PM - Tour Rockefeller Center
 4:30 PM - Depart Plaza
 5:00 PM - Arrive at American Dream, grab dinner at food court
 6:00 PM - Depart American Dream
 7:30 PM - Arrive back at school

NOTES

Invoice from Easton Coach Company inputted below. Will send payment through check request before 3/21/24. Total cost for transportation is \$2,018.

Estimated student cost for trip: \$76
 Estimated chaperone cost for trip: \$84

BILLING NOTES

None

173

Trip cost includes tickets for bus fare, Carnegie Hall Tour and Central Park Zoo tickets.

INVOICING INFORMATION

Account Name: JTL 7/8 Bands #2947 / Amount: \$ 2018.00 // Invoice Date: 01/08/2024 / Payment Date: 03/21/2024

FIELD TRIP INVOICE GRID *

Add 

Account Code	Amount	Purchase Order	Invoice Date	Payment Date
JTL 7/8 Bands #2947	2018		01/08/2024	03/21/2024

1 of 1

#VEHICLES *	#STUDENTS *	#ADULTS *	#WHEEL CHAIRS *
1	34	6	0

FIELD TRIP RESOURCE GRID

Add 




Vehicle	Bus Aide	Driver	Total Cost
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0 of 0

FIELD TRIP HISTORY GRID

174



Status	Notes	Updated Date Time	Updated User Name
 Level 1 - Request S...		01/08/2024 06:08 PM	Delvecchio, Justin
 Level 2 - Request A...		01/12/2024 02:46 PM	Lenhart, Ray
 Level 3 - Request A...		01/22/2024 12:38 PM	Vitulli, William

175

Smithfield 5th Grade to the Franklin Institute

05/07/2024 07:30 AM # 23294

NAME *	SCHOOL *	DEPARTMENT *	ACTIVITY *
Smithfield 5th Grade to the Franklin Institute	Smithfield Elem (SMI)	SES	Smithfield
CONTACT *			DEPT./ACTIVITY
Ashley Dreisbach			SES/Smithfield

DESTINATION CONTACT	DEPARTURE *	DESTINATION *	DESTINATION STATE *
None	Smithfield Elem (SMI)	Franklin Institute	Pa

DESTINATION PHONE	DEPART DATE/TIME *	DESTINATION STREET *	DESTINATION POSTAL CODE *
None	05/07/2024 07:30 AM	222 N 20th Street	19103

DESTINATION EXT	DEPARTURE NOTES	DESTINATION CITY	DESTINATION NOTES
None	None	Philadelphia	None

DIRECTIONS *	RETURN DATE/TIME *	DESTINATION TITLE *	EQUIPMENT *
2 hr 4 min (101.8 mi) via I-476 S Directions My location Head north toward US-209 S 56 ft Turn right toward US-209 S 0.1 mi Turn right toward US-209 S 89 ft Turn left onto US-209 S 0.6 mi Keep right at the fork, follow signs for I-80 W/US-209 S/Stroudsburg and merge onto I-80	05/07/2024 05:00 PM	-	CHARTER BUS

176

W/US-209 S
0.2 mi
Merge onto I-80
W/US-209 S
3.7 mi
Take exit 304 for US-
209 S toward
Snydersville/PA-33 S
0.4 mi
Continue onto US-
209 S
6.2 mi
Continue onto PA-33
S
18.6 mi
Take the exit onto
US-22 W toward
Bethlehem/Allentow
n
16.4 mi
Take the exit onto I-
476 S toward
Philadelphia
Toll road
38.2 mi
Keep left at the fork
to stay on I-476 S
Toll road
3.7 mi
Take exit 16 for I-76
W toward Vly Forge
0.2 mi
Keep left at the fork
to continue on Exit
16 A, follow signs for
I-76 E/Philadelphia
and merge onto I-76
9.2 mi
Continue onto I-76
3.8 mi
Take exit 344 on the
left for I-676 E
toward Central Phila
0.2 mi
Continue onto I-676
174 ft
Take the exit toward
Ben Franklin
Parkway
0.2 mi

177

Continue straight
 onto Winter St
 456 ft
 Turn right onto N
 21st St
 154 ft
 The Franklin
 Institute, 222 N 20th
 St, Philadelphia, PA
 19103

NOTES

The students will be going to the Franklin Institute to extend their learning within SS/Science/STEM curriculum. This is a wonderful opportunity for the students to get some hands on learning while experiencing a museum.

**The students will be fundraising to offset the cost of this trip. The PTO will be providing \$400 towards the trip.


BILLING NOTES

None

INVOICING INFORMATION

Account Name: SMI PTO / Amount: \$ 0.00 // Invoice Date: / Payment Date:

FIELD TRIP INVOICE GRID *

Add 

Account Code	Amount	Purchase Order	Invoice Date	Payment Da
SMI PTO	0			

1 of 1

178

#VEHICLES *	#STUDENTS *	#ADULTS *	#WHEEL CHAIRS *
2	55	20	0

Add 




FIELD TRIP RESOURCE GRID

Vehicle	Bus Aide	Driver	Total Cost
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0 of 0



FIELD TRIP HISTORY GRID

Status	Notes	Updated Date Time	Updated User Name
 Level 1 - Request S...		09/08/2023 12:44 PM	Dreisbach, Ashley
 Level 2 - Request A...		10/24/2023 12:29 PM	Kerstetter, Eric
 Level 3 - Request A...		01/31/2024 08:29 AM	Wisotsky, Debra

179

Science Olympiad Regionals

03/06/2024 06:30 AM #24227

NAME *	SCHOOL *	DEPARTMENT *	ACTIVITY *
Science Olympiad Regionals	J T Lambert Int (JTL)	JTL	S O

CONTACT *	DEPT./ACTIVITY
Nathan Fekula	JTL/S O

DESTINATION CONTACT	DEPARTURE *	DESTINATION *	DESTINATION STATE *
None	J T Lambert Int (JTL)	Penn State Wilkes Barre	Pa

DESTINATION PHONE	DEPART DATE/TIME *	DESTINATION STREET *	DESTINATION POSTAL CODE *
None	03/06/2024 06:30 AM	44 University Dr	18612

DESTINATION EXT	DEPARTURE NOTES	DESTINATION CITY	DESTINATION NOTES
None	This is the first year running i believe after awards we will be done by 5:30 but I am not 100% sure it may be earlier or later.	Dallas	None

DIRECTIONS *	RETURN DATE/TIME *	DESTINATION TITLE *	EQUIPMENT *
Take 80 towards scration Merge onto 380 to 81 Take 81 to 309 which leads to the college	03/06/2024 05:30 PM	Science Olympiad Regional	SCHOOL BUS

NOTES	BILLING NOTES
None	None

INVOICING INFORMATION

Account Name: JTL WITHIN DISTRICT BOUNDARIES / Amount: \$ 0.00 // Invoice Date: / Payment Date:

180



Add 


FIELD TRIP INVOICE GRID *

Account Code	Amount	Purchase Order	Invoice Date	Payment Da
JTL WITHIN DISTRI...	0			

1 of 1

#VEHICLES * #STUDENTS * #ADULTS * #WHEEL CHAIRS *

0 16 2 0

Add 

FIELD TRIP RESOURCE GRID

Vehicle	Bus Aide	Driver	Total Cost

0 of 0



FIELD TRIP HISTORY GRID

Status	Notes	Updated Date Time	Updated User Name
Level 1 - Request S...		01/30/2024 09:50 AM	Fekula, Nathan
Level 2 - Request A...		02/05/2024 05:27 PM	Lenhart, Ray
Level 3 - Request A...		02/06/2024 08:24 AM	Wisotsky, Debra

181

2024 Annual Bloomsburg University Dog Pound/Shark T...

03/21/2024 07:30 AM #24390

NAME *	SCHOOL *	DEPARTMENT *	ACTIVITY *
2024 Annual Bloomsburg University Dog Pound/Shark Tank Competition	E Stroudsburg HS - N (EHN)	HSN	HS North

CONTACT *	DEPT./ACTIVITY
John Koretski	HSN/HS North

DESTINATION CONTACT	DEPARTURE *	DESTINATION *	DESTINATION STATE *
Dr. Christine Force	E Stroudsburg HS - N (EHN)	Bloomsburg University	PA

DESTINATION PHONE	DEPART DATE/TIME *	DESTINATION STREET *	DESTINATION POSTAL CODE *
(570) 389-5208	03/21/2024 07:30 AM	400 East 2nd St.	17815

DESTINATION EXT	DEPARTURE NOTES	DESTINATION CITY	DESTINATION NOTES
None	None	Bloomsburg	None

DIRECTIONS *	RETURN DATE/TIME *	DESTINATION TITLE *	EQUIPMENT *
Get on I-80 W/US-209 S in Smithfield Township from Bushkill Falls Rd 29 min (17.7 mi)	03/21/2024 04:15 PM	Professor - M.Ed. Business Education Program	SCHOOL BUS

?

Follow I-80 W to PA-487 S/Lightstreet Rd in Scott. Take exit 236A from I-80 W 1 hr 7 min (73.6 mi)

Merge onto PA-487 S/Lightstreet Rd

?

2 min (1.4 mi)

180

Bloomsburg University
400 E 2nd St,
Bloomsburg, PA
17815

NOTES
None

BILLING NOTES
None

INVOICING INFORMATION

Account Name: EHN STUDENT ACTIVITY FUND / Amount: \$ 0.00 // Invoice Date: / Payment Date:

FIELD TRIP INVOICE GRID *


Add 

Account Code	Amount	Purchase Order	Invoice Date	Payment Date
EHN STUDENT ACT...	0			

1 of 1

#VEHICLES *	#STUDENTS *	#ADULTS *	#WHEEL CHAIRS *
0	16	2	0

FIELD TRIP RESOURCE GRID

Add 

Vehicle	Bus Aide	Driver	Total Cost
0 of 0			

0 of 0

183



Status	Notes	Updated Date Time	Updated User Name
<input type="checkbox"/> Level 1 - Request S...		02/20/2024 02:02 PM	Koretski, John
<input type="checkbox"/> Level 2 - Request A...		02/20/2024 03:07 PM	Brenneman, Benjamin
<input type="checkbox"/> Level 3 - Request A...		02/20/2024 03:21 PM	Wisotsky, Debra

184

HS South

05/24/2024 07:00 AM # 24269

NAME *	SCHOOL *	DEPARTMENT *	ACTIVITY *
HS South	E Stroudsburg HS - S (EHS)	HSS	HS South

CONTACT *	DEPT./ACTIVITY
Rachel Meola	HSS/HS South

DESTINATION CONTACT	DEPARTURE *	DESTINATION *	DESTINATION STATE *
None	E Stroudsburg HS - S (EHS)	Hershey Park	Pa

DESTINATION PHONE	DEPART DATE/TIME *	DESTINATION STREET *	DESTINATION POSTAL CODE *
(800) 437-7439	05/24/2024 07:00 AM	100 W Hershey Park Drive	17033

DESTINATION EXT	DEPARTURE NOTES	DESTINATION CITY	DESTINATION NOTES
None	Please pick us up in the back of the school since school busses are using the front lot.	Hershey	None

DIRECTIONS *	RETURN DATE/TIME *	DESTINATION TITLE *	EQUIPMENT *
80 West to E. Park Ave., Exit 74 from I-99 S	05/24/2024 07:00 PM	Activities Coordinator	SCHOOL BUS

Address 1784 West Schuylkill Rd., Douglassville, PA


NOTES	BILLING NOTES
The driver will bring us to a location near the park (school or church) for the adjudication and	None

186

then bring us to the park immediately following. The location of the adjudication has not yet been given to us. The bus will stay until we leave to come home.

INVOICING INFORMATION

Account Name: 00.00EHS SPECIAL ACTIVITY FUND (HSS/HS South) / Amount: \$ 700.00 // Invoice Date: / Payment Date:


Add 

FIELD TRIP INVOICE GRID *

Account Code	Amount	Purchase Order	Invoice Date	Payment Da
00.00EHS SPECIAL ...	700			

1 of 1

#VEHICLES *	#STUDENTS *	#ADULTS *	#WHEEL CHAIRS *
1	26	2	0

Add 

FIELD TRIP RESOURCE GRID

Vehicle	Bus Aide	Driver	Total Cost
0 of 0			

187



FIELD TRIP HISTORY GRID

Status	Notes	Updated Date Time	Updated User Name
<input type="checkbox"/> Level 1 - Request S...		02/07/2024 11:49 AM	Meola, Rachel
<input type="checkbox"/> Level 2 - Request A...		02/08/2024 07:43 AM	Triolo, Matthew
<input type="checkbox"/> Level 3 - Request A...		02/11/2024 01:29 PM	Wisotsky, Debra

188

ESASD TSA Technology Student Association - STEM club

04/17/2024 08:30 AM

24363

NAME *	SCHOOL *	DEPARTMENT *	ACTIVITY *
ESASD TSA Technology Student Association - STEM club	J T Lambert Int (JTL)	HSN	JT Lambert

CONTACT *	DEPT./ACTIVITY
Phil Lazowski	HSN/JT Lambert

DESTINATION CONTACT	DEPARTURE *	DESTINATION *	DESTINATION STATE *
Phil Lazowski	E Stroudsburg HS - N (EHN)	Seven Springs Resort - Champion PA	PA

DESTINATION PHONE	DEPART DATE/TIME *	DESTINATION STREET *	DESTINATION POSTAL CODE *
None	04/17/2024 08:30 AM	777 Water Wheel Drive	15622

DESTINATION EXT	DEPARTURE NOTES	DESTINATION CITY	DESTINATION NOTES
None	The trip will begin at HSN. The bus will pick up HS North STEM club students. The bus will travel to JT Lambert and pick up JT Lambert Students. All students and chaperones will travel to Seven Springs Resort for the TSA state competition.	Seven Springs,	The Technology Student Association (TSA) is a national organization of students engaged in science, technology, engineering and mathematics (STEM). Open to students enrolled in or who have completed technology education courses, TSA's membership includes more than 250,000 middle and high school students across the United States. TSA is supported by

189

educators, parents, and business leaders who believe in the need for a technologically literate society. Members learn through exciting competitive events, leadership opportunities, and much more. A wide range of activities makes TSA a positive experience for every student.

DIRECTIONS *

Get on I-80 W/US-209 S in Stroudsburg from US-209 BUS/Milford Rd, N Courtland St and Washington St
11 min (4.1 mi)

Head north on Garfield Ln toward Eisenhower Pkwy
453 ft

Slight left onto Eisenhower Pkwy
354 ft

Turn left onto Mt Tom Rd
0.3 mi

Turn left onto US-209 BUS/Milford Rd
1.1 mi

Turn left onto N Courtland St
?

RETURN DATE/TIME *

04/20/2024 12:00 PM

DESTINATION TITLE *

Teacher

EQUIPMENT *

SCHOOL BUS

190

1.5 mi

N Courtland St turns right and becomes Washington St

?

0.5 mi

Continue onto McConnell St

?

0.4 mi

Use any lane to turn left onto PA-191 S/N 5th St

Continue to follow PA-191 S

?

0.2 mi

Turn right to merge onto I-80 W/US-209 S toward Hazleton

?

0.1 mi

?

Follow I-80 W, I-99 S and US-219 S to PA-281 S/Stoystown Rd in Somerset Township. Exit from US-219 S

3 hr 58 min (263 mi)

Merge onto I-80

W/US-209 S

Continue to follow I-80 W

?

146 mi

Take exit 161 for US-220 S/PA-26 toward I-99 S/Bellefonte

?

0.2 mi

Turn left onto PA-26

191

S/US-220 S

?

4.2 mi

Continue onto I-99

S/US-220 S

?

53.8 mi

Take exit 28 for US-

22 W toward

Ebensburg

?

1.3 mi

Continue onto US-

22 W

Pass by McDonald's

(on the right in 19

mi)

?

19.5 mi

Use the right lane to

merge onto US-219

S via the ramp to

Johnstown

?

37.9 mi

Take the exit toward

PA-281 S/Stoystown

Rd

?

0.2 mi

?

Continue on PA-281

S/Stoystown Rd to

your destination in

Seven Springs

31 min (18.0 mi)

Turn right onto PA-

281 S/Stoystown Rd

?

1.7 mi

Turn left onto N

Pleasant Ave

192

?
0.3 mi

Turn right onto E
Main St
?
0.9 mi

Turn left onto
Harrison Ave
?
0.1 mi

Turn right onto
Tayman Ave
?
0.3 mi

Continue onto PA-
281 S/New
Centerville Rd
?
5.3 mi

Turn right onto
Cross Rd
?
1.5 mi

Turn right onto
Sr3029
?
1.9 mi

Continue onto
County Line Rd
?
4.5 mi

Turn left onto Main
St
?
0.7 mi

Continue onto Ski
View Ave
0.4 mi

Continue onto Ski
Lodge Ln/Water

193

Wheel Dr
282 ft

Turn left
0.2 mi

Turn left
Destination will be
on the left
13 ft
Seven Springs
Mountain Resort
777 Water Wheel Dr,
Seven Springs, PA
15622

NOTES

Students and chaperones are staying overnight. Last year a school bus dropped us off on Wednesday and picked us up on Saturday afternoon. During this trip, students will have the opportunity to compete against and connect with other like-minded students from other districts and to view special interest sessions about STEM and STEM integration.

BILLING NOTES

None

INVOICING INFORMATION

Account Name: 10-1110-513-000-30-819-260-000-0000 North tech ed / Amount: \$ 0.00 // Invoice Date: / Payment Date:

FIELD TRIP INVOICE GRID *

194



Account Code	Amount	Purchase Order	Invoice Date
--------------	--------	----------------	--------------

10-1110-513-000-3... 0

1 of 1

#VEHICLES *	#STUDENTS *	#ADULTS *	#WHEEL CHAIRS *
1	16	3	0

FIELD TRIP RESOURCE GRID




Add 

Vehicle	Bus Aide	Driver	Total Cost
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0 of 0

FIELD TRIP HISTORY GRID



Status	Notes	Updated Date Time	Updated User Name
 Level 1 - Request S...		02/15/2024 02:17 PM	Lazowski, Philip
 Level 2 - Request A...		02/15/2024 02:45 PM	Lenhart, Ray
 Level 3 - Request A...		02/15/2024 02:51 PM	Wisotsky, Debra

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AGREEMENT

BETWEEN

EAST STROUDSBURG
BOARD OF EDUCATION

AND

EAST STROUDSBURG EDUCATION
ASSOCIATION

2024-2025

to

2029-2030

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AGREEMENT

This agreement is entered into on this 26th day of February, 2024, by and between the Board of School Directors, East Stroudsburg Area School District, hereinafter called the “Board”, and the East Stroudsburg Education Association, hereinafter called the “Association”.

ARTICLE I – RECOGNITION

The Board hereby recognizes the Association as the exclusive representative of its employees in an appropriate bargaining unit, as hereinafter defined, for the purpose of collective bargaining with respect to wages, hours and other terms and conditions of employment in accordance with the provisions of Act 195 of 1970 and Act 88 of 1992.

ARTICLE II – BARGAINING UNIT

The unit deemed appropriate for the purpose of collective bargaining shall consist of all regular full-time professional employees employed by the Board as teachers, nurses, school counselors, librarians, dental hygienists, literacy/math coaches, instructional technology specialists, school psychologists, speech and language pathologists, dean of students, athletic directors, athletic trainers, MTSS coaches, curriculum specialists, district instructional coaches, reflection coaches, Alternatives to Expulsion coaches, behavior analysts, and special education consultants excluding, however, all managerial, supervisory, confidential, and non-certified employees. Schedule “B” positions and salaries will remain within the Bargaining Unit. Whenever the term “teacher” is used in this Agreement, it shall also mean “bargaining unit member” unless the context of the article/section clearly indicates otherwise.

ARTICLE III – SALARY SCALES

The salaries of all employees covered by this Agreement are set forth in Schedules “A” and “B”, which are attached hereto and made a part hereof.

ARTICLE IV – WAIVERS

This Agreement incorporates the entire understanding of the parties on all negotiable matters and no additional negotiations will be conducted on any matters, whether contained herein or not, during the period of this Agreement, except by mutual agreement in writing.

ARTICLE V – STATUTORY SAVINGS CLAUSE

Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he/she may have under the Pennsylvania School Code or other applicable laws and regulations.

ARTICLE VI – NO STRIKE/NO LOCKOUT

Neither the Association nor any of its members shall take part in any strike, as that term is defined in Act 195 of 1970 and Act 88 of 1992, during the term of this Agreement. The Board will not lock-out the employees covered by this Agreement.

ARTICLE VII – MANAGEMENT RIGHTS CLAUSE

The parties recognize the right of the District to manage. Anything to the contrary notwithstanding, nothing in this Agreement shall be deemed to constitute a waiver by the Board, or to deny or restrict the Board in the exercise of, the rights, responsibilities or authority granted to it under applicable statutes.

ARTICLE VIII – JUST CAUSE

No employee shall be disciplined or discharged except for just cause. Any employee asked to attend a meeting with a management representative which the employee reasonably believes may result in discipline or discharge shall be entitled to have an Association representative present at such meeting in accordance with applicable law. An employee who is subject to discipline and/or discharge may elect a hearing as provided by law or may file a grievance, but not both. In the event a grievance is filed, the employee will be required to sign a written waiver of a hearing before the Board. In the event the employee refuses to sign the waiver, the grievance shall be deemed withdrawn without the right to re-file and not be processed.

ARTICLE IX – GRIEVANCE PROCEDURE

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

1. Any Bargaining Unit Member that has a grievance shall discuss it first with the administrator directly responsible for the matter being grieved in an attempt to resolve the matter informally at that level. A grievance to be considered under this procedure must be initiated by the grievant within ten (10) business days from the time when the grievant knew or should have known of its occurrence.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within ten (10) business days, he/she shall set forth his/her grievance in writing to the administrator directly responsible for the matter being grieved on a form provided by the Board, a copy of which is attached. The administrator shall communicate his/her decision to the grievant in writing within ten (10) business days of the receipt of the written grievance.
3. If the grievance is not resolved satisfactorily in the foregoing step, the grievant may appeal the decision, within ten (10) business days of its receipt, to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and specify the grievant's dissatisfaction with the decision previously rendered. The Superintendent shall attempt to resolve the matter within ten (10) business days, if practical. The Superintendent shall communicate his/her decision in writing to the grievant.

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

A grievant may be represented at any stage of the grievance procedure by himself/herself, or at his/her option, by a representative selected or approved by the Association.

B. Disputes or grievances arising out of the interpretation of the provisions of this Agreement which have not been resolved satisfactorily in the foregoing steps of the grievance procedure may be submitted to arbitration by the Association. If arbitration is requested, the Association shall notify the Board within ten (10) business days of receipt of the Board's decision in Step 4 of the grievance procedure. Grievances concerning any matter not specifically part of this Agreement, or any matter for which a specific method of review is prescribed by law or any regulation of the State Secretary of Education, or any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone, shall not be deemed to be arbitrable.

The following procedure shall be used to secure the services of an arbitrator:

1. A joint request by the parties will be made to the Bureau of Mediation requesting a list of persons qualified to function as an impartial arbitrator in the dispute in question;
2. If the parties are unable to agree upon a mutually satisfactory arbitrator from the submitted list, they will request the Bureau of Mediation submit a second list of names; and,
3. If the parties are unable to agree upon a mutually satisfactory arbitrator after exhausting the second list, either party may request, within ten (10) calendar days of receipt of such list, the Bureau of Mediation to designate an impartial arbitrator.

The arbitrator shall limit himself/herself to the interpretation of the Agreement and shall not add to, nor subtract anything from, the Agreement between the parties. The decision of the arbitrator shall be final and binding.

The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

ARTICLE X – SALARIES

A. Salary Notification

Prior to the start of a new school term, the Board agrees to notify each professional employee of his/her salary for that year and the number of total accumulated sick and personal leave days he/she has accrued.

B. Salary Scale: Vertical Step Movement

During each year of this agreement (2024-25, 2025-26, 2026-27, 2027-28, 2028-29 & 2029-30), eligible bargaining unit members (i.e. bargaining unit members who have worked half a school year or more during the previous school year) shall advance one step on the salary schedule (Schedule A).

C. Salary Scale: Horizontal Movement Beyond Bachelor’s Degree

Horizontal movement on the salary schedule shall be granted for each six (6) credits earned beyond the Bachelor’s Degree to a maximum of thirty (30) credits. Credits may be either undergraduate or graduate level credits and require no prior administrative approval. However, a “Notice of Course Work” form must be submitted to the personnel office at the time of enrollment to ensure proper accounting for credits and timely salary adjustments.

D. Salary Scale: Horizontal Movement Beyond Master Equivalency/Master’s Degree

All employees who have attained by August 31, 1994, a Master’s Equivalency Degree issued by the fall of 1994 based on course work completed prior to August 31, 1994, shall be granted horizontal movement to and beyond the Master’s column. After August 31, 1994, employees attaining a Master’s Equivalency Degree shall be granted horizontal movement to but not beyond the Master’s column. During the term of this Agreement, employees attaining a Master’s Equivalency Degree will follow this policy as long as PDE recognized said Degree. Only those employees who have attained a Master’s Degree from an accredited college or university shall be granted horizontal movement beyond the Master’s column after the aforementioned date. Credits earned after the Master’s Degree will be recognized for horizontal movement on the salary schedule only if properly defined and approved by the Superintendent in advance as being relative to the employee’s subject area and teaching assignment. Credits will not be recognized if the employee fails to maintain a “B” average. It is the intent of this paragraph that “C” grades will count only if balanced by an “A” in another course.

Horizontal movement on the salary schedule shall be granted for each six (6) graduate credits earned after the Master’s Degree to a maximum of forty-eight (48) graduate credits. Horizontal movement shall also be granted for the earned Doctorate as indicated in the detailed salary schedule. These credits must have prior administrative approval.

Effective December 20, 2021:

- 1) newly hired bargaining unit members will no longer be eligible for horizontal movement for IU credits
- 2) all existing bargaining unit members will continue to be eligible for horizontal movement for IU credits Post Masters

Post Baccalaureate/Pre-Masters columns are no longer eligible for horizontal movement for IU credits. This applies to both new and existing staff that have submitted and been approved for the applicable course(s) prior to January 1, 2022.

E. Salary Scale: Longevity Compensation

This provision shall become available effective with the first workday of the 2025-2026 work year and each work year thereafter. To be eligible for longevity compensation, bargaining unit members must satisfy no less than twenty (20) years of PSERS service of which at least fifteen (15) of those years of service must have been provided to the East Stroudsburg Area School District as a professional staff member..

\$1,000 longevity compensation annually for those members with twenty (20) through twenty-four (24) years of PSERS service (i.e. a member who will be beginning their 21st, 22nd, 23rd, 24th, 25th years)

\$1,500 longevity compensation annually for those members with twenty-five (25) through twenty-nine (29) years of PSERS service (i.e. a member who will be beginning their 26th, 27th, 28th, 29th, 30th years)

\$2,000 longevity compensation annually for those members with thirty (30) years PSERS service and each year thereafter. (which means a member who will be beginning their 31st year or beyond)

Longevity compensation shall be considered pay for remunerative work performed during the normal work year. It shall be construed that longevity compensation is not pensionable and shall not be subject to employee PSERS contribution. Therefore, longevity compensation will not be calculated towards a member's Final Average Salary (FAS).**

*** Should it be determined that longevity compensation is eligible for pension calculations as written above, the District and Association agree that from that date forward, all future longevity payments shall then be pensionable and shall then be subject to employee PSERS contribution. Therefore, longevity compensation will then be calculated towards a member's Final Average Salary (FAS).*

F. Horizontal Movement Effective Date

Horizontal movement on the salary schedule shall become effective on the date of the first (1st), ninth (9th) and seventeenth (17th) pay. In order to have the salary adjustment become effective on those dates, all required documentation must be submitted to the Personnel Office forty-five (45) calendar days prior to either the first (1st), ninth (9th) and seventeenth (17th).

G. Transcripts

Any and all credits submitted for horizontal movement on the salary schedule must be documented by official transcripts.

H. Pay Periods

Pay for all personnel covered by this Agreement shall be distributed in twenty-six (26) bi-weekly periods throughout the calendar year. The pay periods shall be periodically adjusted to account for the odd day (s) encountered each year so that the periods will align with the school year beginning dates. It is intended that these periodic adjustments will be made at approximately five (5) year intervals by adding a one (1) week pay period in December or January of the affected year. The School District shall have the discretion to pay by direct deposit.

I. Supplemental Days

The following Professional positions are afforded the “up to” amount of Supplemental Days during the summer months with the approval of their immediate supervisor and/or director. These days would be compensated at the per diem rate for the employee and may only be taken in half or full day increments.

Position	Up to a Maximum # of Days
MTSS	5
Dental Hygienist	5
School Nurses	10
School Psychologist	10
Speech & Language Pathologist	10
Elementary School Counselor	13
Intermediate School Counselor	16
Secondary School Counselor	20
Out of District - Educational Consultant	20
School Counselor Department Chairperson	3
School Nurse Chairperson	7

J. School Counselors/Pay Increases

It is agreed that the salary year for existing school counselors continue to be on July 1 through June 30 basis with the contractual increases being granted in the first pay of July. The salary for existing school counselors will be based on the salary scale that will begin effective in the following September. All newly hired school counselors beginning employment after July 1, 2000 will have their salary year in accordance with all other bargaining unit members and have their salaries adjusted with the beginning of each new contract year.

K. Tuition Reimbursement

The Board agrees to pay tuition reimbursement for graduate credits under the following conditions:

1. Only graduate credits taken beyond those required for permanent certification will be eligible for reimbursement. As of September 1, 2000, the only exception will be those bargaining unit members who are taking credits toward permanent certification (i.e. 24 credits) and who are enrolled in a bona fide masters graduate program may receive tuition reimbursement for up to twelve (12) of those twenty-four credits as provided below in item 3.
2. Credits will be recognized for tuition reimbursement only if properly defined and approved by the Superintendent in advance as being relative to the employee’s subject area and teaching assignment. Credits will not be recognized if the employee fails to maintain a “B” average. It

is the intent of this paragraph the "C" grades will count only if balanced by an "A" grade in other courses.

3. Effective September 1, 2000, tuition reimbursement for courses taken beyond the first twenty-four (24) credits shall be reimbursed at actual cost not to exceed the cost per credit rate at East Stroudsburg University. Effective September 1, 2010, the annual amount will be based on a maximum of twelve (12) credits annually for credits taken. Those persons on sabbatical leave for the purpose of professional development shall have an annual reimbursable amount based on a maximum of 24 credits taken during the period of the leave. It is understood that if a bargaining unit member takes the above credits elsewhere, the same annual dollar amount allowable will also apply to them.
4. For the duration of this contract, a maximum of nine (9) I.U. credits shall be eligible for tuition reimbursement in a given school year.
5. Requests for reimbursement may be made only by those employees who are in regular, full-time employment at the time the reimbursement request is made.
6. Request for reimbursement must be accompanied by an official transcript and a receipt of payment.
7. Tuition reimbursement for completed coursework will be made within thirty (30) calendar days after the second Board of Education meeting following the submission of documentation listed above in #6 to the personnel office.
8. The employee agrees to repay tuition reimbursement under the following conditions:
 - a. Any employee, between zero (0) and less than five (5) years of experience in the East Stroudsburg Area School District, who resigns from the District within four (4) years after receiving tuition reimbursement shall return part or all of the reimbursement received according to the following schedule:

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

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

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

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

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

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

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

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

- d. Any employee who retires from full-time public education will not be required to reimburse the District for credits taken no matter when the credits were taken.

L. Travel Expense

The Board agrees to reimburse teachers who are required to drive their personal automobiles on approved school business at the IRS-established rate. If the IRS establishes a new rate, that rate will become the approved rate for reimbursement following the rate change which payments will be paid prospectively. Mileage is subject to approval by the School Superintendent or his designee.

M. Mentor Teachers

Teacher mentors are to be paid in accordance with salary appearing in Schedule "B" for a full year of participation with a pro-rata amount for less than a full year. Participating teacher-mentors are not expected to serve as supervisors.

N. Class Coverage

The Board and Association will cooperate in forming a pool of teachers willing to provide coverage for another teacher's class. The compensation for performing these duties shall be as shown under class coverage in Schedule "B". Teachers performing such coverage shall only be paid for actual coverage time. Such class coverage shall apply to coaching responsibilities, advisor duties, illness and other valid reasons as approved by the Superintendent.

ARTICLE XI – HOURS OF WORK – EMPLOYEES

A. Work Day

The normal workday for employees shall be seven and one-half (7½) hours, including a duty-free thirty (30) minute lunch period. However, employees shall devote to their assignments the time necessary to meet their professional responsibilities.

B. Report In – Out Times

The Superintendent shall establish the reporting and leaving times of employees covered by this Agreement within their normal workday. The parties recognize, however, that such times are subject to change to meet the needs of the District. If a change is necessary, the Association will be notified. Also, periodically, teachers may be obliged to extend their teaching day to assist with the supervision of transported pupils and abnormal transportation difficulties or any other unforeseen emergency.

C. Early Dismissal

On days of early closing (inclement weather or other District-wide or building specific emergency situation), the following protocol will be followed:

1. Teachers will remain for no more than thirty (30) minutes after students are released;
2. If student supervision is required in an early dismissal due to inclement weather or an emergency situation, principals will ask for 2 volunteers to stay until all students are picked up. If no one volunteers, then 2 teachers will be selected on a rotating basis of seniority beginning with the least senior teachers that will ensure the health, welfare, and safety of the students.

- a) By September 15, Association Building Representatives shall ask for teachers to sign-up to volunteer to stay in the event of an early dismissal due to inclement weather or an emergency situation. The Association Building Representatives will provide the names of the volunteers to the principal.
- b) If 10 teachers do not volunteer, then Association Building Representatives would identify and notify the least senior teachers in the building (according to District Human Resources Seniority List) that they will be needed in the event of early dismissal. Representatives would give the list to the principal.

D. Faculty Meetings

Teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending general faculty or departmental meetings. Such meeting shall not exceed three (3) per month, shall begin promptly, and shall run for no more than one (1) hour. So far as practical, such meetings shall not be called on Fridays, on a day preceding a school holiday, or any day following the regular scheduled monthly Board meeting, or on any day upon which teacher attendance is not required.

E. School Year/School Calendar

The school calendar shall consist of one hundred and eighty (180) instructional days for pupils and teachers. Four (4) teacher days are to be added to be used for in-service. The times of these four (4) days are to be established as 8:30 a.m. to 2:00 p.m. with two (2) fifteen (15) minute breaks or equivalent thereof. District may require newly hired bargaining unit members to experience three professional development/induction days in the first year of their employment prior to the start of the work year.

After adoption of the school calendar by the Board and prior to the close of the school term, a copy of said calendar shall be provided to the President of the Association. In the event a new school year begins prior to September 1 of each contract, said bargaining unit members required to work will receive the new rate of pay of the upcoming contract period.

F. IEP Preparation / Paperwork Requirement Days

Pending pre-approval from both the immediate supervisor and building principal, release time during the school year in either half-day or full day increments for the following bargaining unit members: Special Education teachers, ESL teachers, Gifted teachers, and Speech Language Therapists.

1. Members in those categories listed above shall receive four (4) work days, or the equivalent of four (4) work days, during the course of the school year;
2. Upon a member's request, they shall receive one (1) work day, or the equivalent of one (1) work day, during the summer recess. This day shall be paid at the per diem rate.

G. Attending Graduation

Administration and Association will encourage attendance of faculty at graduation.

H. Student/Teacher Ratios

In the interest of promoting good teaching, the Board, recognizing its responsibility concerning optimal student/teacher ratios, will consider faculty suggestions and continue to monitor class size on a regular basis.

I. Elementary/Secondary Planning Time

1. For elementary level teachers, the District shall provide a minimum of 425 minutes of uninterrupted, self-directed time in a six-day cycle. In the event that elementary changes to a five-day cycle, the District shall provide a minimum of 325 minutes of uninterrupted, self-directed time in a five-day cycle.
2. For intermediate school level teachers, the District shall provide a minimum of 504 minutes of uninterrupted, self-directed time in a six-day cycle. In the event that intermediate changes to a five-day cycle, the District shall provide a minimum of 420 minutes of uninterrupted, self-directed time in a five-day cycle.
3. For high school level teachers, the District shall provide a minimum of 420 minutes of uninterrupted, self-directed time in a five-day cycle.
4. Teacher responsibilities during this time may include, but are not limited to planning, preparation, grading, assessing, contacting families, and collaborating with colleagues.

5. Planning time loss may occur due to circumstances such as emergencies, fire drills, IEP meetings, meetings with administration, rotational student arrival/departure duties, short-term monitoring of school programs, and two-hour delays. In cases such as these, teachers would not be owed the lost time or financial compensation for it.

J. Cafeteria Aides

The Board agrees to provide cafeteria aides at all district schools for the student lunch periods.

K. Reduction of Staff

The Board and Association realize that with the contemplated changes caused by school construction, organizational design, etc., that a concern exists regarding a potential layoff of staff.

There is every intent of maintaining the number of full-time staff that are currently employed in the District. If, for some unforeseen reason, it would be necessary to implement the procedures enumerated in the School Code and interpreted by case law for suspension/furlough, the Association shall be notified prior to the implementation of the suspension/furlough.

L. Dress

Members of the bargaining unit will dress professionally in business casual or better as per District policy unless other dress is warranted due to duties as determined by the building principal or Central Administration.

M. Teacher Training

The District agrees to provide adequate training to all professional staff affected by the implementation of a new federal, state, district-wide, or school or department specific initiative. All training shall occur in a reasonable time period prior to the implementation of the initiative.

N. Online Courses

Association's bargaining unit members will have the right of first refusal before the District can use any instructor or vendor outside the bargaining unit for on-line courses. It is the position of both parties that both the instruction and the duty of facilitating the on-line instruction will always be offered to the bargaining unit before any outside instructor/vendor is utilized for these services.

The specifics of the on-line courses are reviewed and outlined in a yearly Memorandum of Understanding signed by the Association and the District.

ARTICLE XII – EMPLOYEE BENEFITS

A. Healthcare Benefits

The Board agrees to provide healthcare benefits for bargaining unit members and their eligible dependents through the Employees Benefit Trust of Eastern Pennsylvania (EBTEP). Medical insurance and prescription coverage for bargaining unit employees and their eligible dependents will be provided by Highmark Blue Cross Blue Shield and PPO Blue. The plan documents will be updated as necessary. The District shall not make changes to the benefit levels provided to employees. However, the District shall not be responsible for changes to the plan if made unilaterally by EBTEP except for changes that EBTEP is required to make due to applicable federal and/or state laws.

Employees shall contribute the following amounts toward healthcare:

- A bargaining unit member with employee coverage will pay \$55 per pay period
- A bargaining unit member with employee and spouse coverage will pay \$60 per pay period.
- A bargaining unit member with employee and child coverage will pay \$60 per pay period.
- A bargaining unit member with employee and children coverage will pay \$65 per pay period.
- A bargaining unit member with family coverage will pay \$70 per pay period.

Starting January 1, 2028:

- A bargaining unit member with employee coverage will pay \$70 per pay period
- A bargaining unit member with employee and spouse coverage will pay \$75 per pay period.
- A bargaining unit member with employee and child coverage coverage will pay \$75 per pay period.
- A bargaining unit member with employee and children coverage will pay \$80 per pay period.
- A bargaining unit member with family coverage will pay \$85 per pay period.

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

Healthcare Deductibles:

Calendar Years	In Network	
	Single	Family
January 1, 2025	\$500	\$1,500
January 1, 2026	\$500	\$1,500
January 1, 2027	\$500	\$1,500
January 1, 2028	\$500	\$1,500
January 1, 2029	\$500	\$1,500
January 1, 2030	\$500	\$1,500

The District will offer a \$2,500 hearing aid benefit to active teachers once every two (2) years.

The District will continue to support a 125 plan (Flexible Spending Account and a Dependent Care Account) for the purposes of health care expenses and dependent care expenses. The employee contribution may be paid before taxes are deducted from the gross pay.

These programs are considered voluntary for the employee and, therefore, at the employee's option. Employee contributions will be subject to the IRS annual limitations.

B. Dental Insurance

The Board agrees to pay the monthly premiums for equal to or better than dental coverage for each employee covered by this Agreement and his/her eligible dependents as set by the standard as provided by United Concordia, or an equivalent plan except that payment under the program shall be limited to a maximum of \$1,500 per person for all services rendered in any calendar year, except for orthodontics which specifies a \$1,500 lifetime maximum. There will be fifty (50%) percent coverage for periodontics, prosthetics (beginning January 1, 2025) and orthodontics riders including adult non-cosmetic orthodontic care. (see Appendix for Plan Document)

C. Vision Insurance

The Board agrees to pay the monthly premiums for equal to or better than vision care coverage for each employee covered by this Agreement and his/her eligible dependents as set by the standards as provided by Vision Benefits of America. (see Appendix for Plan Document)

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

D. Disability Insurance

The Board agrees to pay the monthly premiums for the Long-Term Disability Insurance plan that, upon approval, provides for a payment of 60% salary with an elimination period of the greater of an employee's accumulated sick time or 90 days with a maximum of \$5,000 per month for each employee covered by this Agreement. The standard as set forth in this plan will be as provided by Sun Life Insurance Company.

E. Group Term Life Insurance

The Board agrees to pay the premium cost of group life insurance and accidental death and dismemberment insurance in an amount equal to fifty thousand dollars (\$50,000). The Board will permit payroll deductions for additional life insurance coverage beyond the \$50,000 level contingent upon the rates and terms and conditions of the underwriter being used by the district.

F. Health Insurance/Retirees

The Board agrees to pay the monthly premiums for health insurance for any employee who retires from the District through the Public School Employees Retirement System after July 1, 1983 (except as modified below), and who meets the following conditions:

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

This coverage shall be provided for the employee only until the end of the month when said employee reaches the normal age of Medicare eligibility. It shall be provided at the same level of coverage that is in effect for other employees covered by this agreement. The employee will be required to pay the difference between this individual coverage and any dependent coverage that he/she elects to carry in accordance with Board Policy #349.

Retirees shall not be made to contribute towards the purchase of their healthcare.

G. Payment for Unused Sick Leave at Retirement Eligibility

Unused sick leave at retirement shall be paid at the current daily substitute rate or \$200 per unused day, whichever is higher, for sick day reimbursement at the time of his/her retirement. This payment shall be made in one lump sum as a non-elective contribution to a qualified 403(b) tax sheltered account with the employee not having the option for cash payment and shall not be construed to apply to the final average salary for purposes of retirement.

An official letter of retirement is due on or before the next day after Presidents' Day for that year. The District agrees to send email notification of this date every December 1.

However, the Board may waive this requirement in special cases. Payment for unused sick days, as identified above, shall be subject to the following limitations:

- A. In order to be eligible for said payment, an employee must have twenty (20) years of service in the East Stroudsburg Area School District upon retirement.
- B. Days transferred from another governmental entity will not be eligible for reimbursement but may be used for sick leave for illness.
- C. Eligible bargaining unit members who qualify based on the above provisions shall be paid for each day of unused sick leave but not to exceed a maximum of two hundred twenty (220) sick days.

H. Student Enrollment in District

As a professional courtesy, the District will continue the practice of allowing bargaining unit members to enroll their children in the East Stroudsburg Area School District by viewing these children as eligible nonresident students, provided that all enrollment requirements are met.

I. Activity Passes

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

ARTICLE XIII – TRANSFERS & LEAVES OF ABSENCE

A. Transfers

1. Posting of Positions

The School District will post notices of all professional vacancies which it desires to fill; and teachers who desire to apply for such vacancies shall submit an application in writing to the Superintendent, or his designee, within the time limit specified in the notice. The District agrees to e-mail postings of all professional vacancies to all bargaining unit members as they occur.

2. Teaching Assignments

Tentative assignments will be given to teachers by the end of the school year, i.e., grade level to elementary teachers and specific courses within subject areas to secondary teachers. If there is any change in such assignment during the summer recess, or after the beginning of the school year, the teacher will be notified of the change and given the opportunity to discuss same with the Administration

3. Involuntary Transfers

If the Administration initiates a transfer without following the procedures enumerated in the preceding paragraph, the following procedures will be followed:

- a. At the request of the employee, a conference will be held between the employee, building principal, the Assistant Superintendent for Personnel and, if requested, a member of the Association.
- b. Reasons for the transfer will be discussed and, if requested, reduced to writing and given to the employee within three (3) working days after the conclusion of the conference.
- c. Should the employee disagree with the reasons enumerated in letter b. above, he/she may respond specifically to those reasons and request that both the reasons, and the response, be placed in his/her personnel file.
- d. When the District opens a new school and staffs positions at that school from current employees, consideration shall be given to:
 1. the overall needs of the District,
 2. credentials held,
 3. the desire of the employee to transfer,

4. the years of experience in the District; and
 5. whether or not the transfer was involuntary for other than disciplinary reasons.
- e. In the event a bargaining unit member is involuntarily transferred for reasons other than disciplinary reasons from one building to another, said bargaining unit member will have the right to transfer back to their former building if and when a position becomes available in his/her area of certification. Such right to return is rendered void once bargaining unit members exerts that right and is returned to their former building from which they were transferred. In the event that two (2) or more Bargaining Unit Members have been involuntarily transferred as listed above and only one (1) vacancy occurs, the Bargaining Unit Member with the greatest seniority in that area of certification will be awarded the position. The remaining such Bargaining Unit Members will retain their right to transfer as positions become available.

Elementary school professional staff (Employee A) who have been involuntary transferred due to necessary staff restructuring will be offered the first available position in their previous building up to and including the first teacher day of the new school year. Should a position become available after the first teacher day, the District will hire a new employee (Employee B) to fill that vacancy with the understanding that Employee A will be allowed the right to transfer to that position for the next school year. The District shall notify all professional staff (Employee A's) of any such available positions and the date of their availability (upcoming school year or next school year) as soon as possible.

Should Employee B successfully complete the school year and be invited to return he/she will be reassigned based on the anticipated need of the District. Employee A will be allowed to return to his/her previous school should a vacancy arise, however, the District does not guarantee that a desired grade level will be offered

- f. In the event a bargaining unit member is involuntarily transferred for reasons other than disciplinary reasons, said bargaining unit member shall have the right to bump any properly certified bargaining unit member with less seniority within the District. If the bargaining unit member exercises this bumping right, the bargaining unit employee who is then involuntarily transferred shall retain all contractual rights afforded him/her. This language is not applicable in the event that the District must staff a new building.
- g. It is understood that the reasons for transfers, except as noted in section "e" above, will not be subject to the grievance procedure.

B. Leaves of Absence

1. Sick Leave

Full time professional employees covered by this Agreement shall be credited with ten (10) days' sick leave at the beginning of each new school year. The District may account for sick leave in hours equivalent to the days accumulated for each employee. Any unused days of sick leave remaining at the end of a given year shall be credited as additional days of sick leave for the following year and shall be cumulative from year to year. Sick leave and personal leave will be prorated for employees working part time or for less than a full year.

Employee sick days may be used for illness of spouse, parent, child, and an immediate family member as defined in Bereavement Leave below.

When a professional employee's sick leave is gone, he/she will be paid the difference between his/her daily salary and the substitute's daily wage for five (5) days for each year of service. The lifetime maximum number of days for such payment shall not exceed ninety (90).

The Board may require the employee to furnish a certificate from a physician or other practitioner certifying that said employee was unable to perform his/her duties during the period of absence claimed as sick leave.

2. Bereavement Leave

Death of Spouse, Parent, Child

Up to five (5) consecutive or non-consecutive work days leave of absence will be allowed by this agreement for a husband, wife, domestic partner, mother, father, son, daughter, step-father, step-mother, step-son, or step-daughter.

Death of Immediate Family

Up to three (3) consecutive or non-consecutive work days leave of absence will be allowed by this Agreement. Members of the immediate family (inclusive of step) shall be defined as brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandfather, grandmother or near relative who resides in the same household, or any person with whom the employee has made his/her home. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

Death of Near Relative

One (1) day leave of absence will be allowed in the event of the death of a near relative by this Agreement. A near relative (inclusive of step) shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

3. Sabbatical and Military Leave

The provisions of the Pennsylvania School Code, as amended, shall be deemed to apply in the case of sabbatical leaves, leaves for professional study, and leaves of absence for military service.

For the Purpose of Study, determination of full-time requirements shall be based on a statement of acceptance for full-time study from the institution offering the program.

4. Leave without Pay

May be granted to teachers, for the purposes of full-time study in his/her field of specialization, who have served the District for a minimum of three (3) years. This leave will be limited to one (1) full-year period: the first day of the school year through the last day of the school year.

Members of the bargaining unit may be granted unpaid leave upon the approval of the Director of Human Resources or designee. Such leave shall not be approved in an arbitrary or capricious manner.

5. Child Rearing Leave

Child rearing Leave without pay shall be equally available to the natural or adoptive parent of a newborn child, or an infant to the age of forty-eight (48) months, in the event of adoption. Child rearing leave shall be for a maximum period of one calendar year, and the employee shall return at the beginning of a semester, unless otherwise approved by the Director of Human Resources or designee at his discretion. A return at the beginning of a quarter may be requested and would be approved by the Director of Human Resources or designee. Whenever possible written application for leave must be made at least sixty (60) days prior to the proposed effective date of leave. The Board must approve all leaves of absence.

Return to service prior to the originally approved dates requires a written request sixty (60) days before the requested date of return, unless such period is waived at the discretion of the Administration in extenuating circumstances.

Payment of premiums for life and health insurance may be made at employee expense or, at the employee's option, by the Board to the same extent that such premium payments are made for current active employees, provided that such benefit payments must be repaid to the District if the employee fails to return to full time service for a period of at least equal to the length of leave.

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

Upon return from child rearing leave, the bargaining unit member will be returned to his/her previous teaching assignment which includes building, grade level and subject areas, where applicable.

6. Personal Leave

Three (3) days of personal leave of absence for all professional employees shall be provided per school year. Bargaining unit members will be allowed to carry over a maximum of two (2) personal leave days into a subsequent school year for a total of up to five (5) days cumulative with reasons unnecessary. Reasonable notice must be given. Leave will not be granted on an Act 80 Day or in-service day or at the start of or at the end of the school term. However, no bargaining unit member shall be denied the utilization of a personal day on an in-service day when a Local, State, or Federal election is scheduled.

Any employee requesting the use of a personal day on an Act 80 Day or in-service day when a Local, State, or Federal election is scheduled must follow the necessary process as outlined by the district when an employee is working and/or volunteering at a polling site or candidate campaign.

At the end of the school year, any unused personal leave days exceeding two (2) days, which can be carried over into a subsequent year as explained above, will be added to the employee's sick leave accumulation in a subsequent school year.

Use of personal leave to extend a regularly scheduled school holiday shall be limited to five percent (5%) of the district faculty on any given day before or after school holiday.

In all other cases, teachers' absence for personal reasons will be limited to no more than 10% of the District's teachers on any one day. Approvals will be made in the order of receipt of leave requests.

7. Jury Duty

Employees who are required to serve on jury duty shall be paid their regular pay and shall pay over to the School District any compensation received for such jury duty.

8. Appearance in Court

An employee subpoenaed or otherwise required to appear in court as a witness on behalf of the East Stroudsburg Area School District during a regular work day will be paid their regular pay without loss of sick leave or personal leave. If such court appearance on behalf of the District occurs during times when school is not in session, the employee will be paid the curriculum rate.

9. Injury on the Job

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

A bargaining unit member who has received more than one (1) year of full worker's compensation disability with a physician's statement that states the member cannot perform his/her essential job functions, shall be discharged from his/her employment with the District. Consideration will be given to a bargaining unit member's request for transfer to an available position the bargaining unit member is qualified for and can perform the essential job functions. Discharge shall take effect on the latter of "more than one (1) year of full worker's compensation disability..." or upon the exhaustion of any member-eligible contractual or statutory entitlement (i.e., Sabbatical, Sick Days, etc.)

ARTICLE XIV - MEMBER/ASSOCIATION RIGHTS

A. Use of Facilities

The Association may have, in each school building, the use of a bulletin board in the faculty lounge for the posting of information of professional interest.

Also, the Association may use physical and/or electronic school mailboxes for correspondence with all bargaining unit members.

B. Payroll Deductions

The Board will permit payroll deductions for tax-sheltered annuities for employees covered by this Agreement. All companies presently approved by the Board shall be permitted to solicit the employees with one (1) company distributing all deductions to the balance of the participating companies. Additional companies shall be authorized to solicit employees only upon petition from the Association and approval by the Board. The Association agrees to save the Board harmless from any claim, loss or damage which may arise in connection with this Agreement.

The Board agrees to make payroll deductions available for those employees who desire to participate in any federal credit union. The Association agrees to save the Board harmless from any claim which may arise in connection with this Agreement.

C. Dues Deduction

The Board agrees to make payroll deductions of professional dues in the East Stroudsburg Education Association with the written authorization of each employee and to forward amounts deducted to the treasurer of the Association.

D. Personnel File

No derogatory material will be placed in a teacher's file unless the employee has been given the opportunity to read same and file an answer. The teacher shall sign the material to indicate that he/she has seen it, but such signature shall not signify agreement with the contents thereof.

E. Contents Available

A teacher will be afforded the opportunity, upon request, of inspecting his/her personnel file in the presence of the Superintendent or his/her designee, except for confidential material such as pre-employment information. The teacher may make reproductions of non-confidential file materials at his/her own expense. The amount charged will be minimal and not the same charged to non-employees.

F. Bomb Threat

In the event of a bomb scare or threat, teachers who participate in a bomb search shall do so on a voluntary basis.

G. Association Rights

1. Up to five (5) representatives of the Association shall be excused from duties during school hours for negotiations, grievance procedure, fact-finding and mediation without loss of pay, provided the Board has agreed to schedule such proceedings during school hours or when a fact-finding panel, fact-finder, or mediator designated by the Pennsylvania Labor Relations Board has scheduled such meetings during school hours. If the number needs to exceed five (5), there must be a discussion with administration.
2. The Association shall be provided up to 1 hour for an Association meeting in each building on the first teacher in-service day/Act 80 of the school year. The Association and the District will discuss the placement of this meeting on the in-service day agenda during the summer recess.
3. Association representatives shall have the right to meet with members of the Association and of the district staff at mutually convenient times when they are not engaged in instruction or student supervisory assignments.

4. The Association will be permitted to send up to five (5) delegates to represent the Association to attend State and Regional meetings without loss of pay. The Association will be responsible for the cost of the substitute teachers.
5. The Board or its representatives will meet with the Association quarterly to discuss issues relevant to the Association and/or District. By request, other members of administration can attend if requested.
6. The Association will be provided ten (10) minutes for Association purposes after faculty meetings if needed.
7. The Association will be provided one hour to meet with new teachers on one of the District scheduled "New Teacher Orientation Days."

ARTICLE XV - FAIR SHARE

Should this provision be considered lawful, each nonmember in the bargaining unit represented by the Association shall be required to pay a fair share fee as provided by law (Act. No. 1988-84).

The School District and the Association agree to comply with all provisions of said law.

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

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

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

ARTICLE XVI - SEVERABILITY CLAUSE

If any provision of this Agreement, or any application of this Agreement to any employee or group of employees, is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

ARTICLE XVII - DURATION OF AGREEMENT

This Agreement shall become effective as of September 1, 2024 and shall continue in full force and effect until midnight, August 31, 2030.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their proper officers on this the 26th day of February, 2024.

ATTEST: _____

BY: _____

Michael Catrillo
President, Board of Education

ATTEST: _____

BY: _____

Paul Kernan
President, East Stroudsburg Education Association

SCHEDULE "A" - SALARY SCHEDULE

East Stroudsburg Area School District 2024-2025 Salaries

EAST STROUDSBURG EDUCATION ASSOCIATION																	
SALARY SCHEDULE																	
2024-2025 (Year One)																	
23-24 Step	24-25 Step	B	B+6	B+12	B+18	B+24	B+30	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	M+48	DR.
1 to 4	1	63,385	63,827	64,269	64,712	68,454	68,897	72,666	73,186	73,733	74,305	74,903	75,528	76,179	76,855	79,273	85,149
	5	63,485	63,927	64,369	64,812	68,554	68,997	72,766	73,286	73,833	74,405	75,003	75,628	76,279	76,955	79,373	85,249
	6	65,667	66,109	66,551	66,994	70,736	71,179	72,866	73,386	73,933	74,505	75,103	75,728	76,379	77,055	79,473	85,349
	7	68,372	68,815	69,258	69,701	73,444	73,887	75,575	76,096	76,643	77,217	77,815	78,441	79,092	79,769	80,473	86,349
	8	71,078	71,521	71,965	72,408	76,152	76,595	78,285	78,806	79,354	79,928	80,527	81,153	81,805	82,483	83,188	87,349
	9	73,783	74,227	74,671	75,115	78,859	79,303	80,994	81,516	82,064	82,639	83,239	83,866	84,519	85,197	85,903	88,349
	10	76,489	76,933	77,378	77,822	81,567	82,011	83,703	84,226	84,775	85,350	85,951	86,578	87,232	87,911	88,618	89,349
	11	79,194	79,639	80,084	80,529	84,274	84,719	86,412	86,936	87,485	88,061	88,663	89,291	89,945	90,625	91,333	92,065
	12	81,900	82,346	82,791	83,236	86,982	87,427	89,122	89,645	90,196	90,772	91,375	92,003	92,658	93,340	94,047	94,781
	13	84,606	85,052	85,498	85,944	89,690	90,136	91,831	92,355	92,906	93,484	94,086	94,716	95,372	96,054	96,762	97,497
	14	87,311	87,758	88,204	88,651	92,397	92,844	94,540	95,065	95,617	96,195	96,798	97,428	98,085	98,768	99,477	100,212
	15 - 16	91,022	91,469	91,916	92,363	96,110	96,557	98,255	98,781	99,333	99,911	100,516	101,146	101,804	102,487	103,198	103,933

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East Stroudsburg Area School District 2025-2026 Salaries

EAST STROUDSBURG EDUCATION ASSOCIATION

SALARY SCHEDULE

2025-2026 (Year Two)

Step	B	B+6	B+12	B+18	B+24	B+30	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	M+48	DR.
1	65,385	65,827	66,269	66,712	70,454	70,897	74,666	75,186	75,733	76,305	76,903	77,528	78,179	78,855	81,273	87,149
2	65,485	65,927	66,369	66,812	70,554	70,997	74,766	75,286	75,833	76,405	77,003	77,628	78,279	78,955	81,373	87,249
3	67,667	68,109	68,551	68,994	72,736	73,179	74,866	75,386	75,933	76,505	77,103	77,728	78,379	79,055	81,473	87,349
4	70,372	70,815	71,258	71,701	75,444	75,887	77,575	78,096	78,643	79,217	79,815	80,441	81,092	81,769	82,473	88,349
5	73,078	73,521	73,965	74,408	78,152	78,595	80,285	80,806	81,354	81,928	82,527	83,153	83,805	84,483	85,188	89,349
6	75,783	76,227	76,671	77,115	80,859	81,303	82,994	83,516	84,064	84,639	85,239	85,866	86,519	87,197	87,903	90,349
7	78,489	78,933	79,378	79,822	83,567	84,011	85,703	86,226	86,775	87,350	87,951	88,578	89,232	89,911	90,618	91,349
8	81,194	81,639	82,084	82,529	86,274	86,719	88,412	88,936	89,485	90,061	90,663	91,291	91,945	92,625	93,333	94,065
9	83,900	84,346	84,791	85,236	88,982	89,427	91,122	91,645	92,196	92,772	93,375	94,003	94,658	95,340	96,047	96,781
10	86,606	87,052	87,498	87,944	91,690	92,136	93,831	94,355	94,906	95,484	96,086	96,716	97,372	98,054	98,762	99,497
11	89,311	89,758	90,204	90,651	94,397	94,844	96,540	97,065	97,617	98,195	98,798	99,428	100,085	100,768	101,477	102,212
12	93,022	93,469	93,916	94,363	98,110	98,557	100,255	100,781	101,333	101,911	102,516	103,146	103,804	104,487	105,198	105,933

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East Stroudsburg Area School District 2026-2027 Salaries

EAST STROUDSBURG EDUCATION ASSOCIATION

SALARY SCHEDULE

2026-2027 (Year Three)

Step	B	B+6	B+12	B+18	B+24	B+30	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	M+48	DR.
1	67,385	67,827	68,269	68,712	72,454	72,897	76,666	77,186	77,733	78,305	78,903	79,528	80,179	80,855	83,273	89,149
2	67,485	67,927	68,369	68,812	72,554	72,997	76,766	77,286	77,833	78,405	79,003	79,628	80,279	80,955	83,373	89,249
3	69,667	70,109	70,551	70,994	74,736	75,179	76,866	77,386	77,933	78,505	79,103	79,728	80,379	81,055	83,473	89,349
4	72,372	72,815	73,258	73,701	77,444	77,887	79,575	80,096	80,643	81,217	81,815	82,441	83,092	83,769	84,473	90,349
5	75,078	75,521	75,965	76,408	80,152	80,595	82,285	82,806	83,354	83,928	84,527	85,153	85,805	86,483	87,188	91,349
6	77,783	78,227	78,671	79,115	82,859	83,303	84,994	85,516	86,064	86,639	87,239	87,866	88,519	89,197	89,903	92,349
7	80,489	80,933	81,378	81,822	85,567	86,011	87,703	88,226	88,775	89,350	89,951	90,578	91,232	91,911	92,618	93,349
8	83,194	83,639	84,084	84,529	88,274	88,719	90,412	90,936	91,485	92,061	92,663	93,291	93,945	94,625	95,333	96,065
9	85,900	86,346	86,791	87,236	90,982	91,427	93,122	93,645	94,196	94,772	95,375	96,003	96,658	97,340	98,047	98,781
10	88,606	89,052	89,498	89,944	93,690	94,136	95,831	96,355	96,906	97,484	98,086	98,716	99,372	100,054	100,762	101,497
11	91,311	91,758	92,204	92,651	96,397	96,844	98,540	99,065	99,617	100,195	100,798	101,428	102,085	102,768	103,477	104,212
12	95,022	95,469	95,916	96,363	100,110	100,557	102,255	102,781	103,333	103,911	104,516	105,146	105,804	106,487	107,198	107,933

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East Stroudsburg Area School District 2027-2028 Salaries

EAST STROUDSBURG EDUCATION ASSOCIATION

SALARY SCHEDULE

2027-2028 (Year Four)

Step	B	B+6	B+12	B+18	B+24	B+30	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	M+48	DR.
1	69,385	69,827	70,269	70,712	74,454	74,897	78,666	79,186	79,733	80,305	80,903	81,528	82,179	82,855	85,273	91,149
2	69,485	69,927	70,369	70,812	74,554	74,997	78,766	79,286	79,833	80,405	81,003	81,628	82,279	82,955	85,373	91,249
3	71,667	72,109	72,551	72,994	76,736	77,179	78,866	79,386	79,933	80,505	81,103	81,728	82,379	83,055	85,473	91,349
4	74,372	74,815	75,258	75,701	79,444	79,887	81,575	82,096	82,643	83,217	83,815	84,441	85,092	85,769	88,473	92,349
5	77,078	77,521	77,965	78,408	82,152	82,595	84,285	84,806	85,354	85,928	86,527	87,153	87,805	88,483	89,188	93,349
6	79,783	80,227	80,671	81,115	84,859	85,303	86,994	87,516	88,064	88,639	89,239	89,866	90,519	91,197	91,903	94,349
7	82,489	82,933	83,378	83,822	87,567	88,011	89,703	90,226	90,775	91,350	91,951	92,578	93,232	93,911	94,618	95,349
8	85,194	85,639	86,084	86,529	90,274	90,719	92,412	92,936	93,485	94,061	94,663	95,291	95,945	96,625	97,333	98,065
9	87,900	88,346	88,791	89,236	92,982	93,427	95,122	95,645	96,196	96,772	97,375	98,003	98,658	99,340	100,047	100,781
10	90,606	91,052	91,498	91,944	95,690	96,136	97,831	98,355	98,906	99,484	100,086	100,716	101,372	102,054	102,762	103,497
11	93,311	93,758	94,204	94,651	98,397	98,844	100,540	101,065	101,617	102,195	102,798	103,428	104,085	104,768	105,477	106,212
12	97,022	97,469	97,916	98,363	102,110	102,557	104,255	104,781	105,333	105,911	106,516	107,146	107,804	108,487	109,198	109,933

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East Stroudsburg Area School District 2028-2029 Salaries

EAST STROUDSBURG EDUCATION ASSOCIATION

SALARY SCHEDULE

2028-2029 (Year Five)

Step	B	B+6	B+12	B+18	B+24	B+30	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	M+48	DR.
1	71,385	71,827	72,269	72,712	76,454	76,897	80,666	81,186	81,733	82,305	82,903	83,528	84,179	84,855	87,273	93,149
2	71,485	71,927	72,369	72,812	76,554	76,997	80,766	81,286	81,833	82,405	83,003	83,628	84,279	84,955	87,373	93,249
3	73,667	74,109	74,551	74,994	78,736	79,179	80,866	81,386	81,933	82,505	83,103	83,728	84,379	85,055	87,473	93,349
4	76,372	76,815	77,258	77,701	81,444	81,887	83,575	84,096	84,643	85,217	85,815	86,441	87,092	87,769	88,473	94,349
5	79,078	79,521	79,965	80,408	84,152	84,595	86,285	86,806	87,354	87,928	88,527	89,153	89,805	90,483	91,188	95,349
6	81,783	82,227	82,671	83,115	86,859	87,303	88,994	89,516	90,064	90,639	91,239	91,866	92,519	93,197	93,903	96,349
7	84,489	84,933	85,378	85,822	89,567	90,011	91,703	92,226	92,775	93,350	93,951	94,578	95,232	95,911	96,618	97,349
8	87,194	87,639	88,084	88,529	92,274	92,719	94,412	94,936	95,485	96,061	96,663	97,291	97,945	98,625	99,333	100,065
9	89,900	90,346	90,791	91,236	94,982	95,427	97,122	97,645	98,196	98,772	99,375	100,003	100,658	101,340	102,047	102,781
10	92,606	93,052	93,498	93,944	97,690	98,136	99,831	100,355	100,906	101,484	102,086	102,716	103,372	104,054	104,762	105,497
11	95,311	95,758	96,204	96,651	100,397	100,844	102,540	103,065	103,617	104,195	104,798	105,428	106,085	106,768	107,477	108,212
12	99,022	99,469	99,916	100,363	104,110	104,557	106,255	106,781	107,333	107,911	108,516	109,146	109,804	110,487	111,198	111,933

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East Stroudsburg Area School District 2029-2030 Salaries

EAST STROUDSBURG EDUCATION ASSOCIATION

SALARY SCHEDULE

2029-2030 (Year Six)

Step	B	B+6	B+12	B+18	B+24	B+30	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	M+48	DR.
1	73,385	73,827	74,269	74,712	78,454	78,897	82,666	83,186	83,733	84,305	84,903	85,528	86,179	86,855	89,273	95,149
2	73,485	73,927	74,369	74,812	78,554	78,997	82,766	83,286	83,833	84,405	85,003	85,628	86,279	86,955	89,373	95,249
3	75,667	76,109	76,551	76,994	80,736	81,179	82,866	83,386	83,933	84,505	85,103	85,728	86,379	87,055	89,473	95,349
4	78,372	78,815	79,258	79,701	83,444	83,887	85,575	86,096	86,643	87,217	87,815	88,441	89,092	89,769	90,473	96,349
5	81,078	81,521	81,965	82,408	86,152	86,595	88,285	88,806	89,354	89,928	90,527	91,153	91,805	92,483	93,188	97,349
6	83,783	84,227	84,671	85,115	88,859	89,303	90,994	91,516	92,064	92,639	93,239	93,866	94,519	95,197	95,903	98,349
7	86,489	86,933	87,378	87,822	91,567	92,011	93,703	94,226	94,775	95,350	95,951	96,578	97,232	97,911	98,618	99,349
8	89,194	89,639	90,084	90,529	94,274	94,719	96,412	96,936	97,485	98,061	98,663	99,291	99,945	100,625	101,333	102,065
9	91,900	92,346	92,791	93,236	96,982	97,427	99,122	99,645	100,196	100,772	101,375	102,003	102,658	103,340	104,047	104,781
10	94,606	95,052	95,498	95,944	99,690	100,136	101,831	102,355	102,906	103,484	104,086	104,716	105,372	106,054	106,762	107,497
11	97,311	97,758	98,204	98,651	102,397	102,844	104,540	105,065	105,617	106,195	106,798	107,428	108,085	108,768	109,477	110,212
12	101,022	101,469	101,916	102,363	106,110	106,557	108,255	108,781	109,333	109,911	110,516	111,146	111,804	112,487	113,198	113,933

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	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</u>
<u>Soccer - Boys</u>						
Head Coach*	6,258	6,571	6,899	7,244	7,607	7,987
Varsity Assistant*	4,386	4,605	4,835	5,077	5,331	5,598
Junior Varsity*	4,473	4,697	4,931	5,178	5,437	5,709
<u>Soccer - Girls</u>						
Head Coach*	6,258	6,571	6,899	7,244	7,607	7,987
Varsity Assistant*	4,386	4,605	4,835	5,077	5,331	5,598
Junior Varsity*	4,473	4,697	4,931	5,178	5,437	5,709
<u>Field Hockey</u>						
Head Coach*	6,384	6,703	7,038	7,390	7,760	8,148
Varsity Assistant*	4,386	4,605	4,835	5,077	5,331	5,598
<u>Track and Field - Boys</u>						
Head Coach*	6,894	7,239	7,601	7,981	8,380	8,799
Varsity Assistant*	4,487	4,711	4,947	5,194	5,454	5,726
Varsity Assistant*	4,487	4,711	4,947	5,194	5,454	5,726
<u>Track and Field - Girls</u>						
Head Coach*	6,894	7,239	7,601	7,981	8,380	8,799
Varsity Assistant*	4,487	4,711	4,947	5,194	5,454	5,726
Varsity Assistant*	4,487	4,711	4,947	5,194	5,454	5,726
<u>Swimming</u>						
Head Coach*	8,636	9,068	9,521	9,998	10,497	11,022
Varsity Assistant*	5,608	5,888	6,183	6,492	6,817	7,157
<u>Volleyball - Girls</u>						
Head Coach*	6,258	6,571	6,899	7,244	7,607	7,987
Varsity Assistant*	4,386	4,605	4,835	5,077	5,331	5,598
LEVEL III POSITIONS HS						
<u>Cheerleading - Fall</u>						
Head Coach*	4,846	5,088	5,342	5,610	5,890	6,185
Varsity Assistant*	3,386	3,556	3,733	3,920	4,116	4,322
JV Coach*	2,750	2,888	3,032	3,183	3,343	3,510
<u>Cheerleading - Winter</u>						
Head Coach*	4,846	5,088	5,342	5,610	5,890	6,185
Varsity Assistant*	3,386	3,556	3,733	3,920	4,116	4,322
JV Coach*	2,750	2,888	3,032	3,183	3,343	3,510
LEVEL IV POSITIONS HS						
<u>Rifle</u>						
Head Coach*	4,846	5,088	5,342	5,610	5,890	6,185
Varsity Assistant*	3,386	3,556	3,733	3,920	4,116	4,322
<i>*longevity eligible</i>						

	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Cross Country						
Head Coach*	4,943	5,191	5,450	5,723	6,009	6,309
Varsity Assistant*	3,386	3,556	3,733	3,920	4,116	4,322
Golf						
Head Coach*	4,243	4,455	4,678	4,912	5,157	5,415
Junior Varsity Assistant*	2,489	2,613	2,744	2,881	3,025	3,177
Tennis - Boys						
Head Coach*	4,243	4,455	4,678	4,912	5,157	5,415
Junior Varsity Assistant*	2,489	2,613	2,744	2,881	3,025	3,177
Tennis - Girls						
Head Coach*	4,243	4,455	4,678	4,912	5,157	5,415
Junior Varsity*	2,489	2,613	2,744	2,881	3,025	3,176
Unified Sports						
Unified Bocce						
Head Coach*	4,243	4,455	4,678	4,912	5,157	5,415
Assistant Coach*	2,489	2,613	2,744	2,881	3,025	3,177
Unified Track and Field						
Head Coach*	4,243	4,455	4,678	4,912	5,157	5,415
Assistant Coach*	2,489	2,613	2,744	2,881	3,025	3,177
Winter Track and Field						
Head Coach*	4,243	4,455	4,678	4,912	5,157	5,415
Assistant Coach*	2,489	2,613	2,744	2,881	3,025	3,177
LEVEL V POSITIONS INT						
Football						
Int School Head Coach*	5,462	5,735	6,022	6,323	6,639	6,971
Int School Asst*	3,987	4,186	4,396	4,615	4,846	5,088
Int School Asst*	3,987	4,186	4,396	4,615	4,846	5,088
Int School Asst*	3,987	4,186	4,396	4,615	4,846	5,088
Wrestling						
Junior High Head Coach (7-9)*	5,571	5,850	6,142	6,449	6,772	7,111
Junior High Assistant Coach (7-9)	4,067	4,270	4,483	4,708	4,943	5,190
Basketball - Boys						
Int School Head Coach*	4,119	4,325	4,541	4,768	5,007	5,257
Int School Asst Coach*	3,308	3,473	3,647	3,829	4,020	4,221
Basketball - Girls						
Int School Head Coach*	4,119	4,325	4,541	4,768	5,007	5,257
Int School Asst Coach*	3,308	3,473	3,647	3,829	4,020	4,221
*longevity eligible						

LEVEL VI POSITIONS INT	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
<u>Field Hockey</u>						
Int School Head Coach*	3,162	3,320	3,486	3,660	3,843	4,035
Int School Asst*	2,625	2,756	2,894	3,039	3,191	3,350
<u>Soccer - Boys</u>						
Int School Head Coach*	3,162	3,320	3,486	3,660	3,843	4,035
Int School Assistant*	2,625	2,756	2,894	3,039	3,191	3,350
<u>Soccer - Girls</u>						
Int School Head Coach*	3,162	3,320	3,486	3,660	3,843	4,035
Int School Assistant*	2,625	2,756	2,894	3,039	3,191	3,350
<u>Cross Country</u>						
Int School Head Coach*	3,162	3,320	3,486	3,660	3,843	4,035
<u>Baseball</u>						
Int School Head Coach*	3,162	3,320	3,486	3,660	3,843	4,035
Assistant Coach*	2,574	2,702	2,837	2,979	3,128	3,285
<u>Softball</u>						
Int School Head Coach*	3,162	3,320	3,486	3,660	3,843	4,035
Assistant Coach*	2,574	2,702	2,837	2,979	3,128	3,285
<u>Track and Field - Boys</u>						
Int School Head Coach*	3,162	3,320	3,486	3,660	3,843	4,035
<u>Track and Field - Girls</u>						
Int School Head Coach*	3,162	3,320	3,486	3,660	3,843	4,035
<u>Volleyball - Boys</u>						
Int School Head Coach*	3,162	3,320	3,486	3,660	3,843	4,035
Assistant Coach*	2,574	2,702	2,837	2,979	3,128	3,285
<u>Volleyball - Girls</u>						
Int School Head Coach*	3,162	3,320	3,486	3,660	3,843	4,035
Assistant Coach*	2,574	2,702	2,837	2,979	3,128	3,285
<i>*longevity eligible</i>						

Activities Category

POSITION	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Chess Team Coach*	2,401	2,521	2,647	2,780	2,919	3,065
Class Coverage -- per hour	35	37	39	41	43	45
Class Advisor						
Freshman	1,346	1,413	1,484	1,558	1,636	1,718
Sophomore	1,346	1,413	1,484	1,558	1,636	1,718
Junior	1,451	1,524	1,600	1,680	1,764	1,852
Senior	1,647	1,730	1,816	1,907	2,002	2,103
Club Advisor	1,240	1,302	1,367	1,436	1,507	1,583
Department Heads (Elem/Sec)						
3 or less	3,699	3,884	4,078	4,282	4,496	4,721
4 to 6	3,914	4,110	4,316	4,531	4,758	4,996
7 or more	4,374	4,593	4,823	5,064	5,317	5,583
Detention Supervisor -- per hour	35	37	39	41	43	45
Intramural Advisors -- per hour	28	30	32	34	36	38
Mentors (excluding speech) - per year	850	893	937	984	1,033	1,085
National Honor Society Advisor	1,343	1,410	1,481	1,555	1,632	1,714
Newspaper Advisor High School	2,881	3,025	3,177	3,335	3,502	3,677
Stage Manager High School*	4,302	4,517	4,743	4,980	5,229	5,490
Stage Manager Intermediate*	3,254	3,417	3,587	3,767	3,955	4,153
Student Council Advisor HS	2,564	2,692	2,827	2,968	3,117	3,273
Student Council Advisor INT	1,826	1,917	2,013	2,114	2,219	2,330
Band Director High School*	7,438	7,810	8,201	8,611	9,041	9,493
Assistant*	4,682	4,916	5,162	5,420	5,691	5,975
Band Director Intermediate*	2,542	2,669	2,803	2,943	3,090	3,244
Color Guard Advisor*	3,459	3,632	3,813	4,004	4,204	4,414
Band Jazz Director High School*	2,146	2,254	2,366	2,484	2,609	2,739
Band Jazz Director Intermediate*	2,146	2,254	2,366	2,484	2,609	2,739
Marching Band Instructor*	2,117	2,223	2,334	2,450	2,573	2,702
Band Advisor (Summer) -- per hour	35	37	39	41	43	45
<i>*longevity eligible</i>						

	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Choral Directors						
High School*	4,111	4,316	4,532	4,759	4,997	5,246
Intermediate*	2,741	2,878	3,021	3,172	3,331	3,498
Elementary*	1,957	2,055	2,158	2,266	2,379	2,498
Elementary Band Director*	1,957	2,055	2,158	2,266	2,379	2,498
Director of School Productions HS (Fall)*	2,943	3,090	3,245	3,407	3,577	3,756
Assistant*	1,813	1,904	1,999	2,099	2,204	2,314
Director of School Productions HS (Spring)*	2,943	3,090	3,245	3,407	3,577	3,756
Assistant*	1,813	1,904	1,999	2,099	2,204	2,314
Choreographer HS*	1,500	1,575	1,654	1,736	1,823	1,914
Set Designer HS*	1,500	1,575	1,654	1,736	1,823	1,914
Director of School Productions Intermediate*	2,943	3,090	3,245	3,407	3,577	3,756
Assistant*	1,813	1,904	1,999	2,099	2,204	2,314
Drama Musical Director High School*	1,702	1,787	1,877	1,970	2,069	2,172
Drama Musical Director Intermediate*	1,659	1,742	1,829	1,920	2,017	2,117
Mock Trial Head Coach*	2,823	2,965	3,113	3,268	3,432	3,604
Scholastic Scrimmage Head Coach*	2,569	2,698	2,833	2,974	3,123	3,279
Speech/Debate Team Advisor - HS*	2,208	2,319	2,434	2,556	2,684	2,818
Summer Curriculum Writing, Planning - per hr	38	40	42	44	46	48
Development and Research Night						
School, ESACA/Summer School,						
and Homebound (includes mileage)						
Summer Weight Training Coach	3,122	3,278	3,442	3,614	3,794	3,984
Yearbook Advisors						
Editor Advisor High School	2,957	3,105	3,260	3,423	3,594	3,774
Assistant	1,716	1,801	1,892	1,986	2,085	2,190
Business Advisor	1,950	2,047	2,150	2,257	2,370	2,489
Editor Advisor Intermediate	2,117	2,223	2,334	2,450	2,573	2,702
Assistant	1,561	1,639	1,721	1,807	1,898	1,993
*longevity eligible						

- A. Any individual who has held one of the qualifying schedule B positions listed above with an asterisk (*) for 5 or more years shall receive a longevity stipend above his/her base salary as outlined below. In addition, the individual must have held the same schedule B position for the stated number of years (years served in that position do not have to be consecutive) to qualify for the longevity stipend.

In the years 5, 6, 7, 8, 9, and 10, individuals will receive a \$250 stipend.

In the years 11, 12, 13, 14, and 15, individuals will receive a \$500 stipend.

In years 16 and beyond, individuals will receive a \$750 stipend.

- B. The District agrees to continue keeping annual records of all individuals serving Schedule B positions for the purposes of awarding longevity stipends.
- C. Post-season incentive should be added for any season that extends beyond the last regular season event. Amount will be determined by dividing the position stipend by the number of weeks of the regular season. This amount will be added for each week the team continues to practice/play beyond the regular season.

EAST STROUDSBURG AREA SCHOOL DISTRICT

GRIEVANCE REPORT FORM

The Grievance Report Form will be available electronically as agreed upon by the East Stroudsburg Area School District and the East Stroudsburg Area Education Association.

East Stroudsburg Area SD Professional
10213465, 10213467, 10213469

On the chart below, you'll see what your plan pays for specific services. You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

Benefit	In Network	Out of Network
General Provisions		
Effective Date	April 1, 2024	
Benefit Period(1)	Calendar Year	
Deductible (per benefit period)		
Individual	\$500	\$1,000
Family (Aggregate)	\$1,500	\$3,000
Plan Pays – payment based on the plan allowance	100%	80% after deductible
Out-of-Pocket Limit (Once met, plan pays 100% coinsurance for the rest of the benefit period)		
Individual	none	\$2,000
Family	none	\$4,000
Total Maximum Out-of-Pocket (Includes deductible, coinsurance, copays, prescription drug cost sharing and other qualified medical expenses, Network only) (2) Once met, the plan pays 100% of covered services for the rest of the benefit period.		
Individual	\$9,450	not applicable
Family	\$18,900	not applicable
Office/Clinic/Urgent Care Visits		
Retail Clinic Visits & Virtual Visits	100% after \$15 copay	80% after deductible
Primary Care Provider Office Visits & Virtual Visits	100% after \$15 copay	80% after deductible
Specialist Office Visits & Virtual Visits	100% after \$15 copay	80% after deductible
Virtual Visit Originating Site Fee	100% after deductible	80% after deductible
	100% after \$15 copay	80% after deductible
Urgent Care Center Visits	Copayment, if any, does not apply to Urgent Care Center Visits prescribed for the treatment of Mental Health or Substance Abuse	
Telemedicine Services (3)	100% after \$10 copay	not covered
Preventive Care (4)		
Routine Adult		
Physical Exams	100% (deductible does not apply)	80% after deductible
Adult Immunizations	100%(deductible does not apply)	80% after deductible
Routine Gynecological Exams, including a Pap Test	100%(deductible does not apply)	80% (deductible does not apply)
Mammograms, Annual Routine	100%(deductible does not apply)	80% (deductible does not apply)
Mammograms, Medically Necessary	100%(deductible does not apply)	80% (deductible does not apply)
Diagnostic Services and Procedures	100%(deductible does not apply)	80% after deductible
(Nutritional Therapy	100%(deductible does not apply)	80% after deductible
	Limit: 6 visits per benefit period. Covered for any diagnosis	
Prostate Cancer Screening	100%(deductible does not apply)	80% (deductible does not apply)
Routine Pediatric		
Physical Exams	100%(deductible does not apply)	80% after deductible
Pediatric Immunizations	100%(deductible does not apply)	80% (deductible does not apply)
Diagnostic Services and Procedures	100%(deductible does not apply)	80% after deductible
Emergency Services		
Emergency Room Services(5)	100% after \$35 copay (Waived if admitted. Deductible does not apply)	
Ambulance – Emergency (6)	80% (deductible does not apply)	80% (deductible does not apply)
Ambulance – Non-Emergency (6)	80% after deductible	80% after deductible
Hospital and Medical / Surgical Expenses (including maternity)(5)		
Hospital Inpatient	100% after deductible	80% after deductible
Hospital Outpatient	100% after deductible	80% after deductible

Benefit	In Network	Out of Network
Maternity (non-preventive facility & professional services) including dependent daughter	100% after deductible	80% after deductible
Medical Care (including inpatient visits and consultations)/Surgical Expenses	100% after deductible	80% after deductible
Therapy and Rehabilitation Services		
Physical Medicine	100% after deductible	80% after deductible
	limit: 36 visits/benefit period aggregate with speech therapy and occupational therapy - Limit does not apply when Therapy Services are prescribed for the treatment of Mental Health or Substance Abuse	
Respiratory Therapy	100% after deductible	80% after deductible
Speech Therapy	100% after deductible	80% after deductible
	limit: 36 visits/benefit period aggregate with occupational therapy and physical medicine - Limit does not apply when Therapy Services are prescribed for the treatment of Mental Health or Substance Abuse	
Occupational Therapy	100% after deductible	80% after deductible
	limit: 36 visits/benefit period aggregate with speech therapy and physical medicine - Limit does not apply when Therapy Services are prescribed for the treatment of Mental Health or Substance Abuse	
Spinal Manipulations	100% after deductible	80% after deductible
	limit: 18 visits/benefit period	
Cardiac Rehabilitation Therapy	100% after deductible	80% after deductible
	Limit: 3 times a week for 12 weeks per benefit period	
Infusion Therapy	100% after deductible	80% after deductible
Chemotherapy	100% after deductible	80% after deductible
Radiation Therapy	100% after deductible	80% after deductible
Dialysis	100% after deductible	80% after deductible
Mental Health / Substance Abuse		
Inpatient Mental Health Services	100% after deductible	80% after deductible
Inpatient Detoxification / Rehabilitation	100% after deductible	80% after deductible
	Limit: unlimited	
Outpatient Mental Health Services (includes virtual behavioral health visits)	100% after deductible	80% after deductible
Outpatient Substance Abuse Services	100% after deductible	80% after deductible
Other Services		
Allergy Extracts and Injections	100% after deductible	80% after deductible
Autism Spectrum Disorder Including Applied Behavior Analysis (7)	100% after deductible	80% after deductible
Assisted Fertilization Procedures (Limited to Artificial Insemination - 3 attempts per lifetime)	not covered	not covered
Dental Services Related to Accidental Injury	not covered	not covered
Diagnostic Services		
Advanced Imaging (MRI, CAT, PET scan, etc.)	100% after deductible	80% after deductible
Basic Diagnostic Services (standard imaging, diagnostic medical, lab/pathology, allergy testing)	100% after deductible	80% after deductible
Durable Medical Equipment, Orthotics, Prosthetics, and Ostomy Supplies	100% after deductible	80% after deductible
	limit: \$5,000 dollars/benefit period	
Home Health Care	100% after deductible	80% after deductible
Hospice	100% after deductible	80% after deductible
	limit: 180 days/ lifetime and respite care maximum of 5 days for every 3 months	
Infertility Counseling, Testing	100% after deductible	80% after deductible
	Testing to determine infertility only	
Private Duty Nursing	100% after deductible	80% after deductible
	limit: 240 hours/benefit period	
Skilled Nursing Facility Care	100% after deductible	80% after deductible
	limit: 100 days/benefit period	
Transplant Services	100% after deductible	80% after deductible
Precertification Requirements (8)	Yes	Yes

Benefit	In Network	Out of Network
Prescription Drugs		
Prescription Drug Deductible Individual Family		none none
Prescription Drug Program (9) Hard Mandatory Generic Defined by the National Pharmacy Network - Not Physician Network. Prescriptions filled at a non-network pharmacy are not covered. Your plan uses the Comprehensive Formulary with an Open Benefit Design		Retail Drugs (30-day Supply) Plan Pays 80% Maintenance Drugs through Mail Order (90-day Supply) \$20 generic copay \$20 brand copay

This is not a contract. This benefits summary presents plan highlights only. Please refer to the policy/ plan documents, as limitations and exclusions apply. The policy/ plan documents control in the event of a conflict with this benefits summary.

- (1) Your group's benefit period is based on a Calendar Year which runs from January 1 to December 31.
- (2) The Network Total Maximum Out-of-Pocket (TMOOP) is mandated by the federal government. TMOOP must include deductible, coinsurance, copays, prescription drug cost share and any qualified medical expense.
- (3) Telemedicine Services (acute care for minor illnesses available on-demand 24/7), must be performed by a Highmark Designated Telemedicine Provider. Additional services provided by a Designated Telemedicine Provider are paid according to the benefit category that they fall under (e.g. Behavioral Health is eligible under the Outpatient Mental Health Services benefit).
- (4) Services are limited to those listed on the Highmark Preventive Schedule with enhancements (Women's Health Preventive Schedule may apply).
- (5) Benefits for Emergency Care Services rendered by an Out-of-Network Provider will be paid at the Network services level. Benefits for Hospital Services or Medical Care Services rendered by an Out-of-Network Provider to a member requiring an inpatient admission or observation immediately following receipt of Emergency Care Services will be paid at the Network services level. The member will not be responsible for any amounts billed by the Out-of-Network Provider that are in excess of the plan allowance for such services.
- (6) Air Ambulance services rendered by out-of-network providers will be covered at the highest network level of benefits.
- (7) After initial evaluation, Applied Behavioral Analysis will be covered as specified above. All other Covered Services for the treatment of Autism Spectrum Disorders will be covered according to the benefit category (e.g. speech therapy, diagnostic services). Treatment for Autism Spectrum Disorders does not reduce visit/day limits.
- (8) If you receive services from an out-of-area provider or an out-of-network provider, you must contact Highmark Utilization Management prior to a planned inpatient admission, prior to receiving certain outpatient services or within 48 hours of an emergency or unplanned inpatient admission to obtain any required precertification. If precertification is not obtained and it is later determined that all or part of the services received were not medically necessary or appropriate, you will be responsible for the payment of any costs not covered by your health plan.
- (9) The Highmark formulary is an extensive list of Food and Drug Administration (FDA) approved prescription drugs selected for their quality, safety and effectiveness. The formulary was developed by Highmark Pharmacy Services and approved by the Highmark Pharmacy and Therapeutics Committee made up of clinical pharmacists and physicians. All plan formularies include products in every major therapeutic category. Plan formularies vary by the number of different drugs they cover and in the cost-sharing requirements. This formulary covers all FDA-approved generic and brand-name drugs. Under the hard mandatory generic provision, when you purchase a brand drug that has a generic equivalent, you will be responsible for the brand drug copayment plus the difference in cost between the brand and generic drugs. To obtain medications for hemophilia, you must use a specific pharmacy, please contact member services for more details. The Copay Armor program helps members to afford high cost medications (mostly specialty) by leveraging manufacturer coupon dollars. Members will not need to change where prescriptions are filled and will be contacted by Pillar Rx for cost savings enrollment.

Health benefits or health benefit administration may be provided by or through Highmark Blue Cross Blue Shield, First Priority Health or First Priority Life, all of which are independent licensees of the Blue Cross Blue Shield Association.

Discrimination is Against the Law

The claims administrator complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The claims administrator does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The claims administrator:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact the Civil Rights Coordinator.

If you believe that the claims administrator has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, including sex stereotypes and gender identity, you can file a grievance with: Civil Rights Coordinator, P.O. Box 22492, Pittsburgh, PA 15222, Phone: 1-866-286-8295, TTY: 711, Fax: 412-544-2475, email: CivilRightsCoordinator@highmarkhealth.org. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the Civil Rights Coordinator is available to help you. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Please note that your employer – and not the claims administrator – is entirely responsible for determining member eligibility and for the design of your plan/program; including, any exclusion or limitation described in the benefit Booklet.

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call the number on the back of your ID card (TTY: 711).

ATENCIÓN: Si usted habla español, servicios de asistencia lingüística, de forma gratuita, están disponibles para usted. Llame al número en la parte posterior de su tarjeta de identificación (TTY: 711).

请注意：如果您说中文，可向您提供免费语言协助服务。
请拨打您的身份证背面的号码 (TTY: 711)。

CHÚ Ý: Nếu quý vị nói tiếng Việt, chúng tôi cung cấp dịch vụ hỗ trợ ngôn ngữ miễn phí cho quý vị. Xin gọi số điện thoại ở mặt sau thẻ ID của quý vị (TTY: 711).

ВНИМАНИЕ: Если вы говорите по-русски, вы можете воспользоваться бесплатными услугами языковой поддержки. Позвоните по номеру, указанному на обороте вашей идентификационной карты (номер для текст-телефонных устройств (TTY: 711).

Geb Acht: Wann du Deutsch schwetzsch, kannsch du en Dolmetscher griege, un iss die Hilf Koschdefrei. Kansch du die Nummer an deinre ID Kard dahinner uffrufe (TTY: 711).

알림: 한국어를 사용하시는 분들을 위해 무료 통역이 제공됩니다. ID 카드 뒷면에 있는 번호로 전화하십시오 (TTY: 711).

ATTENZIONE: se parla italiano, per lei sono disponibili servizi di assistenza linguistica a titolo gratuito. Contatti il numero riportato sul retro della sua carta d'identità (TTY: 711).

تنبيه: إذا كنت تتحدث اللغة العربية، فينالك خدمات المعونة في اللغة المجانية متاحة لك. اتصل بالرقم الموجود خلف بطاقة هويتك (جهاز الاتصال لذوي صعوبات السمع والنطق: 711).

ATTENTION: Si vous parlez français, les services d'assistance linguistique, gratuitement, sont à votre disposition. Appelez le numéro au dos de votre carte d'identité (TTY: 711).

ACHTUNG: Wenn Sie Deutsch sprechen, steht Ihnen unsere fremdsprachliche Unterstützung kostenlos zur Verfügung. Rufen Sie dazu die auf der Rückseite Ihres Versicherungsausweises (TTY: 711) aufgeführte Nummer an.

ધ્યાન આપશો: જો તમે ગુજરાતી ભાષા બોલતા છે, તો ભાષા સહાયતા સેવાઓ, મફતમાં તમને ઉપલબ્ધ છે. તમારા ઓળખપત્રના પાછળના ભાગે આલેલા નંબર પર ફોન કરો (TTY: 711).

UWAGA: Dla osób mówiących po polsku dostępna jest bezpłatna pomoc językowa. Zadzwoń pod numer podany na odwrocie karty ubezpieczenia zdrowotnego (TTY: 711).

Kominike : Si se Kreyòl Ayisyen ou pale, gen sèvis entèprèt, gratis-ticheri, ki la pou ede w. Rele nan nimewo ki nan do kat idantite w la (TTY: 711).

ប្រការចងចាំ: បើលោកអ្នកនិយាយ ភាសាខ្មែរ ហើយត្រូវការសេវាភាសាជំនួយផ្នែកភាសា ដែលអាចផ្តល់ជូនលោកអ្នកដោយឥតគិតថ្លៃ។ សូមទូរស័ព្ទទៅលេខដែលមាននៅលើខ្នង កាតសម្គាល់របស់របស់លោកអ្នក (TTY: 711) ។

ATENÇÃO: Se a sua língua é o português, temos atendimento gratuito para você no seu idioma. Ligue para o número no verso da sua identidade (TTY: 711).

ATENSYON: Kung nagsasalita ka ng Tagalog, may makukuha kang mga libreng serbisyonang tulong sa wika. Tawagan ang numero sa likod ng iyong ID card (TTY: 711).

注：日本語が母国語の方は言語アシスタンス・サービスを無料でご利用いただけます。ID カードの裏に明記されている番号に電話をおかけください (TTY: 711)。

توجه: اگر شما به زبان فارسی صحبت می کنید، خدمات کمک زبان، به صورت رایگان، در دسترس شماست. با شماره واقع در پشت کارت شناسایی خود (TTY: 711) تماس بگیرید.

BAA ÁKONÍNÍZIN: Diné k'ehgo yánfilit'i go, language assistance services, éí t'áá níik'eh, bee níká a'doowol, éí bee ná'ahóót'i'. ID bee néehózingo nanitínííííí binc'déé' (TTY: 711) jí' hodíílnih.

ધ્યાન દે: यदि आप हिनदी बोलते हैं, तो आपके लए नऱिशुल्क भाषा सहायता सेवा उपलब्ध है। आपके सदस्य पहचान (ID) कार्ड के पीछे दए गए नंबर पर फोन करें। (TTY: 711).

توجه فرمائیں: اگر آپ اردو بولتے ہیں، زبان معاونت سروس، مفت میں آپ کے لیے دستیاب ہے۔ اپنے شناختی کارڈ کی پشت پر درج شدہ نمبر پر کال کریں (TTY: 711)۔

గమనిక: మీరు తెలుగు మాట్లాడతే, లాగివేక అసినతినన్ సరవీసిన, ఛారితే లెకుండా, మీకు అందుబాటులో ఉన్నాయి. మీ మెంబర్ ఐడెంటిఫికేషన్ కార్డు (ఐడీ) వెనుక ఉన్న నంబరుకు కాల్ చేయండి (TTY: 711).

โปรดทราบ: หากคุณพูด ไทย, มีบริการช่วยเหลือด้านภาษาให้ถูกใจโดยไม่มีค่าใช้จ่าย โทรไปขอ หมายเลขที่อยู่ด้านหลังบัตรประชาชนของคุณ (TTY: 711)

ध्यान दनुहोस्: यदि तपाईं नेपाली भाषा बोलनुहुन्छ भने, तपाईंका लागि भाषा सहायता सेवाहरू नऱिशुल्क उपलब्ध हुन्छन्। तपाईंको आइडी कार्डको पछाडि भागमा रहेको नम्बर (TTY: 711) मा फोन गर्नुहोस्।

Aandacht: Indien u Nederlands spreekt, is de taaladviesdienst gratis beschikbaar voor u. Bel het nummer op de achterkant van uw identificatie (ID) kaart (TTY: 711).

Dental Benefits Summary for East Stroudsburg Area School District

254025000, 001, 002

Effective Date: January 1, 2024

New Enhanced Network: *Elite Prime*

Benefit Category ¹	CONCORDIA FLEX PLAN	
	In-Network ²	Non-Network ^{2,3}
Class I – Diagnostic/Preventive Services		
Exams	100%	100%
Bitewing X-rays		
All Other X-rays		
Cleanings & Fluoride Treatments		
Sealants		
Space Maintainers		
Palliative Treatment		
Class II – Basic Services		
Basic Restorative (Fillings)	100%	100%
Simple Extractions		
Repairs of Crowns, Inlays and Onlays		
Endodontics		
Inlays, Onlays, Crowns		
Complex Oral Surgery		
General Anesthesia		
Class III – Major Services		
Nonsurgical Periodontics	50%	50%
Surgical Periodontics		
Orthodontics (To Any Age)		
Diagnostic, Active, Retention Treatment	50%	50%
Included Plan Features		
The College Tuition Benefit® – College Savings Program ⁴	<ul style="list-style-type: none"> • Earn Tuition Rewards® points redeemable for tuition discounts • Receive 2,000 at signup, then 2,000 points/year • Each child enrolled receives a one-time bonus of 500 Tuition Rewards points • One Tuition Rewards point = \$1 reduction in full tuition • Use Tuition Rewards points at participating private colleges and universities 	
Maximums & Deductibles (applies to the combination of services received from network and non-network dentists)		
Calendar Year Program Deductible (per member/per family) (January 1 – December 31)	None	
Calendar Year Program Maximum (per member) (January 1 – December 31)	\$1,250 Excludes Orthodontics	
Lifetime Orthodontic Maximum (per member)	\$1,500	
Reimbursement	Elite Prime	Advantage MAC in PA; 90th Percentile outside PA

Representative listing of covered services – your employer's Summary Plan Description provides a detailed description of benefits.

Dental plans are administered by United Concordia Companies, Inc. Administrative and claims offices located at 1800 Center Street Suite 2B 220, Camp Hill, PA 17011. Call 1-800-332-0366 or visit www.ucci.com for more information.

1. Unmarried dependent children covered to age 19. Unmarried dependent students covered to age 23.
2. Reimbursement is based on our schedule of maximum allowable charges (MACs). Network dentists agree to accept our allowances as payment in full for covered services. Non-network dentists may bill the member for any difference between our allowance and their fee (also known as balance billing). United Concordia Dental's standard exclusions and limitations apply.
3. United Concordia creates out-of-network charges utilizing FAIR Health data supplemented with our charge data as appropriate. We then calculate the out-of-network charge at the 90th Percentile of such data. Non-network dentists may bill the member for any difference between our allowance and their fee.
4. Tuition Rewards® is a Registered Trademark of and administered by SAGE Scholars, Inc. Participation in the program is contingent upon enrollment with SAGE Scholars, Inc. Tuition Rewards are not an underwritten benefit but a value-added program. Tuition Rewards not available in all jurisdictions (SAGE). SAGE is not a subsidiary or affiliate of United Concordia Companies, Inc. (UCCI). Subject to eligibility requirements and terms and conditions. Tuition Rewards are a value-added program and not an insured benefit. Program participation subject to enrollment with SAGE. "Points" are credits that may be used to discount the cost of Tuition and have no cash value. UCCI does not provide services related to this program. Tuition Rewards not available in all jurisdictions. Program subject to change without notice.

The Plan complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

English	ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-800-332-0366 (TTY: 711).
Español (Spanish)	ATENCIÓN: Si habla español, le ofrecemos de ayuda lingüística gratuita. Llame al 1-800-332-0366 (TTY: 711).
繁體中文 (Chinese)	注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-800-332-0366 (TTY: 711)。



Expert Solutions. Exceptional Service.

Employee Benefit Trust of Eastern PA

VBA #1087

Effective: 7/1/19

\$0 Exam / \$25 Materials Copay

FREQUENCY OF SERVICE	Last Date of Service:		
	Employee	Spouse	Children (Up to age 19 EOBY)
Vision Exam	24 Months	24 Months	12 Months
Lenses	24 Months	24 Months	12 Months
Frames	24 Months	24 Months	24 Months

DEPENDENT AGE: 23 EOBY

BENEFITS: Employee can select either:

	VBA Participating Provider	Non-Participating Provider
	Amount Covered/Benefit (Less Copayment) ^G	Amount Reimbursed (Zero Copayment)
Vision Exam (Glasses or Contacts)	100%	\$32
Clear Standard Lenses (Pair):		
Single Vision	100%	\$24
Bifocal	100%	\$36
Blended Bifocal	100%	\$36
Trifocal	100%	\$46
Progressives ^D	Controlled Cost ^E	\$46
Lenticular	100%	\$72
Polycarbonate ^C	100%	N/A
Scratch Coat-1 Yr	100%	N/A
Frame^B	100%	\$24
-OR-		
Elective Contacts (in lieu of eyeglass benefits):		
Material Allowance	\$150	\$150
Fitting Fee	15% off UCRA ^A	N/A
-OR-		
Medically Necessary Contacts^F	100%	\$150

- A Usual, Customary, and Reasonable.
- B Within the program's \$25 wholesale allowance (approximately \$62 to \$75 retail).
- C Available In-Network at no charge for children under age 19.
- D Progressive lenses typically retail from \$150 to \$400, depending on lens options. VBA's controlled costs generally range from \$45 to \$175.
- E Unless otherwise prohibited by law.
- F Medically Required Contacts may only be selected in lieu of all other material benefits listed herein.
- G A \$25 copayment applies to the total cost of the lenses and/or frames ordered from a VBA Member Doctor only, but does not apply to the exam or contact material allowance.

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Limitations

VBA is designed to cover visual needs rather than cosmetic materials and consequently includes some limitations in order to control costs. The following options or services will generally result in additional charges to the patient or are not covered under the plan.

ADDITIONAL CHARGES

A patient selecting any of the following items will be responsible for the additional charges, all of which are monitored and controlled by VBA.

- Tinted Lenses
- Photochromic/Polarized Lenses
- Polycarbonate (covered under age 19)
- Hi-index Lenses
- Progressive (available starting at \$45)
- The coating of the lens or lenses (except 1 year scratch protection)
- A frame that costs more than the plan allowance
- Rimless Frames
- Anti-Reflective/Backside UV/Optifog

Additionally, costs for contact lenses/services in excess of the plan's scheduled reimbursement allowances are the responsibility of the patient.

NOT COVERED

The contract gives VBA the right to waive any of the plan limitations if, in the opinion of our optometric consultants, it is necessary for the patient's welfare. VBA provides no benefit for professional services or materials connected with the following:

- Orthoptics or vision training
- Non-prescription lenses
- Two pair of glasses in lieu of bifocals
- Medical or surgical treatment of the eyes
- Any eye examination, or corrective eyewear, required by an employer as a condition of employment
- Services or materials provided as a result of any Worker's Compensation Law or similar legislation
- Glasses and contacts during the same eligibility period

Lenses and frames furnished under this program which are lost or broken will not be replaced except at the normal intervals when services are otherwise available.

AFFILIATION AGREEMENT FOR A STUDENT TEACHING SITE

THIS AGREEMENT is made the 26th day of FEBRUARY, 2024, by **MILLERSVILLE UNIVERSITY** (hereinafter referred to as "*The University*"), a non-profit institution incorporated under the laws of the Commonwealth of Pennsylvania, and **EAST STROUDSBURG AREA SCHOOL DISTRICT** (hereinafter referred to as the *School District*"). The parties intend to be legally bound by the following terms:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- a. **Selection of Students.** *The University* shall be responsible for the selection of qualified student(s) (hereinafter "*Student*") to participate in the practicum or student teaching experience. The *Student* must have an appropriate educational background to participate in the program offered by the *School District*.
- b. **Education of Student.** *The University* shall assume full responsibility for the classroom education of the student. *The University* shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading and graduation.
- c. **Submission of Candidates.** *The University* shall submit the name of the *Student* to the *School District* or a designated representative prior to the practicum assignment or student teaching.
- d. **Advising Student of Rights and Responsibilities.** *The University* will be responsible for advising the *Student* of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the *School District*, and should any student fail to abide by any policy/or procedure, he or she may be expelled from the program.
- e. **Professional Liability Insurance.** *The Student* shall be responsible for procuring Professional Liability Insurance at his/her own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the practicum or student teaching assignment.
- f. **Clearances and Records.** *The University* shall require the *Student* to provide to the *School District* necessary clearances as required by law of individuals working in the *School District*, including but not limited to a TB test, state and federal criminal history reports, and a Pennsylvania child abuse clearance.

II. DUTIES AND RESPONSIBILITIES OF THE SCHOOL DISTRICT

- a. **Establishment of Internship.** The *School District* authorizes the use of its site, as the location for the practicum or student teaching experience herein contemplated. This practicum/student teaching experience is for a student enrolled in an undergraduate degree program in education at *The University*.
- b. **Policies of the School District.** The *School District* will provide *the University* with all applicable information regarding its policies at least two (2) weeks in advance of the Student's participation. *The University* will review with the *Student*, prior to the assignment, any and all applicable policies, codes or confidentiality issues related to the experience.
- c. **Designation of School District Representative.** The *School District* shall designate a qualified staff member to function as an on-site supervisor for the student. The supervising staff member will be responsible, with the approval of the Superintendent of the *School District* or his/her designee, for providing opportunities for the student to engage in a variety of counseling activities under supervision, for evaluating the student's performance, and for meeting periodically with representatives of *The University* in order to discuss, plan and evaluate the internship experience of the *Student*. The on-site supervisor, or his/her designee, shall provide the *Student* with an orientation to the *School District's* specific services necessary for the implementation of the student teaching experience.
- d. **Administration.** The *School District* will have the sole authority and control over all aspects of the delivery of pupil services. The *School District* will be responsible for and retain control over the organization and operation of its programs.
- e. **Removal of Noncompliant Student.** The *School District* shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the *School District* shall immediately contact the designated University representative.
- f. **Reporting of Student Progress.** The *School District* shall provide all reasonable information requested by *The University* on a student's work performance. If there are any student evaluations, they will be completed and returned according to a reasonable schedule agreed to by *The University* and the *School District*.
- g. **Student Records.** The *School District* shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.
- h. **Insurance.** The *School District* will maintain general commercial insurance coverage in scope amounts customary for a Pennsylvania public school district at all times for the duration of the agreement.
"The School District understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state

instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Finance and Risk Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa. C.S.A. § 8521, et seq."

III. MUTUAL TERMS AND CONDITIONS

- a. **Number of Participating Students.** The parties mutually agree that one *Student* shall be assigned to East Stroudsburg Area School District for this student teaching experience.
- b. **Term of Agreement.** The term of this Agreement shall be one (1) year from the date of execution. This agreement may not exceed a period of five (5) years.
- c. **Termination of Agreement.** *The University* or the *School District* may terminate this Agreement for any reason with ninety (90) days' notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the *School District* terminate this Agreement prior to the completion of an academic semester for other than a substantial breach, *The student* enrolled at that time may continue his/her educational experience until it would have been concluded absent the termination.
- d. **Nondiscrimination.** The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 with regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- e. **Interpretation of Agreement.** The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- f. **Modification of Agreement.** This Agreement shall only be modified in writing with the same formality as the original Agreement.
- g. **Relationship of Parties.** The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, employment or any other relationship, other than that of independent contractors.

- h. **Liability.** Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for damage, injuries or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement.
- i. **Entire Agreement.** This Agreement represents the entire understanding between the parties. No other oral understandings or promises exist with regard to this relationship.
- j. **Sexual Harassment/Sexual Violence Reporting.** "The School District shall report any incident in which a Student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator at mutitleixcoordinator@millersville.edu or 717-871-4000. The School District agrees to cooperate with the University in its investigation of claims of discrimination or harassment."

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

East Stroudsburg Area School District:

Authorized Signature

Dr. William R. Riker

Printed Name

Date

Superintendent

Title

The University: **Millersville**

Approved as to form and legality:

Authorized Signature

Jacqueline C. Fox

Printed Name

Date

University Legal Counsel

Title

February 7, 2024

To: Pamela Hudak

Greetings Ms. Hudak I am Robert J. Duncan Jr. and I reside at Township, Buskill PA 18324. I am writing this letter to request the return of our 2023 school taxes. I am enclosing a copy of my paid tax bill and my Disabled Veterans Letter.

Thank you,

A handwritten signature in cursive script that reads "Robert J. Duncan Jr." with a small flourish at the end.

Robert J. Duncan Jr.



**DISABLED VETERANS
REAL PROPERTY TAX EXEMPTION CERTIFICATION**

December 6, 2023

Robert J Duncan Jr

Application is New

The applicant listed above has applied to the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption. The State Veterans' Commission has determined that the applicant has demonstrated the required financial need. Additionally, to assist the tax authority we have verified with the Department of Veterans Affairs that the applicant is totally and permanently disabled as a result of service connected causes incurred during a period of war or armed conflict. Therefore, it is recommended that the applicant be approved for the exemption of all real estate taxes on the above listed property.

If the application is a new claim, the qualified applicant shall be exempt from real property taxes that become due on or after November 14, 2023. You must present this letter to your local tax authority to determine the precise tax period from which you will be exempt. You should know that taxes are considered due on the first day of a tax period even though payment may not be due for several months.

The State Veterans' Commission is required to review all property tax exemption cases at least once every five years for determination of CONTINUED FINANCIAL NEED. A review form will be mailed to the applicant sometime prior to the due date for review.

For the Commission.

Sincerely,

A handwritten signature in cursive script that reads "Tracy Wylie-Perry".

Mrs. Tracy Wylie-Perry
Veterans' Service Specialist
Division of Programs and Services

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Rec'd 1/17/24

January 12, 2024

Joseph Poirier

1

4

Pamela Husain, Tax Coordinator
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Good day,

On November 1, 2023, I was provided a disabled veterans real property tax exemption certification. I am requesting that my 2023 payment for school tax be reviewed for a refund for the later part of the year.

Enclosed :
proof of payment of school tax
VA Certification

Thank you


Joseph Poirier



**DISABLED VETERANS
REAL PROPERTY TAX EXEMPTION CERTIFICATION**

November 1, 2023

Joseph A Poirier

Application is New

The applicant listed above has applied to the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption. The State Veterans' Commission has determined that the applicant has demonstrated the required financial need. Additionally, to assist the tax authority we have verified with the Department of Veterans Affairs that the applicant is totally and permanently disabled as a result of service connected causes incurred during a period of war or armed conflict. Therefore, it is recommended that the applicant be approved for the exemption of all real estate taxes on the above listed property.

If the application is a new claim, the qualified applicant shall be exempt from real property taxes that become due on or after October 25, 2023. You must present this letter to your local tax authority to determine the precise tax period from which you will be exempt. You should know that taxes are considered due on the first day of a tax period even though payment may not be due for several months.

The State Veterans' Commission is required to review all property tax exemption cases at least once every five years for determination of CONTINUED FINANCIAL NEED. A review form will be mailed to the applicant sometime prior to the due date for review.

For the Commission.

Sincerely,

A handwritten signature in cursive script that reads "James M. Cooper".

James Cooper
Veterans' Service Specialist
Division of Programs and Services

295

January 19/2024

To Whom It May Concern,

I am requesting a school tax refund for the year 2023. I am 100% disabled veteran who is tax exempt . Please accept this request, all required documents are enclosed.

Please feel free to contact me with any questions at

Sincerely,

Marcos Yorro

A handwritten signature in black ink, appearing to read 'Marcos Yorro', written in a cursive style.

ennsylvania

DEPARTMENT OF MILITARY
AND VETERANS AFFAIRS

**DISABLED VETERANS
REAL PROPERTY TAX EXEMPTION CERTIFICATION**

November 3, 2023

Marcos Yorro

Application is New

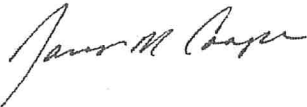
The applicant listed above has applied to the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption. The State Veterans' Commission has determined that the applicant has demonstrated the required financial need. Additionally, to assist the tax authority we have verified with the Department of Veterans Affairs that the applicant is totally and permanently disabled as a result of service connected causes incurred during a period of war or armed conflict. Therefore, it is recommended that the applicant be approved for the exemption of all real estate taxes on the above listed property.

If the application is a new claim, the qualified applicant shall be exempt from real property taxes that become due on or after October 5, 2023. You must present this letter to your local tax authority to determine the precise tax period from which you will be exempt. You should know that taxes are considered due on the first day of a tax period even though payment may not be due for several months.

The State Veterans' Commission is required to review all property tax exemption cases at least once every five years for determination of CONTINUED FINANCIAL NEED. A review form will be mailed to the applicant sometime prior to the due date for review.

For the Commission.

Sincerely,



James Cooper
Veterans' Service Specialist
Division of Programs and Services

297

APPLICATION FOR PAYMENT
PROPERTY ACQUIRED BY STATE
FOR WATER CONSERVATION OR FLOOD PREVENTION
(Section 604 of School Code)

SCHOOL DISTRICT	AUN	SCHOOL YEAR
East Stroudsburg Area SD	120452003	2023-2024

This application is for Payment in Lieu of Taxes on property in Pike County,
acquired by the state for the purpose of water conservation or flood prevention in the
National Recreation Area project.

School district (or component former district) from which property was acquired:
Lehman Township

Assessed valuation of property at time of acquisition: \$94,371.00

Tax rate for school purposes during school year for which application is made: 128.5200 mills

Amount due school district (assessed valuation x mills): \$12,128.56

SIGNATURES

District Superintendent:

President of School Board:

Secretary of School Board:

Scan and email the signed form to: ra-EdSubsidyData@pa.gov

Verizon Phone Service (Backup)

A. Why are you requesting the service/needs?

Why: The district currently has its backup phone circuit with Frontier which is end of life on March 1, 2024

Need: To provide a backup phone circuit for the continuity of phone service in the event of a failure of our primary circuit

B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. No. This is a service which is not required to be bid.

- One Time Non-recurring cost for installation - \$2,217.67
- Monthly recurring = \$835.65. \$10,027.80 - annually

C. Procurement Method:

- Met with Verizon to review phone service options for a backup circuit.

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

- Yes. Technology Services Communications Account.
 - 10-2844-538-000-00-000-006-000-0000

E. Selection of winning proposal

- Verizon. \$835.65* monthly, \$10,027.80*annually
 - \$2,217.67 - Installation
 - *Rates are based on estimated taxes and fees

F. Other

N/A



Master Customer Legal Entity: EAST STROUDSBURG AREA SCHOOL DISTRICT 50 VINE ST, EAST STROUDSBURG, PA 18301-2150, United States	Master Verizon Legal Entity: MCI Communications Services LLC d/b/a Verizon Business Services
Customer Address: 50 VINE ST, EAST STROUDSBURG, PA 18301-2150, United States	Quote Priced On: 17 Jan 2024 17:56:13 UTC
Account Manager: Michael Gelardi michael.gelardi1@one.verizon.com (855) 343-7283	Quote ID: 214175027 Quote Version #: 0
Created By: Michael Gelardi	Quote Expiration Date: 16 Apr 2024 Contract ID: New

Service(s) Included in Quote: Access, CPE, Managed WAN, Private IP (PIP), Verizon VoIP, WAN Analysis Reporting

Note: Items shown with "" are priced at time of Quote and require a Service Order Form document

Available Appendices (Additional Details and any Applicable Usage Tables): CPE Summary for all locations, Private IP (PIP), Verizon VoIP

Note: 1 separate invoice(s) will be generated based on the Verizon Legal Entity, Customer Legal Entity, and currency combination(s) stated below. This may be a new or existing billing account number. Please review carefully to determine if changes are required. Changes after document signature will require a Transfer of Service Agreement or a new order.

Note: Verizon provides options to coordinate any intended disconnect when new installs are replacing an existing service, at no additional charge to the customer. If Customer does not choose for Verizon to coordinate any intended disconnect then Customer will be responsible for submitting the disconnect via the Verizon Enterprise Center along with any related billing overlap and Early Termination Charges per the contract. Please contact your account team to understand your choices.

Quote Summary:

Customer Legal Entity (CLE)	Entity Type	Customer Legal Entity Address:	Verizon Legal Entity (VLE)	CUR	MRC	NRC
EAST STROUDSBURG AREA SCHOOL DISTRICT	Contracting	50 VINE ST, EAST STROUDSBURG, PA 18301-2150, United States	MCI Communications Services LLC d/b/a Verizon Business Services	USD	835.65	2,217.67

Activity Type	Quantity	Amount in Invoice Currency (USD)	
		MRC	NRC
Location ID: 66330411C - EAST STROUDSBURG (Quote Location Name: EAST STROUDSBURG) 279 N COURTLAND ST, EAST STROUDSBURG, PA 18301-2122, United States			
Access			
Access, Service ID: 1617173081 * Service Commitment: 36 months Local Access - Op/App Performance: Gold / Silver - 10 Mbps - UNI Speed: 100 Mbps (FastE) - TPV UNI Speed: 100 Mbps (FastE) Additional Promotions Included: Private IP + Fast Start v2 ¹	Added N/A	266.00	0.00
CPE			
CPE, Service ID(s): See CPE Appendix* Service Commitment: See CPE Appendix Customer Premises Equipment and Related Services	See CPE Appendix N/A	0.00	2,117.67
Managed WAN			
Managed WAN, Service ID: 1617173181 * Service Commitment: 36 months Router Management - Full - X-Small	Added N/A	47.50	0.00
Private IP (PIP)			

300



	Activity Type	Quantity	Amount in Invoice Currency (USD)	
			MRC	NRC
Private IP (PIP), Service ID: 1617173089 *				
Related Service: Access 1617173081				
Service Commitment: 36 months				
PIP Port - 10 Mbps - United States		N/A	225.00	0.00
Class of Service - ETM - 10 Mbps - 2.5 Mbps		N/A	31.50	0.00
Additional Promotions Included: Private IP + Fast Start v2 ¹				
Verizon VoIP				
Verizon VoIP, Service ID: 1617173193 *				
Service Commitment: 36 months				
Concurrent Call Charge - Tiered - 250 - Local and LD - Unlimited Local Calling		23 Concurrent Call(s)	265.65	N/A
Service Establishment Fee - Normal Business Hours		50 Telephone Number(s)	N/A	100.00
Usage ²		N/A	See Footnote	See Footnote
Verizon VoIP, Service ID: 1617173055 *				
Service Commitment: 36 months				
Trunking Route Overflow ³		N/A	See Footnote	See Footnote
WAN Analysis Reporting				
WAN Analysis Reporting, Service ID: 1617173187 *				
Service Commitment: 36 months				
Standard Select		N/A	0.00	N/A
Location Subtotal:			835.65	2,217.67

1 Subject to the conditions, Customers who order Verizon Private IP + for the first time with a minimum two year Service Commitment or Volume Commitment Period, as applicable (for purposes of this promotion the "Commitment"), will receive credits equal to the Monthly Recurring Charges ("MRC") for the Private IP port and the MRC for Access + in the second full monthly billing period for a two year Commitment. Customers committing to a three year or greater Commitment will receive credits equal to the MRC for the Private IP port and the MRC for Access + in the second and third full monthly billing periods. Only Private IP ports located in the contiguous United States are eligible for this promotion.

2 The current Rates are available at Verizon VoIP Pricing URL (https://enterprisecenter.verizon.com/enterprisesolutions/global/viewProductDesc.do?product=FET_VOIP_USAGE&curr=USD&date=01172024).

3 A monthly charge of USD 100.00 will apply if Trunking Route Overflow is subscribed and activated via the Verizon VoIP - Integrated Administrative Console available on the Verizon Enterprise Center online portal.

This draft Quotation is for informational purposes only and is subject to change.

Verizon surcharges, fees and taxes are not included, may vary from month to month and are subject to change.

Pricing assumes the provision of accurate customer information. Provisioning is subject to order acceptance.

Pricing and provisioning are subject to the solution being deliverable and billable in accordance with negotiated terms and conditions including service level agreements which have been agreed upon by Verizon and the customer in writing.



Appendix: CPE Summary for all locations
(for location detail see Appendix: CPE document)

Ancillary Equipment						
Description	Activity Code	Quantity	Currency	MRC	NRC	
Ancillary Equipment - 49305-000-995,CAB-ETH-S-RJ45 (2)	Added	0	USD	0.00	54.18	
Ancillary Equipment - ACS-1100-RM-19,CAB-AC,CAB-ETH-S-RJ45 (2)	Added	0	USD	0.00	84.67	
Added Ancillary Equipment Subtotal:			USD	0.00	138.85	

Equipment						
Description	Activity Code	Quantity	Currency	MRC	NRC	
Equipment - Purchase - C1111-4P - ISR 1100 4 Ports Dual GE WAN Ethernet Router	Added	1	USD	N/A	977.62	
Equipment - Purchase - USR5686G - 56K U SERIAL CTLR MODEM EXT SERIAL FAXMODEM	Added	1	USD	N/A	137.01	
Software - Purchase - SISR1100UK9-1610 - Cisco ISR 1100 Series IOS XE Universal - Includes: CPE IMPLEMENTATION	Added	1	USD	N/A	0.00	
Software - Purchase - SL-1100-4P-APP - AppX License for Cisco ISR 1100 4P Series - Includes: CPE IMPLEMENTATION	Added	1	USD	N/A	272.20	
Added Equipment Subtotal:			USD	0.00	1,386.83	

Labor						
Description	Activity Code	Quantity	Currency	MRC	NRC	
Labor - Purchase - CPE IMPLEMENTATION - STAGING AND DEPLOYMENT ONLY	Added	2	USD	N/A	558.65	
Added Labor Subtotal:			USD	0.00	558.65	

Service Delivery Charges						
Description	Activity Code	Quantity	Currency	MRC	NRC	
Shipping and Handling - Purchase	Added	0	USD	N/A	33.34	
Added Service Delivery Charges Subtotal:			USD	0.00	33.34	



Appendix: Private IP (PIP)

Location ID: 66330411C - EAST STROUDSBURG (Quote Location Name: EAST STROUDSBURG)
279 N COURTLAND ST, EAST STROUDSBURG, PA 18301-2122, United States

Service ID: 1617173089

Private IP Dynamic Port Pricing	
Port Speed	MRC (USD)
1 Mbps	75.00
2 Mbps	112.50
3 Mbps	137.50
4 Mbps	158.50
5 Mbps	165.00

Private IP Dynamic Port Pricing	
Port Speed	MRC (USD)
6 Mbps	185.00
7 Mbps	205.00
8 Mbps	217.50
9 Mbps	222.50
10 Mbps	225.00

Private IP EF Real-time Pricing	
EF Realtime CAR Speed	MRC (USD)
0 Kbps	0.00
8 Kbps	7.00
16 Kbps	7.00
32 Kbps	7.00
56 Kbps	7.00
128 Kbps	7.00
256 Kbps	7.00
384 Kbps	7.00
512 Kbps	7.00
768 Kbps	7.00
900 Kbps	7.00
1 Mbps	7.00
1.3 Mbps	7.00

Private IP EF Real-time Pricing	
EF Realtime CAR Speed	MRC (USD)
1.5 Mbps	7.00
1.7 Mbps	7.00
2 Mbps	28.00
2.5 Mbps	31.50
3 Mbps	35.00
3.5 Mbps	38.50
4 Mbps	42.00
4.5 Mbps	43.50
5 Mbps	45.00
5.5 Mbps	47.50
7 Mbps	54.00
9 Mbps	59.00



Appendix: Verizon VoIP

Location ID: 66330411C - EAST STROUDSBURG (Quote Location Name: EAST STROUDSBURG)
279 N COURTLAND ST, EAST STROUDSBURG, PA 18301-2122, United States

Service ID: 1617173193

Verizon VoIP Features			
Feature	Unit of Measure	MRC (USD)	NRC (USD)
Telephone Number Charge	Telephone Number(s)	0.132	0.25
Redirect to Telephone Number	Trunk Group(s)	19.80	30.00
Voice Mails	Telephone Number(s)	2.31	0.00
Auto Attendant Instances	Instance	13.20	0.00
Call Forwarding	Telephone Number(s)	0.66	0.00
Non-Published	Listing(s)	1.155	0.00
Additional Listing	Listing(s)	1.353	0.00
Non-Listed	Listing(s)	0.825	0.00
Caller ID with Name - Inbound	Telephone Number(s)	0.1584	0.00

DIAGRAM

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V. A. I

Quotation
(Reprint)

477 EPSCO STROUDSBURG
1332 N 9TH STREET
STROUDSBURG PA 18360-7478
570-424-6161 Fax 570-424-6139

QUOTE DATE	QUOTE NUMBER
01/31/24	S032881791
QUOTED BY:	PAGE NO.
477 EPSCO STROUDSBURG 1332 N 9TH STREET STROUDSBURG PA 18360-7478 570-424-6161 Fax 570-424-6139	1 of 1

Printed : 10:44:24 05 FEB 2024

QUOTE TO:
E STROUDSBURG AREA SCH DIST
ACCOUNTS PAYABLE
50 VINE ST
E STROUDSBURG, PA 18301-2150

SHIP TO:
E STROUDSBURG AREA SCH DIST
ACCOUNTS PAYABLE
50 VINE ST
E STROUDSBURG, PA 18301-2150
570-424-8500

QUOTED FOR	CUSTOMER PURCHASE ORDER NUMBER	CUSTOMER RELEASE NUMBER	SALES PERSON	
ROBERT	bottle fillers		HOUSE	
WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT ALLOWED
Todd Bentzoni	PKR PICKUP NO RF	NET 30 DAYS	03/16/24	No
QUOTE QTY	DWG PART#	DESCRIPTION	Net Pcs	Ext Pcs
32ea	1676858	ELKAY LZWS-ERP8-RF BOTTLE FILLER RETROFIT KIT (1676858)	1487.500/ea	47600.00
44ea	995878	ELKAY LZS8WSVRLK GRAY ADA WM 115V 60HZ PUSHBAR VP STREAMSAVER BUBBLER DRINKING FTN W/ FILTER & EZH2O STATION (995878)	1176.136/ea	51750.00
TAXES NOT INCLUDED				

6 mos | until next school yr.

76 units needed.

February - 32 units → 47,600 (23/24)

July 1 - 44 units → 51750.00 (24/25)

Prices contained in this quote are the prices in effect at the time of quotation, and are subject to change at any time. We are not responsible for inaccurate quantity descriptions. Quantities should be checked against plans and specifications for accuracy. Special order material is non-cancellable. We are not responsible for delays not within our control.

Subtotal	99350.00
Bid Total	99350.00

V.I.B.I.



D'HUY Engineering, Inc.

EAST STROUDSBURG AREA SCHOOL DISTRICT
EAST STROUDSBURG AND MIDDLE SMITHFIELD ELEMENTARY SCHOOLS
FLOORING REPLACEMENT
DEI Project No. 287040

BID TABULATION
February 6, 2024

V.I.B.I.

	Cope Commercial Flooring	D&M Construction Unlimited Inc.	H&P Construction, Inc.	Lehigh Valley Floor Covering
CONTRACT 1 - ESE (BASE BID)	\$ 524,495.00	\$ 778,000.00	\$ 558,853.00	NO BID
ALTERNATE 1 - LVT BY INTERFACE	\$ -	\$ -	\$ 5,750.00	NO BID
ALTERNATE 2 - CARPET TILE BY SHAW	\$ -	\$ -	\$ -	NO BID
CONTRACT 2 - MSE (BASE BID)	\$ 444,826.00	\$ 765,000.00	\$ 535,000.00	\$ 585,000.00
ALTERNATE 1 - LVT BY INTERFACE	\$ -	\$ -	\$ 5,750.00	\$ 4,800.00
ALTERNATE 2 - CARPET TILE BY SHAW	\$ -	\$ -	\$ -	\$ -
CONTRACT 3 - COMBINED (BASE BID)	\$ 969,321.00	\$ 1,543,000.00	\$ 1,093,853.00	NO BID
ALTERNATE 1 - LVT BY INTERFACE	\$ -	\$ -	\$ 11,500.00	NO BID
ALTERNATE 2 - CARPET TILE BY SHAW	\$ -	\$ -	\$ -	NO BID

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V.I.C.I.



DEI Engineering, Inc.

EAST STROUDSBURG AREA SCHOOL DISTRICT
NORTH CAMPUS GENERATOR REPLACEMENT

DEI PROJECT NO. 287039

BID TABULATION
Tuesday, November 28, 2023 @ 1:00 PM

	Ace Electric	Albarell Electric, Inc.	Apollo Group, Inc.	North End Electric	Wind Gap Electric, Inc.
BASE BID		\$ 83,305.00		\$ 111,000.00	\$ 96,000.00
ALTERNATE #1 - ADDED to the Base Bid amount to provide a liquid propane fueled generator in lieu of the base bid diesel generator, and all components indicated on drawings P0.1, P2.1, and P7.1.		\$ 30,950.00		\$ 24,700.00	\$ 40,000.00
TOTAL	\$ -	\$ 83,305.00	\$ -	\$ 111,000.00	\$ 96,000.00



114255

V.I.C.I.

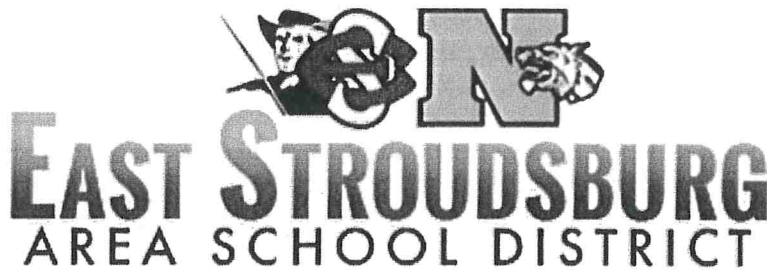
307



Trane Turnkey Proposal

East Stroudsburg Area School District

North High School & Lehman RTU Replacement



Turnkey Proposal For:

Peter Bard (BM)
East Stroudsburg School Dist
50 VINE STREET
East Stroudsburg, PA 18301-1830

Local Trane Office:

Trane U.S. Inc.
1185 North Washington Street
Wilkes Barre, PA 18705

Local Trane Representative:

Keith Dougherty
Office Phone: (570) 821-4960

Proposal ID: 7589251

COOP Quote Number: D4-543115-24-002

COOP or Federal Contract ID: OMNIA
Racine #3341

Date: February 15, 2024



Trane Turnkey Proposal

Executive Summary

Trane is pleased to present a solution to help East Stroudsburg School District reach its performance goals and objectives. This proposed project will enhance your operation by helping you to optimize your resources, improve the comfort in your facility, and reduce energy costs.

We appreciate the effort from East Stroudsburg School District to assist in the HVAC system analysis and business discussions. Because of your efforts, we were able to develop a proposal that offers Turnkey retrofit service solutions to your specific concerns, based on Trane system knowledge and application expertise.

As your partner, Trane is committed to providing Turnkey retrofit services to help achieve a comfortable building environment for the people who occupy the building. For the people who own, manage and maintain the building, Trane is committed to providing reliable HVAC systems and products that improve performance.

Some key features and benefits East Stroudsburg School District should expect from this project are highlighted below.

- Complete Trane HVAC Construction Management and Comprehensive Turnkey Solution
- Trane Project Management
- Improve the building environment and Environment of Learning for students, staff and administrators of associated offices, classrooms, and spaces.
- Utilizing the recent upgrade wireless building automation system
- Increase efficiency of existing units to High Efficiency units, thus, realizing energy savings to East Stroudsburg Area School District

Trane appreciates the opportunity to earn your business. This investment will provide East Stroudsburg School District with the capability to significantly reduce operating costs and improve comfort conditions in your facility.

We look forward to partnering with East Stroudsburg School District for your Turnkey retrofits service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps.

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.

Warm Regards,

Keith Dougherty
Trane U.S. Inc.



The Warranty Period

Your Trane Limited Equipment Warranty begins when factory-trained and authorized technicians have completed the Trane factory-recommended start-up. The subsequent period represents the most crucial time in the life of your new system.

The warranty you receive with your new system does not include provisions for prescribed maintenance or regular operation and performance inspections. The general terms of the warranty require that Trane system owners take responsibility for operations, calibration, inspections and maintenance of their systems. Failure in any of these areas can have an adverse effect on the equipment and the validity of the warranty. Additionally, issues covered by the warranty may go undetected until after the warranty period has ended.

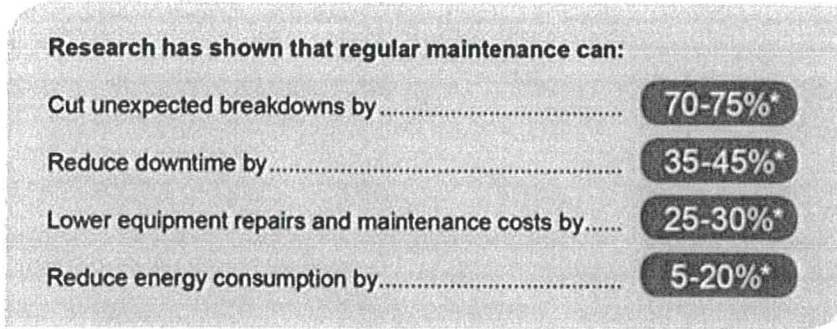
During the warranty period, it is important that your new system is inspected regularly, per Trane industry-leading service recommendations, by factory trained and qualified technicians. It is also important that service is documented carefully during the warranty period. Warranty claims may require documentation verifying that equipment has been operated and inspected per Trane recommendations. Documentation can be used to help determine the cause of failure, preventing similar occurrences after the warranty has expired.

Any warranty issues found during the periodic inspections will be reported immediately. These inspections will feature the use of diagnostic practices developed exclusively for and used by Trane factory trained technicians.



First Year Trane service agreement for your turnkey project

Proper maintenance can save an estimated 12-18%* of your budget compared to a run-to-fail approach. A Trane Service Agreement is structured to help you manage your lifecycle costs and capture those savings.



*Source: FEMP O&M Guide - August 2010

In addition to financial value, when you partner with Trane you can expect:

Contract and Financial Benefits

Assigned Service Team - Your service team will consist of a professional Service Coordinator, Service Technicians and an Account Manager, all with extensive HVAC systems experience.

Priority Response - As a Trane Service Agreement customer, you will receive service priority over time and materials customers.

Automated Scheduling System - Trane utilizes a computerized scheduling program to ensure that all services included in the Agreement are performed as stated.

Financial Benefits - The implementation of this support agreement from Trane can help control the costs of operating your building in several ways: Lower energy consumption; reduction in the costs and disruptions caused by downtime; planned, budgeted and controlled operating costs; and reduced maintenance. All of these benefits can be gained through a structured contract for support.

Trane Intelligent Services – 24 x 7 Support

With our active Trane service agreement, you are eligible for Trane Intelligent Services (TIS). A revolutionary integration of technology and Trane professionals, TIS monitors, analyzes and acts to improve the performance of building systems to support your business mission. Three levels of TIS serve a range of needs: Alarm Notification is exclusive to Trane and is included in this agreement. Active Monitoring and Building Performance are optional service levels that may be customized to meet your unique requirements.



Superior Service Delivery

Trane's original equipment manufacturer (OEM) Service Delivery Process

Ensures consistent quality through:

- Focus on building environments
- Uniform service delivery
- Pre-job parts planning
- Documented work procedures
- Efficient and economical delivery of services
- Emphasis on safety

Service Work Flow - Trane utilizes an industry-exclusive service flow process that includes detailed procedures and identified steps for: safety, parts, materials, tools and sequence for execution. Trane procedures also include steps for safety, quality control, work validation, and environmental compliance.

This process assures a complete service event. No critical steps are skipped or lost. Systems serviced in this way offer a higher degree of reliability and operational longevity. These exclusive service procedures deliver superior service and most reliable outcomes at the most cost-effective price.

Where applicable, the Trane service process meets or exceeds ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.

Knowledge Transfer

Documentation - Work performed on your equipment will be documented by the technician and reviewed with you at the completion of each visit.

Operational System Optimization - Trane Service Technicians will review operating sequences and practices for the equipment covered by the Agreement and advise you of operational improvement opportunities.

Training for Facility Staff – Operator training and coaching is available per the service Agreement. Additional training can be customized to meet your site-specific needs.

Health and Safety

Safety Management Program - Trane Building Services employs several full-time Occupational Safety and Health Administration (OSHA) 30-hour certified safety managers who are available to perform safety consultations relating to the service performed at your site. Our Safety Management Program includes monthly safety training for all Trane Building Services field personnel, field supervisor jobsite audits, technician job safety analyses and other key risk assessments and control strategies.

Personal Safety - Trane service technicians are, at a minimum, OSHA 10-hour certified, or equivalent with yearly retraining on all key occupational safety and health topics. Many of our technicians have participated in "Smith Safe" driver training and some are Department of Transportation (DOT) Hazmat certified. They are provided with up-to-date personal protective equipment (PPE), training on its use and limitations, and FR protective apparel. Trane maintains an industry-leading position in National Fire Protection Agency (NFPA) 70E Electrical Safety, technician ergonomics and fall protection programs.

Drug-Free Workplace - Trane Building Services maintains a Drug-Free Workplace, with a robust drug and alcohol testing program.



Prepared For:
Peter Bard (BM)

Date:
February 15, 2024

Job Name:
East Stroudsburg SD Resica ES Turnkey

Proposal ID:
7589246

Delivery Terms:
Freight Allowed and Prepaid – F.O.B. Factory

Payment Terms:
Net 30

State Contractor License Number:

Proposal Expiration Date:
30 Days

Scope of Work

“Scope of Work” and notations within are based on the following negotiated scope of work with Peter Bard (BM) and based on the site surveys performed.

Turnkey Installation of Pre-Purchased HVAC Equipment

- (11) Modular Trane T-Series Style Outdoor Air Handlers
- (8) Xetex Packaged Rooftop Heat Exchangers

Mechanical and Electrical Installation

- Receive and stage all rooftop units for the project on site.
- Provide lock out and tag out of all existing 19 rooftop units.
- Disconnect all piping, power wiring, and verify that all rooftop unit are not connected to existing ductwork.
- Prepare the new rooftop to set on the roof.
- Provide roof safety railing on the roof for the transition between Area 1 and Area 2.
- Mobilize the helicopter for the lift.
- Provide and review all safety procedures for the lift.
- Remove all 19 existing rooftop units and set the new units. Provide new seals from the existing ductwork to the new rooftop units.
- Reconnect all piping and power wiring to the new rooftop units.
- Provide new condensate drains for new rooftop units.
- Prepare new rooftop unit for startup.
- Provide new ductwork and insulation for AH-5 and AH-6 so that the ductwork is complete and fully functional.
- Provide authorized startups for all new rooftop units and verify operation.

Project Clarifications

- Includes Performance and Payment Bond
- Hours of work include standard
- No overtime, 2nd or 3rd shift hours are included
- All existing smoke detectors will be reused for this project.
- Units are designed to fit on existing curbs
- All existing control valves and trim at the rooftop unit below the roofline are to remain.
- Existing circuitry for rooftop units is to remain as installed and shall be extended or modified as required to connect to the new rooftop units. Power circuitry shall be verified to ensure that the existing circuitry will support the new rooftop unit
- Includes operation and maintenance manuals

Exclusions

- Permit and engineered drawings
- Additional glycol add to the system
- Rework of the existing roof flashing that was not secure, this will be validated with a walkthrough before the start of construction
- Any hazardous material abatement
- Pre-measuring of existing system performance



Pricing and Acceptance

Peter Bard (BM)
East Stroudsburg School Dist
50 VINE STREET
East Stroudsburg, PA 18301-1830

Site Address:
Resica Elementary
1 Gravel Ridge Rd
East Stroudsburg, PA 18302

Price

Total Net Price (*Excluding Sales Tax*)\$1,410,877.00 USD

Anticipation Discount

Trane is pleased to offer an opportunity to maximize the value of your purchase by offering you savings with the Trane Anticipation Discount Program (ADP) that is flexible and designed for all Trane customers. The discount depends on the percentage of quoted price that is pre-paid, estimated payment date, estimated monthly schedule of values, and the current annualized discount rate.

Total 90% Prepayment ADP Discount for this project\$ 12,200.00

Financial items not included

- Guarantee of any energy, operational, or other savings

Respectfully submitted,

Keith Dougherty
Trane U.S. Inc.
Cell: (717) 503-4364



ACCEPTANCE

This proposal is subject to Customer's acceptance of the attached Trane Terms and Conditions (Installation).

We value the confidence you have placed in Trane and look forward to working with you.

Retention withheld 5% on installation, 0% on Equipment; rate reduced per the contract documents and released no later than the date of Trane substantial completion.

Submitted By: Keith Dougherty	Cell: 717-503-4364 Proposal Date: February 15, 2024
CUSTOMER ACCEPTANCE East Stroudsburg School District	TRANE ACCEPTANCE Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date License Number:

Project Payment Schedule

Month	Payment Amount
3/30/2024	\$ 366,645.00
4/30/2024	\$ 162,320.00
5/30/2024	\$ 146,865.00
6/30/2024	\$ 371,020.00
7/30/2024	\$ 239,617.00
8/30/2024	\$ 81,160.00
9/30/2024	\$ 43,250.00
10/30/2024	\$ -
Total	\$ 1,410,877.00



TERMS AND CONDITIONS – COMMERCIAL INSTALLATION

"Company" shall mean Trane U.S. Inc. for Work performed in the United States or Trane Canada ULC for Work performed in Canada.

1. **Acceptance; Agreement.** These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the commercial goods and/or services described (the "Work"). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Work rendered by Company to the date of cancellation.
2. **Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.
3. **Title and Risk of Loss.** All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.
4. **Pricing and Taxes.** Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer's tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Within thirty (30) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Work are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of goods. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If such release is not received within 6 months after date of order receipt, Company reserves the right to cancel any order. If shipment is delayed due to Customer's actions, Company may also charge Customer storage fees. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased.
5. **Exclusions from Work.** Company's obligation is limited to the Work as defined and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company.
6. **Performance.** Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.
7. **Payment.** Customer shall pay Company's invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point and shall not assign or transfer any interest in the equipment until all payments due Company have been made.
8. **Time for Completion.** Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.
9. **Access.** Company and its subcontractors shall be provided access to the Work site during regular business hours, or such other hours as may be requested by Company and acceptable to the Work site's owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Company's access to correct any emergency condition shall not be restricted. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer's request.
10. **Completion.** Notwithstanding any other term or condition herein, when Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company's representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer's failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.
11. **Permits and Governmental Fees.** Company shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses and inspections are not included in the Proposal, Company will invoice Customer for such costs.
12. **Utilities During Construction.** Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.
13. **Ce concealed or Unknown Conditions.** In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.
14. **Pre-Existing Conditions.** Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.



15. Asbestos and Hazardous Materials. Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

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

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

19. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, OR PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

20. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANT LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

21. Patent Indemnity. Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

22. Limited Warranty. Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up.** Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)" are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY .OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

23. Insurance. Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

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



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

24. Commencement of Statutory Limitation Period. Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

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

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

27. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

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

29. Building Automation Systems and Network Security. Customer and Trane acknowledge that Building Automation System (BAS) and connected networks security requires Customer and Trane to maintain certain cybersecurity obligations. Customer acknowledges that upon completion of installation and configuration of the BAS, the Customer maintains ownership of the BAS and the connected network equipment. Except for any applicable warranty obligations, Customer is solely responsible for the maintenance and security of the BAS and related networks and systems. In the event there is a service agreement between Trane and Customer, Trane will provide the services as set forth in the service agreement.

In order to maintain a minimum level of security for the BAS, associated networks, network equipment and systems, Customer's cybersecurity responsibilities include without limitation:

1. Ensure that the BAS, networks, and network equipment are physically secure and not accessible to unauthorized personnel.
2. Ensure the BAS remains behind a secure firewall and properly segmented from all other customer networks and systems, especially those with sensitive information.
3. Keep all Inbound ports closed to any IP Addresses in the BAS.
4. Remove all forwarded inbound ports and IP Addresses to the BAS.
5. Maintain user login credentials and unique passwords, including the use of strong passwords and the removal of access for users who no longer require access.
6. Where remote access is desired, utilize a secure method such as Trane Connect Secure Remote Access or your own VPN.
7. For any Trane services requiring remote data transfer and/or remote user access, configure the BAS and related firewall(s) per instructions provided by Trane. This typically includes configuring Port 443 and associated firewall(s) for Outbound only.
8. Perform regular system maintenance to ensure that your BAS is properly secured, including regular software updates to your BAS and related network equipment (i.e., firewalls).

Any and all claims, actions, losses, expenses, costs, damages, or liabilities of any nature due to Customer's failure to maintain BAS security responsibilities and/or industry standards for cybersecurity are the sole responsibility of the Customer.

1-26.251-10(0123)
Supersedes 1-26.251-10(1221)



SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data: Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. **Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. **Customer Data: Confidentiality.** Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents



who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data: Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data: Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) data backups; and
 - (ii) formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.



16. Background checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

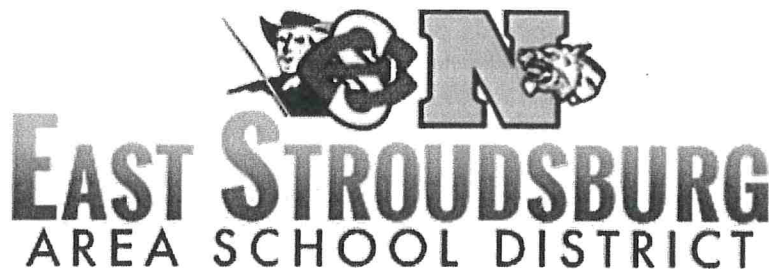
November 2023



Trane Turnkey Proposal

East Stroudsburg Area School District

Resica Elementary School HVAC Renovation



Turnkey Proposal For:
Peter Bard (BM)
East Stroudsburg School Dist
50 VINE STREET
East Stroudsburg, PA 18301-1830

Local Trane Office:
Trane U.S. Inc.
1185 North Washington Street
Wilkes Barre, PA 18705

Local Trane Representative:
Keith Dougherty
Office Phone: (570) 821-4960

Proposal ID: 7589246
COOP Quote Number: D4-543115-24-001
COOP or Federal Contract ID: OMNIA
Racine #3341

Date: February 15, 2024



Trane Turnkey Proposal

Executive Summary

Trane is pleased to present a solution to help East Stroudsburg School District reach its performance goals and objectives. This proposed project will enhance your operation by helping you to optimize your resources, improve the comfort in your facility, and reduce energy costs.

We appreciate the effort from East Stroudsburg School District to assist in the HVAC system analysis and business discussions. Because of your efforts, we were able to develop a proposal that offers Turnkey retrofit service solutions to your specific concerns, based on Trane system knowledge and application expertise.

As your partner, Trane is committed to providing Turnkey retrofit services to help achieve a comfortable building environment for the people who occupy the building. For the people who own, manage and maintain the building, Trane is committed to providing reliable HVAC systems and products that improve performance.

Some key features and benefits East Stroudsburg School District should expect from this project are highlighted below.

- Complete Trane HVAC Construction Management and Comprehensive Turnkey Solution
- Trane Project Management
- Improve the building environment and Environment of Learning for students, staff and administrators of associated offices, classrooms, and spaces.
- Add new wireless communication network to allow the existing system to interface with the new system
- Increase efficiency of existing units to High Efficiency units, thus, realizing energy savings to East Stroudsburg Area School District
- Allows for the existing VAV boxes to remain function while new boxes are installed in phases and migrated to the wireless network

Trane appreciates the opportunity to earn your business. This investment will provide East Stroudsburg School District with the capability to significantly reduce operating costs and improve comfort conditions in your facility.

We look forward to partnering with East Stroudsburg School District for your Turnkey retrofits service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps.

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.

Warm Regards,

Keith Dougherty
Trane U.S. Inc.



The Warranty Period

Your Trane Limited Equipment Warranty begins when factory-trained and authorized technicians have completed the Trane factory-recommended start-up. The subsequent period represents the most crucial time in the life of your new system.

The warranty you receive with your new system does not include provisions for prescribed maintenance or regular operation and performance inspections. The general terms of the warranty require that Trane system owners take responsibility for operations, calibration, inspections and maintenance of their systems. Failure in any of these areas can have an adverse effect on the equipment and the validity of the warranty. Additionally, issues covered by the warranty may go undetected until after the warranty period has ended.

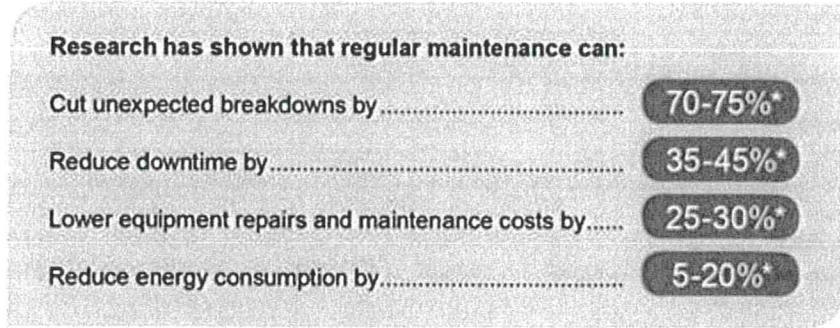
During the warranty period, it is important that your new system is inspected regularly, per Trane industry-leading service recommendations, by factory trained and qualified technicians. It is also important that service is documented carefully during the warranty period. Warranty claims may require documentation verifying that equipment has been operated and inspected per Trane recommendations. Documentation can be used to help determine the cause of failure, preventing similar occurrences after the warranty has expired.

Any warranty issues found during the periodic inspections will be reported immediately. These inspections will feature the use of diagnostic practices developed exclusively for and used by Trane factory trained technicians.



First Year Trane service agreement for your turnkey project

Proper maintenance can save an estimated 12-18%* of your budget compared to a run-to-fail approach. A Trane Service Agreement is structured to help you manage your lifecycle costs and capture those savings.



*Source: FEMP O&M Guide—August 2010

In addition to financial value, when you partner with Trane you can expect:

Contract and Financial Benefits

Assigned Service Team - Your service team will consist of a professional Service Coordinator, Service Technicians and an Account Manager, all with extensive HVAC systems experience.

Priority Response - As a Trane Service Agreement customer, you will receive service priority over time and materials customers.

Automated Scheduling System - Trane utilizes a computerized scheduling program to ensure that all services included in the Agreement are performed as stated.

Financial Benefits - The implementation of this support agreement from Trane can help control the costs of operating your building in several ways: Lower energy consumption; reduction in the costs and disruptions caused by downtime; planned, budgeted and controlled operating costs; and reduced maintenance. All of these benefits can be gained through a structured contract for support.

Trane Intelligent Services – 24 x 7 Support

With our active Trane service agreement, you are eligible for Trane Intelligent Services (TIS). A revolutionary integration of technology and Trane professionals, TIS monitors, analyzes and acts to improve the performance of building systems to support your business mission. Three levels of TIS serve a range of needs: Alarm Notification is exclusive to Trane and is included in this agreement. Active Monitoring and Building Performance are optional service levels that may be customized to meet your unique requirements.



Superior Service Delivery

Trane's original equipment manufacturer (OEM) Service Delivery Process

Ensures consistent quality through:

- Focus on building environments
- Uniform service delivery
- Pre-job parts planning
- Documented work procedures
- Efficient and economical delivery of services
- Emphasis on safety

Service Work Flow - Trane utilizes an industry-exclusive service flow process that includes detailed procedures and identified steps for: safety, parts, materials, tools and sequence for execution. Trane procedures also include steps for safety, quality control, work validation, and environmental compliance.

This process assures a complete service event. No critical steps are skipped or lost. Systems serviced in this way offer a higher degree of reliability and operational longevity. These exclusive service procedures deliver superior service and most reliable outcomes at the most cost-effective price.

Where applicable, the Trane service process meets or exceeds ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.

Knowledge Transfer

Documentation - Work performed on your equipment will be documented by the technician and reviewed with you at the completion of each visit.

Operational System Optimization - Trane Service Technicians will review operating sequences and practices for the equipment covered by the Agreement and advise you of operational improvement opportunities.

Training for Facility Staff – Operator training and coaching is available per the service Agreement. Additional training can be customized to meet your site-specific needs.

Health and Safety

Safety Management Program - Trane Building Services employs several full-time Occupational Safety and Health Administration (OSHA) 30-hour certified safety managers who are available to perform safety consultations relating to the service performed at your site. Our Safety Management Program includes monthly safety training for all Trane Building Services field personnel, field supervisor jobsite audits, technician job safety analyses and other key risk assessments and control strategies.

Personal Safety - Trane service technicians are, at a minimum, OSHA 10-hour certified, or equivalent with yearly retraining on all key occupational safety and health topics. Many of our technicians have participated in "Smith Safe" driver training and some are Department of Transportation (DOT) Hazmat certified. They are provided with up-to-date personal protective equipment (PPE), training on its use and limitations, and FR protective apparel. Trane maintains an industry-leading position in National Fire Protection Agency (NFPA) 70E Electrical Safety, technician ergonomics and fall protection programs.

Drug-Free Workplace - Trane Building Services maintains a Drug-Free Workplace, with a robust drug and alcohol testing program.



Prepared For:
Peter Bard (BM)

Date:
February 15, 2024

Job Name:
East Stroudsburg SD Resica ES Turnkey

Proposal ID:
7589246

Delivery Terms:
Freight Allowed and Prepaid – F.O.B. Factory

Payment Terms:
Net 30

State Contractor License Number:

Proposal Expiration Date:
30 Days

Scope of Work

"Scope of Work" and notations within are based on the following negotiated scope of work with Peter Bard (BM) and based on the site surveys performed.

Turnkey Installation of Pre-Purchased HVAC Equipment

- (1) Trane Air-Cooled Chiller
- (35) Trane Classroom Unit Ventilators
- (6) Modular Trane M-Series Style Indoor Air Handlers
- (1) Trane Blower Coil Air Handler
- (10) Trane Variable Air Volume Single Duct Terminal Units

Mechanical and Electrical Installation

- Drain the Hot and Chilled water solutions into containers and save for refilling the systems at end of project
- Decommission and disconnect the existing chiller.
- Decommission 35 Unit ventilators, 7 air handlers, 10 VAV boxes, 4 pumps.
- Remove the existing equipment from site and provide legal disposal.
- Install the new chiller on the existing concrete pad, provide modification to the existing piping, and power wiring to connect to the new chiller.
- Install the new unit ventilators in the existing locations, provide modification to the existing hot and chilled water piping, along with the power wiring to connect to the new unit ventilators.
- Install the new indoor air handlers in the existing locations, remove required existing ductwork to allow for the new installation, provide modification to the existing ductwork, hot and chilled water piping, along with the power wiring to connect to the new air handlers.
- Provide new relief air ductwork in the indoor air handler mechanical rooms to allow for ducted relief on the air from the air handler systems so that the mechanical room is no longer used as a plenum.
- Install replacement valves for Existing Air Handler, Unit Heaters, Cabinet Unit Heaters, Fin-Tube Radiation, Fan Coils
- Install the new Hot and Chilled water pumps and accessories in the mechanical room in the existing locations, provide modification to the existing piping and power wiring to connect to the new pumps. Install new VFD's on the wall in the mechanical room to replace the existing VFD's serving the pumps.
- Provide new insulation that will match the existing specification for piping and ductwork that is new on this project.
- Provide a new roof access ladder in the chiller fenced area to access the roof of the building in order to service the existing kitchen makeup air unit.
- Provide new isolation valves serving each wing of the building on the hot and chilled water piping system.
- Provide and install insulation for new hot and chilled water isolation valves for classroom unit ventilators (isolation valve and installation of valve by others)



Project Clarifications

- Includes Performance and Payment Bond
- Hours of work include standard
- No overtime, 2nd or 3rd shift hours are included
- If existing equipment to remain in service is found with deficiencies those deficiencies will be noted and that information shall be provided to the owner for repair. The existing equipment to remain shall also operate optimally and not affect the building performances
- The existing kitchen air handler and exhaust fan systems for the kitchen and school are excluded from this scope
- Any work in service building excluded
- Dampers not coming on new equipment are existing to remain.
- Any modifications to the outdoor air intakes and brick facade serving the UV's is not included
- Additional UV shelving or major modification to shelving is not included
- Includes operation and maintenance manuals
- Excludes permit and engineered drawings
- Excludes additional glycol add to the system



Pricing and Acceptance

Peter Bard (BM)
East Stroudsburg School Dist
50 VINE STREET
East Stroudsburg, PA 18301-1830

Site Address:
Resica Elementary
1 Gravel Ridge Rd
East Stroudsburg, PA 18302

Price

Total Net Price (Excluding Sales Tax)\$1,770,955.00 USD

Anticipation Discount

Trane is pleased to offer an opportunity to maximize the value of your purchase by offering you savings with the Trane Anticipation Discount Program (ADP) that is flexible and designed for all Trane customers. The discount depends on the percentage of quoted price that is pre-paid, estimated payment date, estimated monthly schedule of values, and the current annualized discount rate.

Total 90% Prepayment ADP Discount for this project\$ 15,600.00

Financial items not included

- Bid Bond
- Payment and Performance Bond
- Guarantee of any energy, operational, or other savings

Respectfully submitted,

Keith Dougherty
Trane U.S. Inc.
Cell: (717) 503-4364



ACCEPTANCE

This proposal is subject to Customer's acceptance of the attached Trane Terms and Conditions (Installation).

We value the confidence you have placed in Trane and look forward to working with you.

Retention withheld 5% on installation, 0% on Equipment; rate reduced per the contract documents and released no later than the date of Trane substantial completion.

Submitted By: Keith Dougherty	Cell: 717-503-4364 Proposal Date: February 15, 2024
CUSTOMER ACCEPTANCE East Stroudsburg School District	TRANE ACCEPTANCE Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date License Number:

Project Payment Schedule

Month	Payment Amount
3/30/2024	\$ 420,000.00
4/30/2024	\$ 210,000.00
5/30/2024	\$ 190,000.00
6/30/2024	\$ 480,000.00
7/30/2024	\$ 310,000.00
8/30/2024	\$ 105,000.00
9/30/2024	\$ 55,955.00
10/30/2024	\$ -
Total	\$ 1,770,955.00



TERMS AND CONDITIONS – COMMERCIAL INSTALLATION

“Company” shall mean Trane U.S. Inc. for Work performed in the United States or Trane Canada ULC for Work performed in Canada.

1. **Acceptance; Agreement.** These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the commercial goods and/or services described (the "Work"). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Work rendered by Company to the date of cancellation.
2. **Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.
3. **Title and Risk of Loss.** All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.
4. **Pricing and Taxes.** Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer's tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Within thirty (30) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Work are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of goods. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If such release is not received within 6 months after date of order receipt, Company reserves the right to cancel any order. If shipment is delayed due to Customer's actions, Company may also charge Customer storage fees. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased.
5. **Exclusions from Work.** Company's obligation is limited to the Work as defined and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company.
6. **Performance.** Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.
7. **Payment.** Customer shall pay Company's invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point and shall not assign or transfer any interest in the equipment until all payments due Company have been made.
8. **Time for Completion.** Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.
9. **Access.** Company and its subcontractors shall be provided access to the Work site during regular business hours, or such other hours as may be requested by Company and acceptable to the Work site's owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Company's access to correct any emergency condition shall not be restricted. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer's request.
10. **Completion.** Notwithstanding any other term or condition herein, when Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company's representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer's failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.
11. **Permits and Governmental Fees.** Company shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses and inspections are not included in the Proposal, Company will invoice Customer for such costs.
12. **Utilities During Construction.** Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.
13. **Concealed or Unknown Conditions.** In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.
14. **Pre-Existing Conditions.** Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.



15. Asbestos and Hazardous Materials. Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

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

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

19. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, OR PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

20. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANT LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

21. Patent Indemnity. Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

22. Limited Warranty. Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up.** Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

23. Insurance. Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

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



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

24. Commencement of Statutory Limitation Period. Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

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

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

27. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

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

29. Building Automation Systems and Network Security. Customer and Trane acknowledge that Building Automation System (BAS) and connected networks security requires Customer and Trane to maintain certain cybersecurity obligations. Customer acknowledges that upon completion of installation and configuration of the BAS, the Customer maintains ownership of the BAS and the connected network equipment. Except for any applicable warranty obligations, Customer is solely responsible for the maintenance and security of the BAS and related networks and systems. In the event there is a service agreement between Trane and Customer, Trane will provide the services as set forth in the service agreement.

In order to maintain a minimum level of security for the BAS, associated networks, network equipment and systems, Customer's cybersecurity responsibilities include without limitation:

1. Ensure that the BAS, networks, and network equipment are physically secure and not accessible to unauthorized personnel.
2. Ensure the BAS remains behind a secure firewall and properly segmented from all other customer networks and systems, especially those with sensitive information.
3. Keep all Inbound ports closed to any IP Addresses in the BAS.
4. Remove all forwarded inbound ports and IP Addresses to the BAS.
5. Maintain user login credentials and unique passwords, including the use of strong passwords and the removal of access for users who no longer require access.
6. Where remote access is desired, utilize a secure method such as Trane Connect Secure Remote Access or your own VPN.
7. For any Trane services requiring remote data transfer and/or remote user access, configure the BAS and related firewall(s) per instructions provided by Trane. This typically includes configuring Port 443 and associated firewall(s) for Outbound only.
8. Perform regular system maintenance to ensure that your BAS is properly secured, including regular software updates to your BAS and related network equipment (i.e., firewalls).

Any and all claims, actions, losses, expenses, costs, damages, or liabilities of any nature due to Customer's failure to maintain BAS security responsibilities and/or industry standards for cybersecurity are the sole responsibility of the Customer.

1-26.251-10(0123)
Supersedes 1-26.251-10(1221)



SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data: Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
- Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. **Customer Data: Confidentiality.** Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents



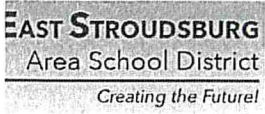
who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data: Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data: Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) data backups; and
 - (ii) formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.



16. Background checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

November 2023



W.S.D.

Amy Strunk <amy-strunk@esasd.net>

Form 611

1 message

Google Forms <forms-receipts-noreply@google.com>
To: amy-strunk@esasd.net

Fri, Feb 2, 2024 at 10:38 AM

Thanks for filling out

Form 611

Here's what was received.

Edit response

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

Your email (amy-strunk@esasd.net) was recorded when you submitted this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Daryle

Department *

338

Facilities

Building *

Admin

What service or item are requesting *

HSS Stadium Stall Wall Replacement

Why are you requesting the service or item *

replacing bathroom stalls

Suggested replacement *

stalls

Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

11,880

Cost Estimate: if over \$5,000, were three (3) quotes obtained? If yes, please list the vendor's information and quoted amount. *

yes \$11,880 RBA

What is the total cost of the purchase? *

339

11,880

Procurement Method: *

- Quote Received only one Proposal
- Request for Proposal (RFP)
- Bid
- Other: 3 quotes provided

Was this purchase budgeted? *

No

Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

- Yes
- Pennsylvania State Contract
- COSTARS
- Keystone Purchasing Network
- PEPPM National Contract Program (Technology Bidding and Purchasing)
- US Communities
- No

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

340

Which Fund will be charged? *

32 ▼

What account will be charged? *

capital

Selection of the winning proposal, was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

lowest quote

Any additional information you would like to provide.

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[Report Abuse](#)

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341



ROBERT BROOKE AND ASSOCIATES

1465 AXTELL DR., STE. B
 TROY, MI 48084
 PHONE: 1-800-642-2403
 FAX: 1-800-642-2406
 WWW.ROBERTBROOKE.COM

SALES QUOTATION

Quote No.: 30794
 Customer No.: 18301-230907
 Page No.: Page 1 of 1

Your **ONE-STOP** Shop

BILL TO
ESASD 50 VINE ST 5704248500 EAST STROUDSBURG PA 18301-2150 USA

SHIP TO
ESASD 50 VINE ST Amy Famighetti 5704248500 EAST STROUDSBURG PA 18301-2150 USA

Date	Ship Via	FOB	Terms
01/30/2024	TRUCK	Troy, MI	Credit Card - Manual
BID Number		Quote Date-Good for 30 Days	Salesperson
		01/30/2024	JAMEY

Item No.	Description (Customer Part No.)	Quantity	Tax	Unit Price	Amount
GLOBAL S	4 STALLS, SOLID PLASTIC, ALUM. HARDWARE INCLUDED	1		\$ 4,980.0000	\$ 4,980.00
Avalax	Tax	1			

GLOBAL PARTITIONS, Solid Plastic, Overhead Braced Floor Anchored System. All Standard Aluminum Hardware Included. All Current GLOBAL Colors Offered are About 1-1/2 Week Delivered, ****SHIPPING INCLUDED to State & Zip Code Provided****

****Please Review Quote & Drawing(s) Before Signing****

*****THESE PRODUCTS ARE MADE TO ORDER ONLY AND ARE NOT RETURNABLE*****

When receiving shipments "YOU"(As the customer receiving) are Responsible to Inspect the Product, Please check the number of boxes(pieces) and/or Skids to ensure you received all the product. If package is damaged, You Must Write "DAMAGED" on the paperwork from the truck driver, Otherwise the Manufacturer will not be able to cover the "Damages" (This is not considered covered under Manufacturer Warranty). Please be sure to Open All Packages and Inspect within first 5 days because NO CLAIMS can be made after * 5 Days *of product Delivery.

1) Please review our submitted Quote and Drawing(s) to ensure the design will work for your requirements. IF NOT, Please contact us immediately prior to signing ****We Go Off Our Drawings We Submitted To You****. Once This Quote is Signed, This Order **** CAN NOT BE CANCELLED OR HAVE CHANGES MADE **** NO EXCEPTIONS.

2) *Failure to Notify us of Need for RESIDENTIAL DELIVERY or LIFTGATE REQUIREMENTS Prior to Ordering * WILL RESULT IN THESE EXPENSES BEING CHARGED TO YOU AFTER DELIVERY *. PLEASE NOTE: If this Causes your shipment to be RE-DELIVERED, there is a good chance for RE-DELIVERY FEES to occur which will also be CHARGED to you* Residential Delivery is any location that is NOT ZONED as a COMMERCIAL ADDRESS/LOCATION.

Signature REQUIRED on Quote before being ordered. Signing below is an Acknowledgment and Agreement to Terms and Conditions we have supplied.

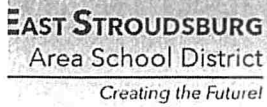
 SIGNATURE DATE

*For LIFT-GATE SERVICE from FREIGHT COMPANY, ADD \$135.00 FEE YES ___ NO ___

Nontaxable Subtotal	\$ 4,980.00
Shipping	
Total Order	\$ 4,980.00

343

Boys



V.I.D. 2

Amy Strunk <amy-strunk@esasd.net>

Your Decker Equipment Quote

1 message

Cheryl <cheryl@schoolfix.com>

Tue, Jan 30, 2024 at 12:36 PM

To: "AMY-STRUNK@ESASD.NET" <AMY-STRUNK@esasd.net>



QUOTATION

HUBZone

Thank you for the opportunity to quote you

PHONE 800-930-6299

FAX 800-964-4629

GO TO SCHOOLFIX.COM

CONTACT SCHOOLFIX

PLACE QUOTE ON ORDER

Thank you MICHAEL for the quote request.

Your quote number is 565056 .

Item Number	Description	Qty Ord.	Unit Price	Disc	Extended Price
PLASTIC	Solid Plastic	1.00	\$ 11649.2500	0	\$ 11649.25
	INCLUDES STANDARD MOUNTING HARDWARE MOUNTING: FLOOR ANCHORED OVERHEAD BRACED COLOR: TBD QTY: 1-BETWEEN WALL 4 STALL UNIT QTY: 2-BETWEEN WALL 3 STALL UNITS QTY: 1-IN CORNER 1 STALL UNIT SHIPPING WITHOUT LIFT GATE NON-RETURNABLE NON-REFUNDABLE				

Sales Tax: \$ 0.00

Shipping & Handling: \$ 778.03

Order Total: \$ 12427.28

NOTE: Shipping is estimated

BILL TO:

ACCOUNTS PAYABLE
AP@ESASD.NET
EAST STROUDSBURG AREA SCHOOL
DISTRICT

SHIP TO:

MICHAEL FURLONG
MAINTENANCE
EAST STROUDSBURG AREA SCHOOL
DISTRICT

344

1/30/24, 12:37 PM

East Stroudsburg Area School District Mail - Your Decker Equipment Quote

50 VINE ST
E STROUDSBURG, PA 18301-2150

50 VINE ST
E STROUDSBURG, PA 18301-2150

If you have any questions please call Cheryl Laming at 800-762-4899. Thank You.

QUOTE IS VALID FOR 30 DAYS

To Order Please Sign Below and Fax Back to 800-762-4894

X _____
PO# _____

PLEASE REFERENCE THE QUOTE NUMBER ON YOUR PO WHEN ORDERING

Or Credit Card# _____ - _____ - _____

Expiration Date: ____/____/____

Thank you for giving me the opportunity to quote you the above product.
Cheryl Laming

Decker Equipment
P.O. Box 176
215 S. Sherman St.
Vassar, MI 48768

www.schoolfix.com

345

DECKER EQUIPMENT
 50 ENTERPRISE DR.
 P.O. BOX 176
 VASSAR, MI 48768-8802



Order # 565056A		Quotation			Quote Date 01/30/24	Page 1
Bill To ACCOUNTS PAYABLE AP@ESASD.NET EAST STROUDSBURG AREA SCHOOL DISTRICT 50 VINE ST E STROUDSBURG, PA 18301-2150 PHONE: (570) 424-8500 ALT/FAX: () -				Ship To MICHAEL FURLONG MAINTENANCE EAST STROUDSBURG AREA SCHOOL 50 VINE ST E STROUDSBURG, PA 18301-2150 PHONE: (570) 460-3279 ALT/FAX:		
Customer No. 13154	Sales I.D. CLA/CLA	Purchase Order #	Source 1AP/EMAIL	Terms QUOTATION		
Invoice Method	Warehouse	Phone Number (570) 424-8500	Total Wt. 0.0 Lbs	Zone	Pkg 0	Ship Via FEG

Quotation

Qty	B/O	Ship	Item #	Description	Un. Price	Ds	Amount
1			PLASTIC	Solid Plastic INCLUDES STANDARD MOUNTING HARDWARE MOUNTING: FLOOR ANCHORED OVERHEAD BRACED COLOR: TBD QTY: 1-BETWEEN WALL 4 STALL UNIT QTY: 2-BETWEEN WALL 3 STALL UNITS QTY: 1-IN CORNER 1 STALL UNIT SHIPPING WITHOUT LIFT GATE NON-RETURNABLE NON-REFUNDABLE	11649.2500	--	11649.25

MERCHANDISE QUOTATION TOTAL \$ 11649.25
 ESTIMATED SHIPPING & HANDLING \$ 778.03
 QUOTATION TOTAL \$ 12427.28

346

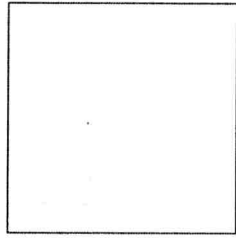
Design Studio

BILL OF MATERIAL (ALL ROOMS)

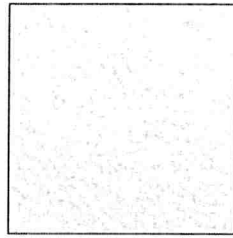
Part Number	Description	Quantity
40-90870553-9999	OB 05" x 81.2" STR PM S3H SPECIAL COLOR	4
40-90871253-9999	OB 12" x 81.2" STR PM S3H SPECIAL COLOR	6
40-8448100	HDW SET RETURN HDRL	8
40-8460981	HDW HDRL SET 1"X 98 PM, PL+SCRW	4
40-5082360-9999	DR 23.6" x 55" PM VLT SPECIAL COLOR	9
40-8445210	HDW AL SET P/W 1E PM	7
40-8441007	HDW DR 8 HINGE ALUM IN POLY	9
40-8445020	HDW AL SET P/P 2E PM	7
40-5085950-9999	PA 59.5 PM SPECIAL COLOR	8
40-8460651	HDW HDRL SET 1"X 65 PM, PL+SCRW	4
40-5082960-9999	DR 29.6" x 55" PM VLT SPECIAL COLOR	2
40-8441008	HDW DR 8 HINGE ALUM OUT POLY WITH ADDERS	2
40-90870853-9999	OB 08" x 81.2" STR PM S3H SPECIAL COLOR	1
40-90870353-9999	OB 03" x 81.2" STR PM S3H SPECIAL COLOR	2
40-8445010	HDW AL SET P/P 1E PM	1
40-90870753-9999	OB 07" x 81.2" STR PM S3H SPECIAL COLOR	1
40-90870653-9999	OB 06" x 81.2" STR PM S3H SPECIAL COLOR	1

347

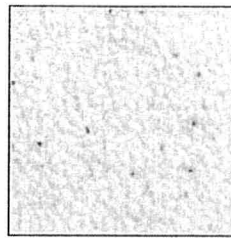
Solid Plastic (HDPE) Color Selection Guide



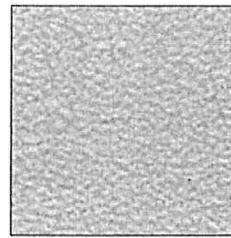
White
9201



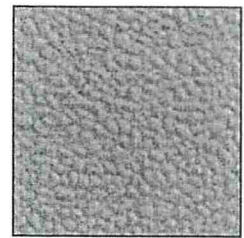
Cream
9235



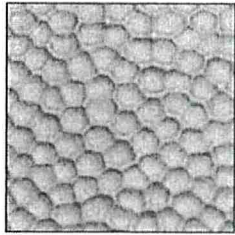
Ivory Essence
Speckle 9500*



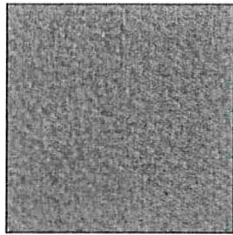
Caramel
9658



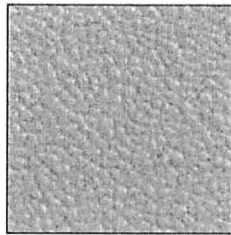
Mocha
9212



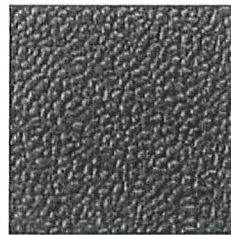
Metallic Bronze
9513



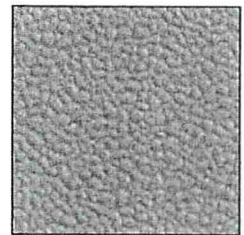
Olive
9223



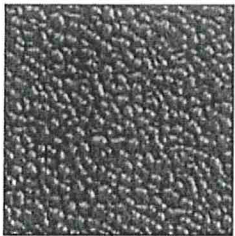
Moss
9233



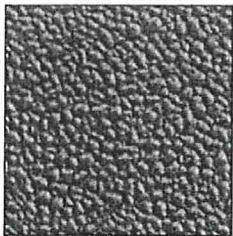
Hunter Green
9508



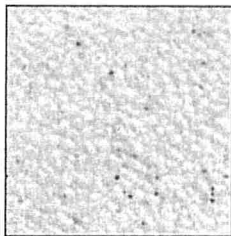
Azure
9231



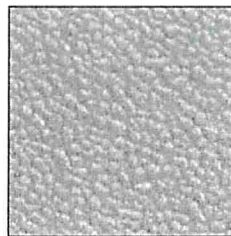
Blue
9509



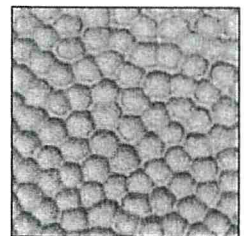
Burgundy
9211



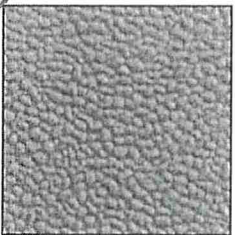
Folkstone Gray
9400*



Gray
9200



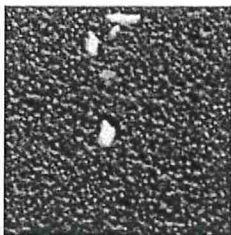
Metallic Silver
9511



Charcoal
9237



Black
9205



Black Confetti
9217*

ASI Global Partitions
2171 Liberty Hill Road
Eastanollee, GA 30538
Tel: 706.827.2700 Fax: 706.827.2710
Web: asi-globalpartitions.com

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*Not available in Tough Texture™ or Hammered finishes.
Actual colors may vary slightly from those shown due to limitations in the printing process.

ASI103090316

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Quotation

VI-D-3

477 EPSCO STROUDSBURG
 1332 N 9TH STREET
 STROUDSBURG PA 18360-7478
 570-424-6161 Fax 570-424-6139

QUOTE DATE		QUOTE NUMBER	
11/16/23		S032476441	
QUOTED BY:			PAGE NO.
477 EPSCO STROUDSBURG 1332 N 9TH STREET STROUDSBURG PA 18360-7478 570-424-6161 Fax 570-424-6139			1 of 1

Printed : 14:34:56 16 NOV 2023

QUOTE TO:
 E STROUDSBURG AREA SCH DIST
 ACCOUNTS PAYABLE
 50 VINE ST
 E STROUDSBURG, PA 18301-2150

SHIP TO:
 E STROUDSBURG AREA SCH DIST
 ACCOUNTS PAYABLE
 50 VINE ST
 E STROUDSBURG, PA 18301-2150
 570-424-8500

QUOTED FOR	CUSTOMER PURCHASE ORDER NUMBER	CUSTOMER RELEASE NUMBER	SALESPERSON	
JOHN	stadium partitions		HOUSE	
WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT ALLOWED
Todd Bentzoni	PKR PICKUP NO RF	NET 30 DAYS	12/31/23	No

QUOTE QTY	OUR PART#	DESCRIPTION	Net Prc	Ext Prc
1ea	2502461	GENERAL PARTITIONS PER QUOTE 2311151RD HIGH DENSITY POLYMER (HDP) WALLS TAXES NOT INCLUDED	13752.439/ea	13752.44

Prices contained in this quote are the prices in effect at the time of quotation, and are subject to change at any time. We are not responsible for inaccurate quantity descriptions. Quantities should be checked against plans and specifications for accuracy. Special order material is non-cancellable. We are not responsible for delays not within our control.

Subtotal	13752.44
Bid Total	13752.44

349

Here's what was received.

Edit response

V.E.2

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

Your email (amy-strunk@esasd.net) was recorded when you submitted this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Security

Department *

Security

Building *

district

What service or item are requesting *

replace/install kitchen cylinder tanks at HSN/JTL/BES/MSE

350

Why are you requesting the service or item *

replacements

Suggested replacement *

tanks

Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

6,250.00

Cost Estimate: if over \$5,000, were three (3) quotes obtained? If yes, please list the vendor's information and quoted amount. *

no

What is the total cost of the purchase? *

6250

Procurement Method: *

- Quote Received only one Proposal
- Request for Proposal (RFP)
- Bid
- Other: _____

Was this purchase budgeted? *

351

No

Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

- Yes
- Pennsylvania State Contract
- COSTARS
- Keystone Purchasing Network
- PEPPM National Contract Program (Technology Bidding and Purchasing)
- US Communities
- No

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

.....

Which Fund will be charged? *

10

What account will be charged? *

2025 security building repairs

352

Selection of the winning proposal, was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

yes

Any additional information you would like to provide.

[Create your own Google Form](#)

[Report Abuse](#)

[Quoted text hidden]

353

V.I.E. 1

REPAIR PROPOSAL

PROPOSAL #: 240025-2-0

QR PE Bushkill Elementary School

PREPARED FOR
William Gouger

East Stroudsburg Area School District
131 North School Drive
Dingmans Ferry, PA 18328

PREPARED BY:
Joseph Martino
T: (215)-641-0100 | C: (267)-678-7350
E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



A PYE • BARKER COMPANY

354

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
East Stroudsburg Area School District
131 North School Drive
Dingmans Ferry, PA 18328

Billing:
East Stroudsburg Area School District
Attn: Accounts Payable ,
50 Vine Street
East Stroudsburg, PA
18301

Contact:
William Gouger
(570)-656-4288
william-gouger@esasd.net

▶▶▶▶ Scope of Work

Our work will consist of:

- * Provide (2) tested three gallon stainless steel system cylinder to replace the unit due for twelve year hydro-test
- * Replace (2) hose & grommet unit and (1) system actuation cartridge as required by the manufacturer's installation manual
- *Perform the required regulator test due at time of hydro-test
- *Work to be performed during normal business hours
- *Normal business hours are 7:00 A.M. to 4:30 P.M.
- *Co-Stars E22-130

TERMS AND CONDITIONS

1. All terms per Company "Installation Terms and Conditions", included with this proposal on a separate sheet.
2. All labor required for installation, testing, or supervision, unless otherwise specified, to be performed during normal workday and work week by Company qualified non-union labor. Normal hours are 7:00 A.M.. to 4:30 P.M. Monday through Friday, except Holidays.
3. Quoted prices do not include any license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Company, these direct costs will be itemized and added to the proposal price contained herein.
4. Company is an "open shop" (non-union) contractor. Our proposal price, unless otherwise specified, is predicated upon using Company qualified nonunion labor for installation, testing and/or supervision. Should it be determined for any reason that union labor is required to perform/complete aforementioned work, the Customer will be responsible to pay for all differential labor costs, including, if required, Company supervisory labor. Under such circumstances, no work will commence/resume prior to receipt of Customer-approved change order.
5. System will be impaired during the performance of the work. Quoted price does not include the cost to provide fire watch.
6. Our payment terms are Net 20 days of invoice date. Open credit is subject to prior credit approval and good account standing at the time of your order. We request that you complete the enclosed credit application and return it to our office promptly.

Due to supply chain and material pricing volatility, this proposal is valid for 30 days from date of proposal.

▶▶▶▶ Project Investment

Estimate

Total Purchase Price \$1,600.00

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR PE Bushkill Elementary School	\$1,600.00

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$1,600.00**

The price above includes: supplies & material, equipment and labor as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

REPAIR PROPOSAL

PROPOSAL #: 240026-2-0

QR PE JT Lambert Intermediate School

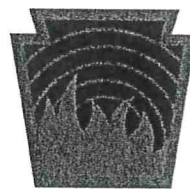
PREPARED FOR
William Gouger

East Stroudsburg Area School District
2000 Milford Road
East Stroudsburg, PA 18301

PREPARED BY:
Joseph Martino
T: (215)-641-0100 | C: (267)-678-7350
E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



**KEYSTONE FIRE
AND SECURITY™**

A PYE • BARKER COMPANY

PROJECT DESCRIPTION & INVESTMENT

Client Information

Name: East Stroudsburg Area School District

Site:

East Stroudsburg Area School District
2000 Milford Road
East Stroudsburg, PA 18301

Billing:

East Stroudsburg Area School District
Attn: Accounts Payable ,
50 Vine Street
East Stroudsburg, PA 18301

Contact:

William Gouger
5704248500
william-gouger@esasd.net

Scope of Work

Our work will consist of the following:

- Provide (1) Range Guard RG6 (6) gallon tested system cylinder replacing the existing unit due for twelve year hydro-test
- Re-build the actuation block in the control head as required at time of hydro
- Replace the system actuation cartridge as required at time of hydro
- Work to be performed during normal business hours
- Normal business hours (7 A.M. to 4 P.M.) Monday through Friday
- Co-Stars #40-E22-130

TERMS AND CONDITIONS

1. All terms per Company "Installation Terms and Conditions", included with this proposal on a separate sheet.
2. All labor required for installation, testing, or supervision, unless otherwise specified, to be performed during normal workday and work week by Company qualified non-union labor. Normal hours are 7:00 A.M.. to 4:30 P.M. Monday through Friday, except Holidays.
3. Quoted prices do not include any license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Company, these direct costs will be itemized and added to the proposal price contained herein.
4. Company is an "open shop" (non-union) contractor. Our proposal price, unless otherwise specified, is predicated upon using Company qualified nonunion labor for installation, testing and/or supervision. Should it be determined for any reason that union labor is required to perform/complete aforementioned work, the Customer will be responsible to pay for all differential labor costs, including, if required, Company supervisory labor. Under such circumstances, no work will commence/resume prior to receipt of Customer-approved change order.
5. System will be impaired during the performance of the work. Quoted price does not include the cost to provide fire watch.
6. Our payment terms are Net 20 days of invoice date. Open credit is subject to prior credit approval and good account standing at the time of your order. We request that you complete the enclosed credit application and return it to our office promptly.

Due to supply chain and material pricing volatility, this proposal is valid for 30 days from date of proposal.

▶▶▶▶ Project Investment

Estimate

Total Purchase Price \$1,200.00

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR PE JT Lambert Intermediate School	\$1,200.00

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$1,200.00**

The price above includes: supplies & material, equipment and labor as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of **0%** of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT



Project Acceptance

Providing an Authorized Acceptance Signature indicates that you have read and understand the Terms & Conditions here at <https://www.keystonefire.com/terms/>. This document represents the entire agreement. No conversations or other forms of communication shall be considered part of this agreement. This proposal was prepared in good faith, exclusively for the individual(s) to whom it is addressed. It contains information that is privileged, confidential and exempt from disclosure under applicable law. The recommendations described herein are based on client consultations, site visits, engineering, and research, computer-aided designs and/or expertise earned through education, training and experience. It is considered an unethical business practice to use this information for competitive negotiations.

Accepted By: **KEYSTONE FIRE AND SECURITY**

Name: **Joseph Martino**

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: **East Stroudsburg Area School District**

Name: **William Gouger**

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____



TERMS & CONDITIONS

The person to whom this Proposal is addressed (the "Client") may accept this Proposal by signing at the space provided below and returning it to Keystone Fire and Security along with an approved purchase order within twenty (20) days of the date of this Proposal. By doing so, the Client acknowledges that they have read and understand this Proposal and that Client is entering into a legally binding contract with Keystone Fire and Security on the terms and conditions set forth in this Proposal, including the Standard Terms and Conditions set forth in the "Terms and Conditions" section found at <https://www.keystonefire.com/terms/> which are an integral part of this contract. If the Client signs this Proposal and returns it to Keystone Fire and Security more than twenty (20) days after the date of this Proposal, Keystone Fire and Security reserves the right to reject the Client's acceptance by written notice to the Client. Each individual signing this Proposal on behalf of an entity represents that he or she is a duly authorized officer or other representative of such entity. This order will be processed upon receipt of payment in full or Mobilization amount and be invoiced as indicated in the "Payment Terms" section above. Past due accounts are subject to interest penalties. Work may be suspended on accounts that are not current. (See credit policy).

Intials: _____

REPAIR PROPOSAL

PROPOSAL #: 240027-2-0

QR PE Middle Smithfield Elementary School

PREPARED FOR
William Gouger

East Stroudsburg Area School District
5180 Milford Road
East Stroudsburg, PA 18301

PREPARED BY:
Joseph Martino
T: (215)-641-0100 | C: (267)-678-7350
E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



A PYE • BARKER COMPANY

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PROJECT DESCRIPTION & INVESTMENT



Client Information

Name: East Stroudsburg Area School District

Site:

East Stroudsburg Area School District
5180 Milford Road
East Stroudsburg, PA 18301

Billing:

East Stroudsburg Area School District
Attn: Accounts Payable ,
50 Vine Street
East Stroudsburg, PA 18301

Contact:

William Gouger
5704248500
william-gouger@esasd.net



Scope of Work

Our work will consist of the following:

- Provide (1) Range Guard RG 2.5 tested system cylinder replacing the existing unit due for twelve year hydro-test
- Re-build the actuation block in the control head as required at time of hydro
- Replace the system actuation cartridge as required at time of hydro
- Work to be performed during normal business hours
- Normal business hours (7 A.M. to 4 P.M.) Monday through Friday
- Co-Stars #40-E22-130

TERMS AND CONDITIONS

1. All terms per Company "Installation Terms and Conditions", included with this proposal on a separate sheet.
2. All labor required for installation, testing, or supervision, unless otherwise specified, to be performed during normal workday and work week by Company qualified non-union labor. Normal hours are 7:00 A.M.. to 4:30 P.M. Monday through Friday, except Holidays.
3. Quoted prices do not include any license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Company, these direct costs will be itemized and added to the proposal price contained herein.
4. Company is an "open shop" (non-union) contractor. Our proposal price, unless otherwise specified, is predicated upon using Company qualified nonunion labor for installation, testing and/or supervision. Should it be determined for any reason that union labor is required to perform/complete aforementioned work, the Customer will be responsible to pay for all differential labor costs, including, if required, Company supervisory labor. Under such circumstances, no work will commence/resume prior to receipt of Customer-approved change order.
5. System will be impaired during the performance of the work. Quoted price does not include the cost to provide fire watch.
6. Our payment terms are Net 20 days of invoice date. Open credit is subject to prior credit approval and good account standing at the time of your order. We request that you complete the enclosed credit application and return it to our office promptly.

Due to supply chain and material pricing volatility, this proposal is valid for 30 days from date of proposal.

▶▶▶▶ Project Investment

Estimate

Total Purchase Price **\$1,250.00**

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR PE Middle Smithfield Elementary School	\$1,250.00

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$1,250.00**

The price above includes: supplies & material, equipment and labor as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of **0%** of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

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PROJECT DESCRIPTION & INVESTMENT



Project Acceptance

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Accepted By: **KEYSTONE FIRE AND SECURITY**

Name: **Joseph Martino**

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: **East Stroudsburg Area School District**

Name: **William Gouger**

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____

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TERMS & CONDITIONS

The person to whom this Proposal is addressed (the "Client") may accept this Proposal by signing at the space provided below and returning it to Keystone Fire and Security along with an approved purchase order within twenty (20) days of the date of this Proposal. By doing so, the Client acknowledges that they have read and understand this Proposal and that Client is entering into a legally binding contract with Keystone Fire and Security on the terms and conditions set forth in this Proposal, including the Standard Terms and Conditions set forth in the "Terms and Conditions" section found at <https://www.keystonefire.com/terms/> which are an integral part of this contract. If the Client signs this Proposal and returns it to Keystone Fire and Security more than twenty (20) days after the date of this Proposal, Keystone Fire and Security reserves the right to reject the Client's acceptance by written notice to the Client. Each individual signing this Proposal on behalf of an entity represents that he or she is a duly authorized officer or other representative of such entity. This order will be processed upon receipt of payment in full or Mobilization amount and be invoiced as indicated in the "Payment Terms" section above. Past due accounts are subject to interest penalties. Work may be suspended on accounts that are not current. (See credit policy).

Intials: _____

REPAIR PROPOSAL

PROPOSAL #: 240028-2-0

QR PE East Stroudsburg High School North

PREPARED FOR

William Gouger

East Stroudsburg Area School District

279 Timberwolf Drive

Dingmans Ferry, PA 18328

PREPARED BY:

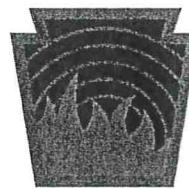
Joseph Martino

T: (215)-641-0100 | C: (267)-678-7350

E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



**KEYSTONE FIRE
AND SECURITY™**

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PROJECT DESCRIPTION & INVESTMENT



Client Information

Name: East Stroudsburg Area School District

Site:

East Stroudsburg Area School District
279 Timberwolf Drive
Dingmans Ferry, PA 18328

Billing:

East Stroudsburg Area School District
Attn: Accounts Payable ,
50 Vine Street
East Stroudsburg, PA
18301

Contact:

William Gouger
5704248500
william-gouger@esasd.net



Scope of Work

Our work will consist of the following:

- Replace the (2) obsolete system cylinders (PCL-550) with new PCL 600 units as required by the manufacturer
- The original nozzles have been replaced with Kitchen Knight II required nozzles and will satisfy the UL listing once new cylinders are installed
- Work to be performed during normal business hours
- Normal business hours (7 A.M. to 4 P.M.) Monday through Friday
- Co-Stars #40-E22-130

TERMS AND CONDITIONS

1. All terms per Company "Installation Terms and Conditions", included with this proposal on a separate sheet.
2. All labor required for installation, testing, or supervision, unless otherwise specified, to be performed during normal workday and work week by Company qualified non-union labor. Normal hours are 7:00 A.M.. to 4:30 P.M. Monday through Friday, except Holidays.
3. Quoted prices do not include any license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Company, these direct costs will be itemized and added to the proposal price contained herein.
4. Company is an "open shop" (non-union) contractor. Our proposal price, unless otherwise specified, is predicated upon using Company qualified nonunion labor for installation, testing and/or supervision. Should it be determined for any reason that union labor is required to perform/complete aforementioned work, the Customer will be responsible to pay for all differential labor costs, including, if required, Company supervisory labor. Under such circumstances, no work will commence/resume prior to receipt of Customer-approved change order.
5. System will be impaired during the performance of the work. Quoted price does not include the cost to provide fire watch.
6. Our payment terms are Net 20 days of invoice date. Open credit is subject to prior credit approval and good account standing at the time of your order. We request that you complete the enclosed credit application and return it to our office promptly.

Due to supply chain and material pricing volatility, this proposal is valid for 30 days from date of proposal.

▶▶▶▶ Project Investment

Estimate

Total Purchase Price \$2,200.00

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR PE East Stroudsburg High School North	\$2,200.00

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$2,200.00**

The price above includes: equipment, and labor as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Acceptance

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Accepted By: **KEYSTONE FIRE AND SECURITY**

Name: **Joseph Martino**

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: **East Stroudsburg Area School District**

Name: **William Gouger**

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____



TERMS & CONDITIONS

The person to whom this Proposal is addressed (the "Client") may accept this Proposal by signing at the space provided below and returning it to Keystone Fire and Security along with an approved purchase order within twenty (20) days of the date of this Proposal. By doing so, the Client acknowledges that they have read and understand this Proposal and that Client is entering into a legally binding contract with Keystone Fire and Security on the terms and conditions set forth in this Proposal, including the Standard Terms and Conditions set forth in the "Terms and Conditions" section found at <https://www.keystonefire.com/terms/> which are an integral part of this contract. If the Client signs this Proposal and returns it to Keystone Fire and Security more than twenty (20) days after the date of this Proposal, Keystone Fire and Security reserves the right to reject the Client's acceptance by written notice to the Client. Each individual signing this Proposal on behalf of an entity represents that he or she is a duly authorized officer or other representative of such entity. This order will be processed upon receipt of payment in full or Mobilization amount and be invoiced as indicated in the "Payment Terms" section above. Past due accounts are subject to interest penalties. Work may be suspended on accounts that are not current. (See credit policy).

Intials: _____

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Selection of the winning proposal, was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

V.I.F.D

yes

Any additional information you would like to provide.

Create your own Google Form
Report Abuse

[Quoted text hidden]

Google Forms <forms-receipts-noreply@google.com>
To: amy-strunk@esasd.net

Fri, Feb 2, 2024 at 10:42 AM

Thanks for filling out

Form 611

Here's what was received.

Edit response

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

Your email (amy-strunk@esasd.net) was recorded when you submitted this form.

Untitled Section

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FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

security

Department *

security

Building *

district

What service or item are requesting *

6 year maintenance hydrotesting replace extinguishers

Why are you requesting the service or item *

maintenance

Suggested replacement *

see quotes

Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

373

Cost Estimate: if over \$5,000, were three (3) quotes obtained? If yes, please list the vendor's information and quoted amount. *

no

What is the total cost of the purchase? *

23,592.95

Procurement Method: *

- Quote Received only one Proposal
- Request for Proposal (RFP)
- Bid
- Other: _____

Was this purchase budgeted? *

No

Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

- Yes
- Pennsylvania State Contract
- COSTARS
- Keystone Purchasing Network

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- PEPPM National Contract Program (Technology Bidding and Purchasing)
- US Communities
- No

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

Which Fund will be charged? *

10

What account will be charged? *

2025 security building repairs 432

Selection of the winning proposal, was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

contract

Any additional information you would like to provide.

[Create your own Google Form](#)

[Report Abuse](#)

[Quoted text hidden]

375

V.F.I

REPAIR PROPOSAL

PROPOSAL #: 235240-1-0

QR- Fire Extinguishers

PREPARED FOR
William Gouger

East Stroudsburg Area School District
Bushkill Falls Road
Bushkill, PA 18324

PREPARED BY:
Joseph Martino
T: (215)-641-0100 | C: (267)-678-7350
E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



**KEYSTONE FIRE
AND SECURITY™**

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\$23,592.95

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PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
 East Stroudsburg Area School District
 Bushkill Falls Road
 Bushkill, PA 18324

Billing:
 East Stroudsburg Area School District
 Attn: Accounts Payable ,
 50 Vine Street
 East Stroudsburg, PA 18301

Contact:
 William Gouger
 (570)-656-4288
 william-gouger@esasd.net

▶▶▶▶ Scope of Work

- We will perform hydrostatic testing on (1) 10lb ABC Fire Extinguisher
- We will perform 6-year maintenance on (7) 10lb ABC Fire Extinguishers
- We will perform 6-year maintenance on (2) 20lb ABC Fire Extinguishers
- We will perform 6-year maintenance on (55) 5lb ABC Fire Extinguishers
- We will perform hydrostatic testing on (1) 20lb ABC Fire Extinguisher
- All work will be completed during the summer of 2024
- Co-Stars # 40-E22-130

▶▶▶▶ Project Investment

Estimate

Total Purchase Price \$4,770.00

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR- Fire Extinguishers	\$4,770.00

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

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System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$4,770.00**

The price above includes: supplies & material, equipment and labor as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Acceptance

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Accepted By: **KEYSTONE FIRE AND SECURITY**

Name: **Joseph Martino**

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: **East Stroudsburg Area School District**

Name: **William Gouger**

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____

TERMS & CONDITIONS

The person to whom this Proposal is addressed (the "Client") may accept this Proposal by signing at the space provided below and returning it to Keystone Fire and Security along with an approved purchase order within twenty (20) days of the date of this Proposal. By doing so, the Client acknowledges that they have read and understand this Proposal and that Client is entering into a legally binding contract with Keystone Fire and Security on the terms and conditions set forth in this Proposal, including the Standard Terms and Conditions set forth in the "Terms and Conditions" section found at <https://www.keystonefire.com/terms/> which are an integral part of this contract. If the Client signs this Proposal and returns it to Keystone Fire and Security more than twenty (20) days after the date of this Proposal, Keystone Fire and Security reserves the right to reject the Client's acceptance by written notice to the Client. Each individual signing this Proposal on behalf of an entity represents that he or she is a duly authorized officer or other representative of such entity. This order will be processed upon receipt of payment in full or Mobilization amount and be invoiced as indicated in the "Payment Terms" section above. Past due accounts are subject to interest penalties. Work may be suspended on accounts that are not current. (See credit policy).

Initials: _____

REPAIR PROPOSAL

PROPOSAL #: 235240-2-0

QR- Fire Extinguishers Bushkill Elementary

PREPARED FOR
William Gouger

East Stroudsburg Area School District
131 North School Drive
Dingmans Ferry, PA 18328

PREPARED BY:
Joseph Martino
T: (215)-641-0100 | C: (267)-678-7350
E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



**KEYSTONE FIRE
AND SECURITY™**

A PYE • BARKER COMPANY

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
 East Stroudsburg Area School District
 131 North School Drive
 Dingmans Ferry, PA 18328

Billing:
 East Stroudsburg Area School District
 Attn: Accounts Payable ,
 50 Vine Street
 East Stroudsburg, PA 18301

Contact:
 William Gouger
 (570)-656-4288
 william-gouger@esasd.net

▶▶▶▶ Scope of Work

- We will perform hydrostatic testing on (4) 10lb ABC Fire Extinguishers
- Work will be completed during the summer of 2024
- Co-Stars #40-E22-130

▶▶▶▶ Project Investment

Estimate

Total Purchase Price \$450.00

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR- Fire Extinguishers Bushkill Elementary	\$450.00

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$450.00**

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The price above includes: supplies & materials, and equipment as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT



Project Acceptance

Providing an Authorized Acceptance Signature indicates that you have read and understand the Terms & Conditions here at <https://www.keystonefire.com/terms/>. This document represents the entire agreement. No conversations or other forms of communication shall be considered part of this agreement. This proposal was prepared in good faith, exclusively for the individual(s) to whom it is addressed. It contains information that is privileged, confidential and exempt from disclosure under applicable law. The recommendations described herein are based on client consultations, site visits, engineering, and research, computer-aided designs and/or expertise earned through education, training and experience. It is considered an unethical business practice to use this information for competitive negotiations.

Accepted By: **KEYSTONE FIRE AND SECURITY**

Name: Joseph Martino

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: **East Stroudsburg Area School District**

Name: William Gouger

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____

TERMS & CONDITIONS

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Intials: _____

REPAIR PROPOSAL

PROPOSAL #: 235240-3-0

QR- Fire Extinguishers High School North

PREPARED FOR
William Gouger

East Stroudsburg Area School District
279 Timberwolf Drive
Dingmans Ferry, PA 18328

PREPARED BY:
Joseph Martino
T: (215)-641-0100 | C: (267)-678-7350
E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



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PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
 East Stroudsburg Area School District
 279 Timberwolf Drive
 Dingmans Ferry, PA 18328

Billing:
 East Stroudsburg Area School District
 Attn: Accounts Payable,
 50 Vine Street
 East Stroudsburg, PA 18301

Contact:
 William Gouger
 (570)-656-4288
 william-gouger@esasd.net

▶▶▶▶ Scope of Work

- We will preform 6-year maintenance on (104) 10lb ABC Fire extinguishers
- We will preform hydrostatic testing on (3) 10lb ABC Fire Extinguishers
- We will preform hydrostatic testing on (1) 10lb CO2 Fire extinguisher
- All work to be completed in the summer of 2024
- Co-Stars #40-E22-130

▶▶▶▶ Project Investment

Estimate

Total Purchase Price **\$9,300.17**

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR- Fire Extinguishers High School North	\$9,300.17

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

385

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: \$9,300.17

The price above includes: supplies & material, equipment and labor as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT

Project Acceptance

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Accepted By: **KEYSTONE FIRE AND SECURITY**

Name: **Joseph Martino**

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: **East Stroudsburg Area School District**

Name: **William Gouger**

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____



TERMS & CONDITIONS

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Initials: _____

REPAIR PROPOSAL

PROPOSAL #: 235240-4-0

QR- Fire Extinguishers High School South

PREPARED FOR
William Gouger

East Stroudsburg Area School District
279 North Courtland Street
East Stroudsburg, PA 18301

PREPARED BY:
Joseph Martino
T: (215)-641-0100 | C: (267)-678-7350
E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



**KEYSTONE FIRE
AND SECURITY™**

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PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
 East Stroudsburg Area School District
 279 North Courtland Street
 East Stroudsburg, PA 18301

Billing:
 East Stroudsburg Area School District
 Attn: Accounts Payable ,
 50 Vine Street
 East Stroudsburg, PA 18301

Contact:
 William Gouger
 (570)-656-4288
 william-gouger@esasd.net

▶▶▶▶ Scope of Work

- We will preform hydrostatic testing on (1) 10lb CO2 Fire Extinguisher
- We will preform 6-year maintenance on (15) 10lb ABC Fire Extinguishers
- We will supply (1) New 2.5lb ABC Fire Extinguisher
- We will preform hydrostatic testing on (1) 9lb Halon Fire Extinguisher
- We will preform hydrostatic testing on (1) 10lb ABC Fire Extinguisher
- We will preform 6-year maintenance on (1) 5lb ABC Fire Extinguisher
- Work will be completed during the summer of 2024
- Co-Stars #40-E22-130

▶▶▶▶ Project Investment

Estimate

Total Purchase Price \$1,949.93

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR- Fire Extinguishers High School South	\$1,949.93

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$1,949.93**

The price above includes: supplies & material, equipment and labor as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Acceptance

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Accepted By: **KEYSTONE FIRE AND SECURITY**

Accepted By: **East Stroudsburg Area School District**

Name: **Joseph Martino**

Name: **William Gouger**

Signature: _____

Signature: _____

Title: _____

Title: _____

Name: _____

Name: _____

Date: _____

Date: _____

PO or WO Number: _____

TERMS & CONDITIONS

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Intials: _____

REPAIR PROPOSAL

PROPOSAL #: 235240-5-0

QR- Fire Extinguishers JM Hill

PREPARED FOR
William Gouger

East Stroudsburg Area School District
151 East Broad Street
East Stroudsburg, PA 18301

PREPARED BY:
Joseph Martino
T: (215)-641-0100 | C: (267)-678-7350
E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



**KEYSTONE FIRE
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PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
 JM Hill Elementary School
 151 East Broad Street
 East Stroudsburg, PA 18301

Billing:
 East Stroudsburg Area
 School District
 Attn: Accounts Payable,
 50 Vine Street
 East Stroudsburg, PA
 18301

Contact:
 William Gouger
 (570)-656-4288
 william-gouger@esasd.net

▶▶▶▶ Scope of Work

- We will preform 6-year maintenence on (2) 10lb ABC Fire Extinguishers
- Work will be completed in the summer of 2024
- Co-Stars #40-E22-130

▶▶▶▶ Project Investment

Estimate

Total Purchase Price **\$180.00**

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR- Fire Extinguishers JM Hill	\$180.00

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$180.00**

The price above includes: supplies & materials, and equipment as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT

 **Project Acceptance**

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Accepted By: KEYSTONE FIRE AND SECURITY

Name: Joseph Martino

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: East Stroudsburg Area School District

Name: William Gouger

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____

TERMS & CONDITIONS

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Initials: _____

REPAIR PROPOSAL

PROPOSAL #: 235240-6-0

QR- Fire Extinguishers Middle Smithfield

PREPARED FOR

William Gouger

East Stroudsburg Area School District

5180 Milford Road

East Stroudsburg, PA 18301

PREPARED BY:

Joseph Martino

T: (215)-641-0100 | C: (267)-678-7350

E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



**KEYSTONE FIRE
AND SECURITY™**

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PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
East Stroudsburg Area School District
5180 Milford Road
East Stroudsburg, PA 18301

Billing:
East Stroudsburg Area School District
Attn: Accounts Payable ,
50 Vine Street
East Stroudsburg, PA 18301

Contact:
William Gouger
(570)-656-4288
william-gouger@esasd.net

▶▶▶▶ Scope of Work

- We will preform 6-year maintenance on (3) 10lb ABC Fire Extinguishers
- We will preform hydrostatic testing on (3) 10lb CO2 Fire Extinguishers
- Work will be completed in the summer of 2024
- Co-Stars #40-E22-130

▶▶▶▶ Project Investment

Estimate

Total Purchase Price \$479.98

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR- Fire Extinguishers Middle Smithfield	\$479.98

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PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

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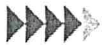
Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: \$479.98

The price above includes: supplies & materials, and equipment as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT



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Accepted By: **KEYSTONE FIRE AND SECURITY**

Name: **Joseph Martino**

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: **East Stroudsburg Area School District**

Name: **William Gouger**

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____



TERMS & CONDITIONS

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Intials: _____



REPAIR PROPOSAL

PROPOSAL #: 235240-7-0

QR- Fire Extinguishers Resica Falls

PREPARED FOR

William Gouger

East Stroudsburg Area School District

1 Gravel Ridge Road
East Stroudsburg, PA 18302

PREPARED BY:

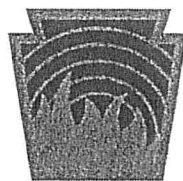
Joseph Martino

T: (215)-641-0100 | C: (267)-678-7350

E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



**KEYSTONE FIRE
AND SECURITY™**

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PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
Resica Elementary School
1 Gravel Ridge Road
East Stroudsburg, PA 18302

Billing:
East Stroudsburg Area
School District
Attn: Accounts Payable ,
50 Vine Street
East Stroudsburg, PA
18301

Contact:
William Gouger
(570)-656-4288
william-gouger@esasd.net

▶▶▶▶ Scope of Work

- We will preform 6-year maintenance on (10) ABC Fire Extinguishers
- Work will be completed in the summer 2024
- Co-Stars #40-E22-130

▶▶▶▶ Project Investment

Estimate

Total Purchase Price \$1,888.00

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR- Fire Extinguishers Resica Falls	\$1,888.00

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: \$1,888.00

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The price above includes: supplies & material, equipment and labor as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT



Project Acceptance

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Accepted By: KEYSTONE FIRE AND SECURITY

Name: Joseph Martino

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: East Stroudsburg Area School District

Name: William Gouger

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____

HO2

TERMS & CONDITIONS

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Intials: _____

REPAIR PROPOSAL

PROPOSAL #: 235240-8-0

QR- Fire Extinguishers Smithfield Elementary

PREPARED FOR

William Gouger

East Stroudsburg Area School District

245 River Road

East Stroudsburg, PA 18301

PREPARED BY:

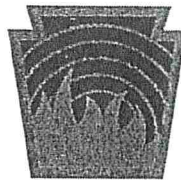
Joseph Martino

T: (215)-641-0100 | C: (267)-678-7350

E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



**KEYSTONE FIRE
AND SECURITY™**

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PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
East Stroudsburg Area School District
245 River Road
East Stroudsburg, PA 18301

Billing:
East Stroudsburg Area School District
Attn: Accounts Payable ,
50 Vine Street
East Stroudsburg, PA 18301

Contact:
William Gouger
(570)-656-4288
william-gouger@esasd.net

▶▶▶▶ Scope of Work

- We will perform 6-year maintenance on (10) 10lb ABC Fire Extinguishers
- Work will be completed in the summer of 2024
- Co-Stars #40-E22-130

▶▶▶▶ Project Investment

Estimate

Total Purchase Price \$975.02

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR- Fire Extinguishers Smithfield Elementary	\$975.02

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PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$975.02**

The price above includes: supplies & material, equipment and labor as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Acceptance

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Accepted By: **KEYSTONE FIRE AND SECURITY**

Name: Joseph Martino

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: **East Stroudsburg Area School District**

Name: William Gouger

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____



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TERMS & CONDITIONS

The person to whom this Proposal is addressed (the "Client") may accept this Proposal by signing at the space provided below and returning it to Keystone Fire and Security along with an approved purchase order within twenty (20) days of the date of this Proposal. By doing so, the Client acknowledges that they have read and understand this Proposal and that Client is entering into a legally binding contract with Keystone Fire and Security on the terms and conditions set forth in this Proposal, including the Standard Terms and Conditions set forth in the "Terms and Conditions" section found at <https://www.keystonefire.com/terms/> which are an integral part of this contract. If the Client signs this Proposal and returns it to Keystone Fire and Security more than twenty (20) days after the date of this Proposal, Keystone Fire and Security reserves the right to reject the Client's acceptance by written notice to the Client. Each individual signing this Proposal on behalf of an entity represents that he or she is a duly authorized officer or other representative of such entity. This order will be processed upon receipt of payment in full or Mobilization amount and be invoiced as indicated in the "Payment Terms" section above. Past due accounts are subject to interest penalties. Work may be suspended on accounts that are not current. (See credit policy).

Intials: _____

REPAIR PROPOSAL

PROPOSAL #: 235240-9-0

QR- Fire Extinguishers JT Lambert

PREPARED FOR

William Gouger

East Stroudsburg Area School District

2000 Milford Road

East Stroudsburg, PA 18301

PREPARED BY:

Joseph Martino

T: (215)-641-0100 | C: (267)-678-7350

E: joseph.martino@keystonefire.com

Proposal Date: 1/3/2024

Proposal Valid To: 2/2/2024



**KEYSTONE FIRE
AND SECURITY™**

A PYE • BARKER COMPANY

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PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
 East Stroudsburg Area School District
 2000 Milford Road
 East Stroudsburg, PA 18301

Billing:
 East Stroudsburg Area School District
 Attn: Accounts Payable ,
 50 Vine Street
 East Stroudsburg, PA 18301

Contact:
 William Gouger
 (570)-656-4288
 william-gouger@esasd.net

▶▶▶▶ Scope of Work

- We will preform 6-year maintenance on (19) 10lb ABC Fire Extinguishers
- We will preform hydrostatic testing on (1) 10lb ABC Fire Extinguisher
- We will preform hydrostatic testing on (2) 5lb CO2 Fire Extinguishers
- We will preform 6-year maintenance on (24) 5lb ABC Fire Extinguishers
- Work will be completed in the summer of 2024
- Co-Stars #40-E22-130

▶▶▶▶ Project Investment

Estimate

Total Purchase Price **\$3,599.85**

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR- Fire Extinguishers JT Lambert	\$3,599.85

Prices quoted are exclusive of sales taxes and are subject to tax adjustments in accordance with applicable laws and regulations. Any applicable Sales Tax will be added to the total amount and reflected on the final invoice. Use Tax on the on the material will always be paid by the contractor. Prices do not include any taxes, license, permit, plan review, professional engineering stamps, export duties, or other governmental fees or assessments, unless specifically so stated. If obtained by Contractor, these direct costs will be itemized and added to the proposal price contained herein.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Investment Summary

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System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$3,599.85**

The price above includes: supplies & material, equipment and labor as described within this proposal.

Payment Terms:

Provide a mobilization fee in the amount of 0% of the installation fee upon formal approval to proceed with the project. Balance to be paid in progress payments as invoiced by Keystone Fire and Security with payment in full due upon system deployment completion.

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Project Acceptance

Providing an Authorized Acceptance Signature indicates that you have read and understand the Terms & Conditions here at <https://www.keystonefire.com/terms/>. This document represents the entire agreement. No conversations or other forms of communication shall be considered part of this agreement. This proposal was prepared in good faith, exclusively for the individual(s) to whom it is addressed. It contains information that is privileged, confidential and exempt from disclosure under applicable law. The recommendations described herein are based on client consultations, site visits, engineering, and research, computer-aided designs and/or expertise earned through education, training and experience. It is considered an unethical business practice to use this information for competitive negotiations.

Accepted By: **KEYSTONE FIRE AND SECURITY**

Name: **Joseph Martino**

Signature: _____

Title: _____

Name: _____

Date: _____

Accepted By: **East Stroudsburg Area School District**

Name: **William Gouger**

Signature: _____

Title: _____

Name: _____

Date: _____

PO or WO Number: _____

TERMS & CONDITIONS

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Initials: _____



V1. G.1

EventStable
16200 Commerce Way
Cerritos, CA 90703

Quotation # Q1800114327

Quotation Created On: Feb 5, 2024

Quote for:	Shipping Details:
Robert Romagno East Stroudsburg Area School District 279 N. Courtland St East Stroudsburg, Pennsylvania, 18301 United States T: 570-460-9882	Robert Romagno East Stroudsburg Area School District 279 N. Courtland St East Stroudsburg, Pennsylvania, 18301 United States T: 570-460-9882

Shipping Method:
Quote Shipping - Custom Price (Total Shipping Charges \$0.00)

Products	SKU	Price	Qty	Tax	Subtotal
100 TitanPRO™ Plastic Folding Chairs with Dollies Bundle <i>TitanPRO™ Plastic Folding Chair - Black x 100 Folding Chair Dolly x 2 Endless Loop Ratchet Strap-1"x15' x 2</i>	PFC2BDL100	\$1,809.44	5	\$0.00	\$9,047.90
Comment <i>in stock</i>					

Remarks with quote:
Hi there!
Thank you for reaching out!
Here is the quote you requested. Your order qualifies for free shipping. Send over your tax exemption certificate and we can get those taxes removed for.
All in stock items have a 7-10 business day turnaround time. Any backorder dates are listed under each product in the comment section.
Let me know if you have any questions or need any adjustments!
Thank you,
Michele Goebel
866-360-4642
**Quotes do not secure product. **

Original Subtotal: \$9,138.60
Quoted Subtotal: \$9,047.90
Quote Adjustment: -\$90.70
Tax: \$0.00
Grand Total: \$9,047.90

We trust that you will find our quote satisfactory and look forward to working with you. Please contact us should you have any questions at all.

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003471	01/23/2024	B & H MUSIC LLC	Piano tuning Room 121	Piano tuning Room 120	270.00
0000003472	01/23/2024	BARBARA PREVOST	CONTRACT DRIVERS TRANSPORTATION		9,260.40
0000003473	01/23/2024	DIANE KRUPSKI	CONTRACT DRIVERS TRANSPORTATION		6,404.22
0000003474	01/23/2024	DUSTIN SISKA	CONTRACT DRIVERS TRANSPORTATION		4,332.12
0000003475	01/23/2024	JENNY GALUNIC	CONTRACT DRIVERS TRANSPORTATION		3,524.22
0000003476	01/23/2024	JOSEPH FUCHS	CONTRACT DRIVERS TRANSPORTATION		9,411.77
0000003477	01/23/2024	KARLA J LABAR	CONTRACT DRIVERS TRANSPORTATION		8,854.38
0000003478	01/23/2024	KATHARINE HOLMES	CONTRACT DRIVERS TRANSPORTATION		3,060.00
0000003479	01/23/2024	LISA ROSEN-GERST	CONTRACT DRIVERS TRANSPORTATION		6,376.86
0000003480	01/23/2024	MARIA FRASCELLA	CONTRACT DRIVERS TRANSPORTATION		4,119.84
0000003481	01/23/2024	MIGUEL DEJESUS	CONTRACT DRIVERS TRANSPORTATION		5,891.58
0000003482	01/23/2024	IONIE SINCLAIR	CONTRACT DRIVERS TRANSPORTATION		4,244.04
0000003483	01/23/2024	TAIWO AFOLABI	OPEN PO 2023-2024		4,901.40
0000003484	01/23/2024	CARLEEN FINK	CONTRACT DRIVERS TRANSPORTATION		2,084.40
0000003485	01/23/2024	MELODY SEVERUD	CONTRACT DRIVERS TRANSPORTATION		5,679.00
0000003486	01/23/2024	SCHOOL SPECIALTY LLC	CLASSROOM SUPPLIES	composition books #002058	1,755.23
0000003487	01/23/2024	LAIANA BIELA	CONTRACT DRIVERS TRANSPORTATION		408.72

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003488	01/23/2024	CHARLES WELLS	CONTRACT DRIVERS TRANSPORTATION		3,736.98
0000003489	01/23/2024	CHARLES W SANTOS	CONTRACT DRIVERS TRANSPORTATION		5,701.86
0000003490	01/23/2024	SNEDLLOYT STENVIL	CONTRACT DRIVERS TRANSPORTATION		745.47
0000003491	01/26/2024	21ST CENTURY CYBER CHARTER SCHOOL	Tuition 21st Century Jan 24 RegEd	Tuition 21st Century Jan 24 SpEd	18,045.63
0000003492	01/26/2024	AGORA CYBER CHARTER SCHOOL	Tuition Agora Nov 23 SpEd	Tuition Agora Dec 23 RegEd	86,651.29
0000003493	01/26/2024	ALBERT SMITH	Purpose: EE NET Payroll Pay Date: 12/31/2023		268.30
0000003494	01/26/2024	ALTRONICS INC	Invoice 0000150010 dated 1/8/24 for J.M. Hill Elem Monitoring for 1/1/24...	Invoice 0000150009 dated 1/8/24 for East Stroudsburg High School South f...	505.76
0000003495	01/26/2024	AMAZON	Item No: 1506287301. Aux Item ID: 130-3707617-1952302,1. Digital SAT ...	Item No: 1506287301. Aux Item ID: 132-1958131-6246420,1. Digital SAT ...	5,223.66
0000003496	01/26/2024	ASCD	SELECT MEMBERSHIP BDB ASCD ID # 000001847051 04/01/2024 THROUGH 03/31/2025		89.00
0000003497	01/26/2024	ASCD	Membership renewal		89.00
0000003498	01/26/2024	ASCENDANCE TRUCKS PENNSYLVANIA LLC	INV# 6314	Ascendance 7176	2,985.83
0000003499	01/26/2024	BATTERY WAREHOUSE	batteries for district		1,022.08
0000003500	01/26/2024	BEHAVIORAL HEALTH ASSOCIATES	Tuition	1 on 1 services	11,628.50
0000003501	01/26/2024	BONNIE WARGO	LEHMAN TAX COLLECTOR		1,952.49
0000003502	01/26/2024	BREAKOUT INC	Breakout EDU digital subscription renewal 1 year access		99.00
0000003503	01/26/2024	BUXMONT ACADEMY	Guaranteed Special Education Tuition Tatamy Creek (10% Disc) - 8 Guarant...		25,146.00

FUND ACCOUNTING PAYMENT SUMMARY

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Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003504	01/26/2024	CLAUDE S CYPHERS INC	Transportation / Open PO 23-24		159.10
0000003505	01/26/2024	CM REGENT RESOURCES	GROUP LIFE JAN 2024	LONG TERM DISABILITY JAN 2024	22,530.26
0000003506	01/26/2024	COAL CRACKER WRESTLING TOURNAMENT INC	Entry Fee per girl		125.00
0000003507	01/26/2024	COLLEGE BOARD	PSAT /NMSQT gr 11		817.92
0000003508	01/26/2024	COLONIAL INTERMEDIATE UNIT 20	INV 126533 NOV 2024	INV 126420 DEC 2024	679.69
0000003509	01/26/2024	COMPUTER DISCOUNT WAREHOUSE	OPEN PO FOR CDW RESERVE		227.35
0000003510	01/26/2024	CTBOOK HOLDING LLC	Ray Bradbury's Fahrenheit 451 (The Authorized Adaptation)	Sales Taxes	1,448.81
0000003511	01/26/2024	DAN HOPKINS DESIGNS LLC	Pay invoice for clothing order for SWPBIS student store		2,245.00
0000003512	01/26/2024	DM SUPPLY SOURCE LLC	motor for HSS Pool plus freight		4,740.00
0000003513	01/26/2024	E S FOODS BEVERAGE AND SPORTS LLC	LIS Special Oly 34 games @3.00		102.00
0000003514	01/26/2024	EASTERN PENN SUPPLY COMPANY	S032659441.001 HSS Elevator	S032624104.001 MSE Twist Waste overflow	554.12
0000003515	01/26/2024	EPLUS TECHNOLOGY	See attached ePlus Quote No 23066312 dated 11/17/23		543.41
0000003516	01/26/2024	FUN AND FUNCTION	CF7167 Waterless LED Column with switch lead time 4 to 6 months		6,041.98
0000003517	01/26/2024	GATEHOUSE MEDIA PENNSYLVANIA HOLDINGS INC	PO Import		196.51
0000003518	01/26/2024	GOVERNMENT SOFTWARE SERVICES	INVOICE#14075 DATED 01/01/2024 DEC 2023 LEHMAN AND PORTER TOWNSHIP MONT...		100.00
0000003519	01/26/2024	HILLTOP SALES & SERVICE	HSS - \$72.22 credit01-64382		326.87
0000003520	01/26/2024	HITECH INSTRUMENTS	EXC-100 BINOCULAR MICROSCOPE QUOTE # 48496 FOR HSS shipping 2400000571	FREIGHT CHARGES	16,465.00
0000003521	01/26/2024	HODGE PRODUCTS INC			75.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

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Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003522	01/26/2024	HOME DEPOT CREDIT SERVICES	7.4 Cou. Ft. Vented Stackable Electric Dryer in White with Sensor Dry ...	Hot point 6.2 cu. ft Electric dryer in white with auto dry Internet #: 2...	3,257.96
0000003523	01/26/2024	INSIGHT PA CYBER CHARTER SCHOOL	Tuition Insight Nov 23 RegEd		33,582.63
0000003524	01/26/2024	INTEGRAONE	Per Day Charge for FortiNAC PS Resource Service	FortiNAC Control and Application next-gen VM Server	8,191.63
0000003525	01/26/2024	INTERSTATE TAX SERVICE BUREAU	Invoice #31532 - Unemployment compensation Cost Control Services for Ja...		1,025.46
0000003526	01/26/2024	KERRY LABAR-GARRIDO	Mr. Joe's Private Lessons reimbursement comp edu student		90.00
0000003527	01/26/2024	KEYSTONE FIRE PROTECTION CO	Invoice 356653 for repairs to HS South fire alarm	Invoice 3566116 for repairs to HS South Fire Alarm	2,056.00
0000003528	01/26/2024	KURTZ BROS	PO Import		36.65
0000003529	01/26/2024	KUTZTOWN UNIVERSITY OF PENNSYLVANIA	Virtual Career Fair Registration		50.00
0000003530	01/26/2024	LEHIGH LEARNING ACADEMY	Tuition LLA Dec 23		7,731.36
0000003531	01/26/2024	Linda M Clare	Purpose: EE NET Payroll Pay Date: 12/31/2023		70.46
0000003532	01/26/2024	MCFARLAND BUSINESS SYSTEMS	Invoice# 12859 Service Agreement - Warranties/Maintenance Formax Auto S...		750.00
0000003533	01/26/2024	MCGRAW HILL EDUCATION	6 Years - Subscription for Professional Development Grade K thru 5 Grade	6 Years -Subscription for Professional Development Grade K thru 5 Grade	5,896.80
0000003534	01/26/2024	MET-ED	SOUTH CAMPUS DEC ELECTRIC	MIDDLE SMITHFIELD DEC ELECTRIC	47,584.29
0000003535	01/26/2024	M-F ATHLETIC COMPANY INC	Green stretch out straps	PB Elite 18" Firm Round Molded Foam Roller	235.35
0000003536	01/26/2024	MODERN GAS SALES INC	PROPANE FOR NORTH POOL		430.34

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003537	01/26/2024	MONIQUA S SANTIAGO	12/19/2023 Inv: 0011 5 Evaluation Reports		4,250.00
0000003538	01/26/2024	MOUNT CARMEL AREA SCHOOL DISTRICT	SOUTH Boys Track and Field team entry fee 3/28/2024	SOUTH Girls Track and Field team entry fee 3/28/2024	300.00
0000003539	01/26/2024	MURRAYS HEAVY DUTY TOWING INC	INV# 14513		650.00
0000003540	01/26/2024	NASCO (QOUTE#45950)	CONSTRUCTION PAPER 9708565QA	CONSTRUCTION PAPER 9708565AA	448.00
0000003541	01/26/2024	NATIONAL ASSOC OF STATE DIR OF PUPIL TRANSP SVCS	Transportation / Membership		150.00
0000003542	01/26/2024	NRG BUSINESS MARKETING LLC	HS SOUTH NATURAL GAS	JTL NATURAL GAS	16,552.55
0000003543	01/26/2024	OFFICE TECHNOLOGY LLC	PO Import	Black toner 12.5 yield CF360X-SB	1,600.00
0000003544	01/26/2024	PAFPC	PAFPC Annual Conference - Member Registration full conference for Angela...		850.00
0000003545	01/26/2024	PENNSYLVANIA BUSINESS EDUCATION ASSOC	PBEA membership fee - SY 23/24 JL, JK, JD		105.00
0000003546	01/26/2024	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	Tuition PA Leadership Jan 24 SpEd	Tuition PA Leadership Jan 24 RegEd	42,409.23
0000003547	01/26/2024	PENNSYLVANIA ONE CALL SYSTEM INC	2400002409		51.67
0000003548	01/26/2024	PENTELEDATA	PHONES FIBER OPTICS		740.39
0000003549	01/26/2024	PMEA	Registration Fee	Housing Fee	1,138.00
0000003550	01/26/2024	PMEA DISTRICT 10	Song Fest Entry Fee- Payment due 1/24/2024		150.00
0000003551	01/26/2024	RAY PRICE STROUD	Z17683 BMirror Asy FS	Cover - Mirro AAPTm	254.45
0000003552	01/26/2024	REBECCA LYNN COLLETT	Compensatory Ed 135934		592.09
0000003553	01/26/2024	ROSE BRAND WIPERS INC	Quote # 335459 ITEM # DRAP0001	Miscellaneous Charges	663.38

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* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003554	01/26/2024	SCHOLASTIC INC	See Quote attached	Item #:NTS52804 ISBN13:9780590528047 Format:Paperback Book Collection Gr...	1,514.44
0000003555	01/26/2024	SHARP ENERGY	Transportation South/OPEN PO 2023-2024 SY'	Transportation North/OPEN PO 2023-2024 SY'	11,806.02
0000003556	01/26/2024	SOLIANT HEALTH LLC	2023-12-10 Marks, Cierra-School SLP Customer #28881	2023-12-17 Marks, Cierra-School SLP Customer #28881	4,500.00
0000003557	01/26/2024	ST LUKES HOSPITAL	INV# 165351	BID SUPPLIES	962.00
0000003558	01/26/2024	STAPLES CONTRACT & COMMERCIAL INC	PO Import	Item No: 912792. Aux Item ID: 912792. Safco Onyx 12.25"W x 12.25"D St...	7,929.51
0000003559	01/26/2024	STAPLES CREDIT PLAN	Order ID(s): .		672.37
0000003560	01/26/2024	SUN LITHO-PRINT INC	INVOICE#46748 DATED 10/13/2023 IN THE TOTAL AMOUNT OF 4935.00 THIS PAYME...		2,325.00
0000003561	01/26/2024	SUNTEX INTERNATIONAL INC	Tournament Trio (Ages 9+) Price: \$32.95 (USD) SKU: 39999 Product 39999 Invoice # 163034	24 Challenge? MVP Badge (Set of 5) Price: \$10.00 (USD) SKU: 68344-L5 Pr... Invoice # 163155	139.05
0000003562	01/26/2024	SWEET STEVENS KATZ & WILLIAMS LLP	Invoice # 163034		15,129.75
0000003563	01/26/2024	SWEETWATER SOUND HOLDING LLC	Listen Technologies ListenTALK Base-4 system	Shure BLX24R/SM58 Wireless Handheld Microphone System Item # BLXRHH58-H10	2,059.00
0000003564	01/26/2024	Taryn M Kresge	Purpose: EE NET Payroll Pay Date: 12/31/2023		533.12
0000003565	01/26/2024	THE PROPHET CORP	DuraHoop Flat Hoops Item# 41-687 Unit: Set of 12	60-509 Gopher Rainbow Soft Play Training Volleyball Fabric, 8" dia, Set ...	567.49
0000003566	01/26/2024	TRANE US INC	JMH vav for principals office		1,012.50
0000003567	01/26/2024	TRANSFINDER CORPORATION	INV# 55399		9,500.00
0000003568	01/26/2024	UGI CENTRAL	JM HILL NATURAL GAS	SOUTH STADIUM NATURAL GAS	2,603.05

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

East Stroudsburg Area School District

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003569	01/26/2024	Urszula Kuban-Bajek	Purpose: EE NET Payroll Pay Date: 12/31/2023		18.47
0000003570	01/26/2024	VICKI J HEITCZMAN	SPRING 2023 TUITION		270.00
0000003571	01/26/2024	WJD JR INC	INV# 20088394		839.70
0000003572	01/26/2024	WORLD FUEL SERVICES INC	MIDDLE SMITHFIELD FUEL 2023-2024		20,766.44
0000003573	01/26/2024	OFFICE DEPOT	Item No: 806858. Aux Item ID: 806858. EXPO(R) Chisel-Tip Dry-Erase Marke...	Item No: 504928. Aux Item ID: 504928. Crayola(R) Color Pencils, Assorted...	2,713.44
0000003574	02/01/2024	A M D A DISTRIBUTORS	Any questions on this order, p		1,166.40
0000003575	02/01/2024	ACCO BRANDS USA LLC	2400000139		520.46
0000003576	02/01/2024	AIRGAS INC	HSN Inv#9146023007	HSS Inv#9146023008	672.45
0000003577	02/01/2024	ALL AMERICAN SPORTS CORP	PO Import		1,247.45
0000003578	02/01/2024	AMAZON	Item No: B07TBCZPVL. Aux Item ID: 143-0167945-6775874.2. DYMO Label P ...	Item No: B07DLCV7YT. Aux Item ID: 136-1745771-9818620,1. CSBD 24 oz. ...	1,042.71
0000003579	02/01/2024	APPLE INC	10.9-inch iPad Wi-Fi 256GB - Silver, STM Dux Plus, w/ 3-year AppleCare+ ...	Transportation / Quote 2212217432	6,244.65
0000003580	02/01/2024	ASCENDANCE TRUCKS PENNSYLVANIA LLC	INV# 5136		1,079.70
0000003581	02/01/2024	ASPEN PEST SERVICES LLC	PEST CONTROL		1,045.25
0000003582	02/01/2024	BERKONE	INVOICE#23120394 DATED12/31/2023 ACT 1 HOMESTEAD APPLICATION FOR MONROE ...		3,587.54
0000003583	02/01/2024	BRODHEAD CREEK REGIONAL AUTHORITY	JTL WATER BILL	ESE WATER FEE	7,713.73
0000003584	02/01/2024	BUREAU OF EDUCATION & RESEARCH	Conf registration given by Institute for educational development		279.00
0000003585	02/01/2024	BUS PARTS WAREHOUSE	Transportation / Open PO		1,472.50

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003586	02/01/2024	CARDIO PARTNERS INC	Phillips HeartStart FRx Semi-Rigid Carry Case Part #: 989803139251	Phillips FRx Infant/Child Key Part # 989803139311	846.98
0000003587	02/01/2024	CHAMPION'S CHOICE	9523 - ANSCHUTZ FRONT IRIS W/HORIZ.BAR (2.3-4.33mm)(22mm)	CC4748 - CHAMPION'S CHOICE SMALL HAND STOP W/SLING SWIVEL	958.58
0000003588	02/01/2024	COLLEGE BOARD	PSAT/NMSQT Fall 11th gradeInvoice P2310370321		1,889.28
0000003589	02/01/2024	COLONIAL INTERMEDIATE UNIT 20	Autistic Support Center Based & Elem	Itinerant Speech and Language support	370,507.88
0000003590	02/01/2024	COMPUTER DISCOUNT WAREHOUSE	OPEN PO FOR CDW RESERVE		366.08
0000003591	02/01/2024	DAVID ZEIGLER	Fun Science 2024 Division B (middle school) 2 airplane FULL KIT	Torque Meter	138.00
0000003592	02/01/2024	DEMCO INC	w17408340 crayola washable fineline admin shredding	w17401990 crayola colored pencils	272.22
0000003593	02/01/2024	DES-CPR INC	Open PO retainer services		160.00
0000003594	02/01/2024	D'HUY ENGINEERING INC	District XI Wrestling JH Entry Fee February 17, 18, 2024	District XI Wrestling Coaches Association Dues	2,000.00
0000003595	02/01/2024	DISTRICT XI WRESTLING COACHES ASSOCIATION	2022 SENIOR TAX REBATE		410.00
0000003596	02/01/2024	DONNA GASIEWICZ	DED: Dues 10M - Full Payroll Pay Date: 2/1/2024	DED: Dues 12M - Full Payroll Pay Date: 2/1/2024	500.00
0000003597	02/01/2024	EAST STROUDSBURG	DED: Dues 10M - Full Payroll Pay Date: 2/1/2024	DED: ES Scholarship - Full Payroll Pay Date: 2/1/2024	6,719.59
0000003598	02/01/2024	ED FOUNDATION OF ES/GENERAL FUND	DED: Educ Found - Full Payroll Pay Date: 2/1/2024		11.00
0000003599	02/01/2024	EPLUS TECHNOLOGY	APC Smart-UPS 2200VA LCD RM 2U 120V WITH SMARTCONNECT	SMT2200RM2UC SCHNEIDER APC SMART-UPS 2200VA LCD RM 2U 120V WITH SMARTCON...	15,147.92
0000003600	02/01/2024	ESEA	DED: Prof Union Dues - Full Payroll Pay Date: 2/1/2024		31,130.89
0000003601	02/01/2024	FLINN SCIENTIFIC INC	PO Import	Flinn Spectrophotometer Item # AP7026	4,163.50

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003602	02/01/2024	FUN AND FUNCTION	10/26/2023 QUOTE: 704546		1,415.49
0000003603	02/01/2024	GUIDO & BARBARA CIMEI	2022 SENIOR TAX REBATE		500.00
0000003604	02/01/2024	HAB-DLT	DED: Berkheimer - Full Payroll Pay Date: 2/1/2024		826.62
0000003605	02/01/2024	HILLTOP SALES & SERVICE	Inv#01-66713 JTL tractors		40.25
0000003606	02/01/2024	HORNET H20 BOOSTER CLUB	Entry Fee February 2024		120.00
0000003607	02/01/2024	IAN BYRD	Byrdseed.TV Annual Subscription		149.00
0000003608	02/01/2024	INTEGRAONE	10/11/2023 QUOTE: 038965v1		3,822.47
0000003609	02/01/2024	ISAAC DURING	2022 SENIOR TAX REBATE		250.00
0000003610	02/01/2024	ISABELL GRANT	2022 SENIOR TAX REBATE		250.00
0000003611	02/01/2024	JOHN A BAUM	2022 SENIOR TAX REBATE		650.00
0000003612	02/01/2024	JUNIOR LIBRARY GUILD	SEE ATTACHED QUOTE FOR SUB RENEWAL		5,069.92
0000003613	02/01/2024	JWPEPPER & SONS-ACCT#36-136400	11539758 - Songs of a Disney Sidekick - (Choral Medley) arr. Alan Billin...	11537958 "All of me" satb kyle peperson	511.25
0000003614	02/01/2024	KATHLEEN KOHLER	2022 SENIOR TAX REBATE		250.00
0000003615	02/01/2024	LAKESHORE LEARNING MATERIALS	LC787 8 FLX-SPC MOBL WDG STNT DSK-MAPL Which consists of: 5A LCT3024M 8...	LC664 01/02/2024 4 FLX-SPC W-W MBL TRAPZOID TBL Which consists of: 15A ...	22,490.14
0000003616	02/01/2024	LJC DISTRIBUTORS OF FULLER BRUSH	PO Import		3,278.05
0000003617	02/01/2024	LORETTA AHNERT	2022 SENIOR TAX REBATE		500.00
0000003618	02/01/2024	M A BRIGHTBILL BODY WORKS INC	Transportation Open PO 23-24 SY'		8,565.47
0000003619	02/01/2024	MET-ED	JTL ELECTRIC	ES ELEM ELECTRIC	19,896.21

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003620	02/01/2024	MODERN GAS SALES INC	HEATING PROPANE FOR RISICA		3,652.88
0000003621	02/01/2024	NAPA	Transportation / Open PO 23-24 SY'		152.99
0000003622	02/01/2024	NATIONAL ATHLETIC TRAINER'S ASSOCIATION	NATA Certified Professional	District 02PA Certified Professional	245.00
0000003623	02/01/2024	NAZARETH MUSIC CENTER	Tenor Sax Repair Yamaha 014824	Trumpet Repair Bundy A41109	115.00
0000003624	02/01/2024	NYSCSPC (NEW YORK STATE CHILD SUPPORT	DED: NY Support - Full Payroll Pay Date: 2/1/2024		402.00
0000003625	02/01/2024	ORIENTAL TRADING	PO Import		44.97
0000003626	02/01/2024	O'SHEA LUMBER COMPANY	rough lumber supplies including delivery		4,585.25
0000003627	02/01/2024	OTIS ELEVATOR COMPANY	Inv#NPS15853002 HSN	Inv#NPS15850002 HSS	5,258.11
0000003628	02/01/2024	POCONO FAMILY YMCA	2023-24 SY salary enhancement stipend for YMCA Before and After School E...		3,804.12
0000003629	02/01/2024	PRESENTATION SYSTEMS	Repair of print head and service of printer	print head for ecoler + models	1,835.00
0000003630	02/01/2024	PRO ED INC	14601 1 EDMARK 2E ONLINE-1 STUDENT USER		146.00
0000003631	02/01/2024	PROSSER LABORATORIES INC	RES		39,275.50
0000003632	02/01/2024	QUADIANT LEASING USA INC	2/23/24-5/21/24 south	2/23/24-5/21/24 jtl	2,826.00
0000003633	02/01/2024	QUAKERTOWN WRESTLING INC	SOUTH Wrestling Entry Fee January 20, 2024		425.00
0000003634	02/01/2024	RICHARD BOOTS	2022 SENIOR TAX REBATE		250.00
0000003635	02/01/2024	SAW SALES AND MACHINERY CO	HSN 9-12 Tech Ed supplies		2,081.88
0000003636	02/01/2024	SCHOLASTIC	Item #:NTS64592 ISBN13:9780590645928 Format:Paperback Book Collection Gr...		749.92
0000003637	02/01/2024	SERVICE TIRE TRUCK CENTER INC	INV# 24-0450055-026		127.42
0000003638	02/01/2024	SHARP ENERGY	Transportation South/OPEN PO 2023-2024 SY'		6,653.07

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003639	02/01/2024	SMART SOURCE OF MICHIGAN LLC C/O SYNOVUS BANK	DW4S - Double Window Envelope for W2	DW19W - Double Window Envelope for 1099 G & NEC	872.46
0000003640	02/01/2024	SPIRALEDGE INC	8211988-0032 - Speedo Women's Ruse Blocks Flyback One Piece Swimsuit - S...		107.40
0000003641	02/01/2024	ST LUKES PHYSICIAN GROUP	Transportation / Open PO 23-24 SY'		225.00
0000003642	02/01/2024	STEPHEN & LILLIAN SANFORD	2022 SENIOR TAX REBATE		250.00
0000003643	02/01/2024	TASC	Invoice# IN3001658 FSA Administration Fees 3/1/2024 to 5/31/2024		2,942.79
0000003644	02/01/2024	TAYLOR BROTHERS DOOR LOCK LLC	LSSCU (1779) FOR ESE	LSSCU (2879) FOR ESE	4,642.13
0000003645	02/01/2024	THE EC/BCLS TRAINING CENTER	Roster	K-12 Heartsaver Certification cards (Zannella and Bradley)	16.00
0000003646	02/01/2024	THE GOODYEAR TIRE & RUBBER COMPANY	Transportation Open PO 23-24 SY'		7,181.05
0000003647	02/01/2024	TRANSLATE LIVE LLC	Dual Screen purpose built device	Broadcast Mode 5000 minutes	29,837.00
0000003648	02/01/2024	VARSITY BRANDS HOLDING CO INC	Double Layer Full Zip Jacket Item # BSN9005 Black 2-S 4-M 5-L 4-XL...	Port & Company Long Sleeve 5.3 oz 100% cotton #SMPC54LS ATH HEA ...	4,164.85
0000003649	02/01/2024	VINCENT & JOAN COSTA	2022 SENIOR TAX REBATE		300.00
0000003650	02/01/2024	VISTA HIGHER LEARNING INC	Item # 978-1-54337-247-2 Get Ready 6-12 Prime (6 year license)		709.75
0000003651	02/01/2024	VITO A CAPITELLI	2022 SENIOR TAX REBATE		500.00
0000003652	02/01/2024	WEST MUSIC COMPANY	Remo Kids Percussion KD-2512-01 12" Tubano w/ Flip Top Head, Rain Forest,...		362.85
0000003653	02/01/2024	WORLD FUEL SERVICES INC	EDE GENERATOR FUEL		1,082.66
0000003654	02/01/2024	ZELENKOFKSKE AXELROD LLC	Invoice# 2023-11332 - October 31, 2023 Professional services Provided		15,000.00
0000003655	02/01/2024	ZESWITZ MUSIC COMPANY	Invoice # 222939- repair hihat stand		28.80

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
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Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003656	02/01/2024	AARON A FISH	24-14	24-58	36,025.00
0000003657	02/01/2024	CLS 5078 LLC	repair to S20 Pacific Disk Scrubber		1,736.45
0000003658	02/01/2024	CREST GOOD MFG CO INC	HSN stock supplies	LIS stock supplies	701.28
0000003659	02/01/2024	D'HUY ENGINEERING INC	BES HVAC Replacement	North Campus Generator Replacement	9,715.95
0000003660	02/01/2024	MEGLINO LANDSCAPING & EXCAVATION	6576	6574	58,550.00
0000003661	02/01/2024	OTIS ELEVATOR COMPANY	HSS gym elevator		1,187.50
0000003662	02/08/2024	ABC TROPHY STROUDSURG LLC	Photo Frame	Exchange Club Cup Plate (NORTH/SOUTH)	95.00
0000003663	02/08/2024	ABC TROPHY STROUDSURG LLC	Year end Awards		113.50
0000003664	02/08/2024	ACDA EASTERN DIVISION	registration- acda eastern division conference KL		315.00
0000003665	02/08/2024	ADRIAN BROWNING SIMS	guest conductor at the instrumental music department concert		2,000.00
0000003666	02/08/2024	AIRGAS INC	INV#9146504976	INV9146504975	773.16
0000003667	02/08/2024	ALLSTATE SIGN & PLAQUE CORP	2 DO NOT ENTER signs each for JMH and SME DO NOT ENTER		420.00
0000003668	02/08/2024	AMERICAN FENCE CO INC	fence around playground at SME		5,800.00
0000003669	02/08/2024	ASCENDANCE TRUCKS PENNSYLVANIA LLC	Transportation Open PO 23-24 SY'		3,450.67
0000003670	02/08/2024	BUS PARTS WAREHOUSE	Transportation / Open PO		120.41
0000003671	02/08/2024	CDWLLC	Model #Brightlink 585WI Manufacture Part # V13H010L80	Model #Brightlink 485WI Manufacture Part # V13H010L71-BTI	377.58
0000003672	02/08/2024	CHAMPION'S CHOICE	Wolf Match Target .22 ammunition W100MT (case of 5,000)	Anschutz 6852-03 Optical Lens Diopter for 18mm front sight Item # 9...	956.23
0000003673	02/08/2024	Christina M Davidge	Harrisburg/parking Jan24		178.84

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003674	02/08/2024	CHRISTOPHER S BROWN LAW OFFICES	January 2024 Professional Services Rendered Invoice# 3375		6,696.25
0000003675	02/08/2024	CLAUDE S CYPHERS INC	Transportation / Open PO 23-24		915.40
0000003676	02/08/2024	CLEAR CHOICE GLASS AND MIRROR	INV# 103966A		235.00
0000003677	02/08/2024	CRITICAL SYSTEM LLC	service call for JTL generator not exercising		225.00
0000003678	02/08/2024	DAILEY RESOURCES	INV# 0001002899		71.50
0000003679	02/08/2024	DARYLE J MILLER	Jan 24 mileage		215.47
0000003680	02/08/2024	DAWN M ARNST TAX COLLECTOR	tax/internet 23/24		199.80
0000003681	02/08/2024	DBH SWB LLC	NvsS BB 5/2/24 Cust#50883776		1,225.00
0000003682	02/08/2024	DE-CLOG SEWER-N-DRAIN	sewer line work bathroom by library		225.00
0000003683	02/08/2024	DEMCO INC	SY 23/24 general supply library order HSN	see attached	2,292.07
0000003684	02/08/2024	DIRECT SPORTS INC	SP-WC41100HS: Spalding 4100HS PRO NFHS / NOCSAE Baseball (dozen)	Shipping	424.79
0000003685	02/08/2024	DM SUPPLY SOURCE LLC	Inv#10243 SME	Inv#10298 RES	2,433.42
0000003686	02/08/2024	E S FOODS BEVERAGE AND SPORTS LLC	11/2/23	10/19/23	2,052.00
0000003687	02/08/2024	EASTERN PENN SUPPLY COMPANY	S032303828.011, S032303828.010, S032303828.008	S032303828.005	6,826.44
0000003688	02/08/2024	EASTON AREA HIGH SCHOOL	Entry Fee for HS South Reading Olympics Team		40.00
0000003689	02/08/2024	EDMENTUM	162 QTY. READING EGGS-PROGRAM LICENSE FOR 12 MONTHS AND 1 CLEVER SIS INT...		10,976.00
0000003690	02/08/2024	EPLUS TECHNOLOGY	2400002204	36FT USB HIGH SPEED CABLE M/M USB 2.0 ACTIVE REPEATER CABLE M/M	6,986.72
0000003691	02/08/2024	EPN TRAVEL SERVICES INC	Hershey Pk/Adjudication		1,924.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

02/20/2024 07:09:08 AM East Stroudsburg Area School District

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003692	02/08/2024	ESASD STUDENT ACTIVITY FUND	wrong account deposit		139.00
0000003693	02/08/2024	FASTENAL COMPANY	lis stock	HSN stock	17.31
0000003694	02/08/2024	FRANCIS SMITH & SONS INC	veeder root issue		205.00
0000003695	02/08/2024	FUN AND FUNCTION	MS6728 Fiber Optic Jellyfish-Calming This item ships directly from the m...		3,191.94
0000003696	02/08/2024	GATEHOUSE MEDIA PENNSYLVANIA HOLDINGS INC	PO Import		432.31
0000003697	02/08/2024	GOVCONNECTION INC	Acad. Desktop for Mac Current Subscription Renewal 1 Year Parallels Acad...		215.91
0000003698	02/08/2024	GOVERNMENT SOFTWARE SERVICES	NVOICE#14168 JAN 2024 MTHLY LEASE FOR LEHMAN AND PORTER TOWNSHIP		100.00
0000003699	02/08/2024	HANSON AGGREGATES INC	JTL infield mix		1,555.75
0000003700	02/08/2024	HILLTOP SALES & SERVICE	01-67200	01-67201	582.71
0000003701	02/08/2024	HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY	6 Year Contract - Into Literature & Connected Tier 2 (Proposal #00879383...		186,588.99
0000003702	02/08/2024	JACKSON-HIRSH	Loops straps of clear plastic (package of 100)	Shipping and handling	82.54
0000003703	02/08/2024	JENNIFER FULLER	jan 2024 mileage		93.13
0000003704	02/08/2024	JENNIFER HERMAN	HN session 11/17/23	HN session 12/06/23	520.00
0000003705	02/08/2024	JWPEPPER & SONS-ACCT#36- 136400	Fanfare #11535684 Band set & score inspiration	11503182 crossing the usa cd	146.47
0000003706	02/08/2024	KATHRYNA A MARTOCCI	12/21/23 Inv. 1		160.00
0000003707	02/08/2024	KATRINA AIELLO	Tutoring Services Bd. Approved 11/20/23 comp edu student		181.64
0000003708	02/08/2024	KELLEY BROS LLC	Jan 2024 mileag		1,360.00
0000003709	02/08/2024	Kellie L Davis	mortise lockset Mileage Acadience training		187.60

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003710	02/08/2024	KRUEGER SHEET METAL	MSE walk in freezer	HSS small gym	600.00
0000003711	02/08/2024	LANCASTER-LEBANON IU#13	M365 A3 SKU AAA-73004 Package B	Core Server Platform (Faculty) SKU HAF-00005 Package B	10,030.00
0000003712	02/08/2024	LJC DISTRIBUTORS OF FULLER BRUSH	open PO for HSS		36.00
0000003713	02/08/2024	MACKIN BOOK COMPANY	see attached quote #130864		
0000003714	02/08/2024	Marialena Casciotta	Hershey mileage 2023	two dinners SAS 2023	1,160.00
0000003715	02/08/2024	MARSHALLS CREEK PLUMB&ELECT SUPPLIES	Inv#19087 MSE	Inv#19107 LIS Pool Heater	191.63
0000003716	02/08/2024	MARY L BURKE	Jan 2024 mileage		1,451.13
0000003717	02/08/2024	MARYWOOD UNIVERSITY NAFME COLLEGIATE	Marywood University Wind Band Celebration Registration		150.08
0000003718	02/08/2024	MATTHEW SADOWSKY	SWIBIS Expense		800.00
0000003719	02/08/2024	MCGRW HILL EDUCATION	PO Import		115.71
0000003720	02/08/2024	MEDCO SUPPLY COMPANY	EHS StLukes Athletic General Supplies		4,377.10
0000003721	02/08/2024	MEDCO SUPPLY COMPANY	Item #7022662 Rapid Form Ankle	Item # 7022663 Rapid Form Arm	3,603.61
0000003722	02/08/2024	MEGLINO LANDSCAPING & EXCAVATION	Inv#6601 HSS	Inv#6599 JTI	997.28
0000003723	02/08/2024	MEIER SUPPLY CO INC	MSE Inv#2768686	RES Actuator	11,045.00
0000003724	02/08/2024	MODERNFOLD OF READING INC	inspect and service gym curtains	ESE inspect and service gym curtains	1,182.90
0000003725	02/08/2024	MORITZ EMBROIDERY WORKS INC	Puffy Jacket/St. Lukes Sports Medicine	Stretch Contrast 1/4 zip/St. Lukes Sports Medicine	1,250.00
0000003726	02/08/2024	MORNING CALL	Inv#086626956000 - Bid Emergency Generator Replacement 1-5-24 / 1-10-24 ...		83.53
					483.32

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003727	02/08/2024	MULTI-HEALTH SYSTEM INC	C4USE Connors 4 Use	CD2007 Children's Depression Inventory 2 (CDI) Self-Report Online Form	307.50
0000003728	02/08/2024	MURRAYS HEAVY DUTY TOWING INC	INV# 14522		650.00
0000003729	02/08/2024	Nicole Rodriguez	Jan 24 mileage		15.31
0000003730	02/08/2024	OFFICE TECHNOLOGY LLC	HP LaserJet M653 Black Item # CF450A-C		165.00
0000003731	02/08/2024	ORIENTAL TRADING	diane lifts / swpbs		928.28 #
0000003732	02/08/2024	P & S GARAGE	freon		207.13
0000003733	02/08/2024	PASBO	PCSBS for A. Bauer		50.00
0000003734	02/08/2024	PATRIOT WORKWEAR	Invoice 39810 for BLAUER Armorskin XP Tacvest for Off. Lowris		125.00
0000003735	02/08/2024	PMEA DISTRICT 5	Region V Chorus Festival PMEA - Copy of invoice must accompany payment ...	Region V Chorus Festival registration fee	548.00
0000003736	02/08/2024	PRESTWICK HOUSE	2 30 pk hardcover book bundles - To Kill a Mockingbird	shipping/tax	760.06
0000003737	02/08/2024	QUILL CORPORATION	Smead End-Tab File Folders, Shelf-Master Reinforced Straight-Cut Tab, Le...	Smead Manila File Folder, 1/3-Cut Tab, Letter Size, Manila, 100/Box (103...	114.43
0000003738	02/08/2024	R J WALKER CO INC	replacement water heater - emergency over break		9,269.81
0000003739	02/08/2024	REBECCA WANCA	5 Elementary Memberships	2 Intermediate Memberships	1,119.93
0000003740	02/08/2024	SCHOLASTIC INC	PO Import		1,581.36
0000003741	02/08/2024	SCHOOL NURSE SUPPLY INC	39835 PROCHAMBER VALVED HOLDING CHAMBER (MFG# HS2003)	52022C SCHOOL NURSE SUPPLY NITRILE POWDER-FREE 1 EXAM GLOVES MEDIUM, 10...	563.04
0000003742	02/08/2024	SHI INTERNATIONAL CORP	MAXCases Extreme Shell-L for Lenovo 300e/500e G3 Chrome 11" (Black/Clear...		506.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003743	02/08/2024	SOLIAANT HEALTH LLC	2024-01-14 Marks, Cierra-School SLP Regular Rate	2024-01-21 Marks, Cierra- School SLP Regular Rate	3,975.00
0000003744	02/08/2024	Stephanie R Condelli	Accompanist/concert		150.00
0000003745	02/08/2024	STEPHEN ZALL	mileage/parking 2024		185.54
0000003746	02/08/2024	STROUDSBURG ELECTRIC MOTOR SERVICE	Inv#6553291		664.64
0000003747	02/08/2024	SUPER HEAT INC	116608	Inv#116195 JTI	24,201.12
0000003748	02/08/2024	SWEETWATER SOUND HOLDING LLC	Harmony61Pro Alesis Harmony 61 Pro Key Portable Arranger Keyboard		518.00
0000003749	02/08/2024	TRANE US INC	314276575	314277057	7,106.91
0000003750	02/08/2024	US FOODS	2400001126		517.07
0000003751	02/08/2024	VEX ROBOTICS INC	Item #: 276-1491 7.2V Robot Battery NiMH 3000mAh	SKU: 276-2177 2-Wire Motor 393	831.60
0000003752	02/08/2024	Virginia Romagno	shoe reimbursement 2024		50.00
0000003753	02/08/2024	William L Vitulli	Jan 24 mileage		26.07
0000003754	02/08/2024	WILLIAM RIKER	mileage Jan 2024	meal harrisburg 1/22/24	325.00
0000003755	02/08/2024	WILLIAM V MACGILL & CO	15614 SMALL NITRILE POWDER FREE GLOVES,10/CS	1616 ST-37 FIRST AID SOLUTION 16 OZ	318.57
0000003756	02/08/2024	WJD JR INC	Transportation / Open PO 23-24 SY'		711.75
0000003757	02/08/2024	ZESWITZ MUSIC COMPANY	Selmer clarinet CL301 Premium - composite	Yamaha 5C clarinet mouthpiece YAC CL5C	3,134.52
0000003758	02/15/2024	AARON A FISH	BES	LIS	4,473.00
0000003759	02/15/2024	ACAR LEASING INC	VAN RENTAL FOR SOUTH RIFLE STATE QUALIFIER 2/13/2024		110.95
0000003760	02/15/2024	Adam C Bruck	EDUC 571 FALL 2023 TUITION		2,403.00
0000003761	02/15/2024	ADAM COFFMAN	STEELS Summit/Hershey 2024 mileage		146.18

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FUND ACCOUNTING PAYMENT SUMMARY

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Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003762	02/15/2024	ADOLPH KIEFER & ASSOCIATES LLC	SKU # 710128-W Standard Guard Hip Pack Kit (Black) reimbursement comp edu student	SKU # 176 Original Guard Infinity Whistle (Red)	95.65
0000003763	02/15/2024	ALDA CHINTALAN		order#442196226	375.00
0000003764	02/15/2024	ALL AMERICAN SPORTS CORP	SOUTH 3 large flex helmets		2,606.40
0000003765	02/15/2024	AMANDA KERDZALIEV	SPED 898 FALL 2023 TUITION	SPED 861 FALL 2023 TUITION	3,570.00
0000003766	02/15/2024	AMAZON	Item No: B07NVYJXJ8, Aux Item ID: 135-9172932-8257418,1, Gemalto by T...	Item No: B08GY61ZZN, Aux Item ID: 132-9018315-4605023,4, SanDisk 128G...	13,583.28
0000003767	02/15/2024	ASCENDANCE TRUCKS PENNSYLVANIA LLC	Transportation Open PO 23-24 SY'		1,793.86
0000003768	02/15/2024	BANKS' VACUUM SALES AND SERVICE	2400000404 open		418.44
0000003769	02/15/2024	BIG BROTHERS BIG SISTERS OF NORTHEASTER PA	DISTRICT CASUAL FOR A CAUSE DONATION		660.00
0000003770	02/15/2024	BLAKE & WALSH LLC	Invoice Dated 1/29/24 Arbitration		750.00
0000003771	02/15/2024	BLUE RIDGE LUMBER COMPANY	MAINTENANCE SUPPLIES	open PO for Blue Ridge Lumber for Wood Construction & Fund. Home Repair ...	1,137.65
0000003772	02/15/2024	BRIAN BERT	EDD 9951 FALL 2023 TUITION		743.00
0000003773	02/15/2024	Chrisoula K Kallinteris-Casagrande	20130174 FALL 2023 TUITION		285.00
0000003774	02/15/2024	CINTAS CORPORATION #101	UNIFORM RENTAL		10,429.25
0000003775	02/15/2024	CINTAS CORPORATION #101	Transportation / First Aid Open PO 23-24 SY'		425.04
0000003776	02/15/2024	CLAUDE S CYPHERS INC	oil dry		103.60
0000003777	02/15/2024	CLS 5078 LLC	hose for RS28 rider		66.25
0000003778	02/15/2024	COLONIAL INTERMEDIATE UNIT 20	OPEN PO Instructional Costs		295,374.72
0000003779	02/15/2024	COMMONWEALTH OF PA	2023-2024 Self-Insurance Renewal Application Fee		100.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003780	02/15/2024	COMUTER DESIGN & INTERGRATIOIN LLC	Detailed Quote Attached		21,120.00
0000003781	02/15/2024	DEANA M OSTROSKI	Jan 24 mileage		67.06
0000003782	02/15/2024	DEBORAH OSBORNE	ED 670 FALL 2023 TUITION		2,589.00
0000003783	02/15/2024	DECKER EQUIPMENT	SC70C Black Cone Style Stool Cap	shipping & handling	317.00
0000003784	02/15/2024	DE-CLOG SEWER-N-DRAIN	sewer line maxi pads jammed and clogged		325.00
0000003785	02/15/2024	DENISE S ROGERS	Jan 24 mileage		272.00
0000003786	02/15/2024	D'HUY ENGINEERING INC	MSE	ESE	12,600.00
0000003787	02/15/2024	DM SUPPLY SOURCE LLC	switch for HSS RT Unit		433.32
0000003788	02/15/2024	EAST STROUDSBURG	DED: Dues 10M - Full Payroll Pay Date: 2/15/2024	DED: Dues 12M - Full Payroll Pay Date: 2/15/2024	6,719.59
0000003789	02/15/2024	EASTERN PENN SUPPLY COMPANY	faucets	closet spud comp and twist waste with overflow	922.80
0000003790	02/15/2024	ED FOUNDATION OF ES/GENERAL FUND	DED: Educ Found - Full Payroll Pay Date: 2/15/2024	DED: ES Scholarship - Full Payroll Pay Date: 2/15/2024	11.00
0000003791	02/15/2024	EDWARD MOONEY	GE9930 FALL 2023 TUITION	GE 9951 FALL 2023 TUITION	1,500.00
0000003792	02/15/2024	ELIZABETH BIBLER	GE 9930FALL 2023 TUITION	GE 9995 FALL 2023 TUITION	1,500.00
0000003793	02/15/2024	EPLUS TECHNOLOGY	V11HA25020 EPSON POWERLITE L730U	See attached ePlus Quote No 23066312 dated 11/17/23	4,920.67
0000003794	02/15/2024	ESASD SPECIAL OLYMPICS	DISTRICT CASUAL FOR A CAUSE DONATION		1,047.05
0000003795	02/15/2024	ESEA	DED: Prof Union Dues - Full Payroll Pay Date: 2/15/2024		31,332.52
0000003796	02/15/2024	FASTENAL COMPANY	HSN Baseball/Softball scoreboards parts	HSN/HSS baseball and softball scoreboard parts	316.16
0000003797	02/15/2024	FLINN SCIENTIFIC INC	Item # FB1469 Owl Pellets package of 50		456.39
0000003798	02/15/2024	FRANCIS SMITH & SONS INC	veeder root not printing and alarms		1,335.37

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003799	02/15/2024	FRONTIER	PO Import		2,471.72
0000003800	02/15/2024	HA BERKHEIMER INC	TAX COLLECTION FEE		301.54
0000003801	02/15/2024	HAB-DLT	DED: Berkheimer - Full Payroll Pay Date: 2/15/2024		706.39
0000003802	02/15/2024	HILLTOP SALES & SERVICE	GATOR STARTER AT HSN	GATOR STARTER AT LIS	479.80
0000003803	02/15/2024	HILLYARD INC	roll towels		3,353.90
0000003804	02/15/2024	HORNET H2O BOOSTER CLUB	HORNET H2O BOOSTER CLUB		30.00
0000003805	02/15/2024	INTEGRAONE	Asset# 81932 5B10S75394 - Lenovo Chromebook 500E Battery	Asset # 101240 - Lenovo Battery - 5B10W67369 Invoice CW75706	216.00
0000003806	02/15/2024	INTERSTATE CHEMICAL CO	glycol for HSS		3,482.06
0000003807	02/15/2024	ITC GLOBAL NETWORKS LLC	DISTRICT PHONE LINES		1,062.20
0000003808	02/15/2024	JACQUELINE DEGRAFFENREID	SPEC 530 FALL 2023 TUITION	SPEC 520 FALL 2023 TUITION	4,644.00
0000003809	02/15/2024	JOHN J MINORA ESQUIRE	Settlement & Agreement Bd App 01.22.24		5,000.00
0000003810	02/15/2024	Joseph P Fluhr	Feb 2024 mileage		180.90
0000003811	02/15/2024	JWPEPPER & SONS-ACCT#36-136400	scott / chorus	#11352557 A Builder's Dream by Adrian Sims	125.25
0000003812	02/15/2024	KELLEY BROS LLC	mortise lockset JTL Inv#76-763780	sargent pins	1,972.00
0000003813	02/15/2024	KING SPRY HERMAN FREUND & FAUL LLC	Invoice # 183832	Invoice # 184566	14,315.00
0000003814	02/15/2024	KRATZENBERG & ASSOCIATES INC	DED: Keystone Coll. - Full Payroll Pay Date: 2/15/2024		71.00
0000003815	02/15/2024	LAIANA BIELA	TRANSPORTATION PARENT DRIVER		250.85
0000003816	02/15/2024	LAURA E MUNCH	THSC FALL 2023 TUITION		285.00
0000003817	02/15/2024	Laura J Weeks	Jan 2024 mileage		20.71
0000003818	02/15/2024	LEHIGH VALLEY IRONPIGS	SOUTH baseball 1/2 rental entry fee, 4/18/2024 (other 1/2 will be paid b...		1,500.00

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* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Paymnt Dt	Description Of Purchase	Description Of Purchase	Amount
0000003819	LISA K VITULLI	02/15/2024	Hershey PeTe conf mile	meals conf 2024	208.62
0000003820	LJC DISTRIBUTORS OF FULLER BRUSH	02/15/2024	Open PO SME		330.00
0000003821	M A BRIGHTBILL BODY WORKS INC	02/15/2024	Transportation Open PO 23-24 SY*		2,626.30
0000003822	MALCOLM PENDLETON JACKSON	02/15/2024	SENIOR 2022 REBATE		650.00
0000003823	MANWALAMINK WATER COMPANY	02/15/2024	MIDDLE SMITHFIELD WATER AND SEWER FEE		1,178.88
0000003824	Marisa Kehr	02/15/2024	Hershey mileage	meals PETE conf 2024	208.84
0000003825	MARTENE SALERNO	02/15/2024	EDEC 533 FALL 2023 TUITION	EDUC 531 FALL 2023 TUITION	3,534.00
0000003826	MATTHEW SADOWSKY	02/15/2024	SWIBIS Reimbursement		60.16
0000003827	MAUREEN SEIDEL	02/15/2024	20120274 FALL 2023 TUITION		285.00
0000003828	MEIER SUPPLY CO INC	02/15/2024	LIS 20X25X2 FILTER	air filters	1,167.44
0000003829	MET-ED	02/15/2024	NORTH CAMPUS ELECTRIC		36,370.71
0000003830	MODERN GAS SALES INC	02/15/2024	RESICA BOILER PROPANE	LEHMAN PROPANE FOR POOL	4,852.15
0000003831	MONROE COUNTY PROTHONOTARY	02/15/2024	SATISFY LEIN TAX REFUND		56.00
0000003832	NAPA	02/15/2024	Transportation / Open PO 23-24 SY*		119.54
0000003833	NAZARETH MUSIC CENTER	02/15/2024	See attachment. Pay invoice for instrumental repair.		160.00
0000003834	NICOLE PEREZ	02/15/2024	reimbursement for comp edu student		45.11
0000003835	NICOLE WILKINS	02/15/2024	INV # 17 reimbursement for comp edu student	INV # 18 reimbursement for comp edu student	315.00
0000003836	NYSCSPC (NEW YORK STATE CHILD SUPPORT	02/15/2024	DED: NY Support - Full Payroll Pay Date: 2/15/2024		402.00
0000003837	OFFICE TECHNOLOGY LLC	02/15/2024	reading dept. / jennings	CF226X-C 24000 Cartridge for the HP Laser Jet Pro M402DN Printer	303.00
0000003838	OPEN TEXT INC	02/15/2024	DISTRICT FAX LINES		600.49

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003839	02/15/2024	P & S GARAGE	grounds truck - egr valve/fuel filter		1,210.84
0000003840	02/15/2024	PASBO	Excel 1.0 Webcast	Excel 1.0 Webinar for S. Hardy	230.00
0000003841	02/15/2024	PENNSYLVANIA ONE CALL SYSTEM INC	2400002409		133.62
0000003842	02/15/2024	PETROCHOICE	Transportation / Open PO 23-24 SY'		3,057.12
0000003843	02/15/2024	PLANK ROAD PUBLISHING	scott / chorus		100.60
0000003844	02/15/2024	POCONO MOUNTAIN SCHOOL DISTRICT	JTL Boys Track 1/2 entry fee, 4/13/2024	JTL Girls Track and Field 1/2 entry fee 4/13/2024	200.00
0000003845	02/15/2024	POSTMASTER	MIDDLE SMITHFIELD SCHOOL STAMPS		68.00
0000003846	02/15/2024	POSTMASTER	ES ELEM SCHOOL STAMP		396.00
0000003847	02/15/2024	PP&L	SOUTH TRAFFIC LIGHTS	SOUTH TRAFFIC LIGHT	104.80
0000003848	02/15/2024	PROSSER LABORATORIES INC	RES	MSE	10,584.00
0000003849	02/15/2024	QUILL CORPORATION	901-7125AD 2 pocket folders	901-266262 hanging file folders	394.36
0000003850	02/15/2024	RHODE ISLAND NOVELTY	diane litts / swpbs		299.80
0000003851	02/15/2024	SCANTRON CORPORATION	Item # 881-E 100-QUS 5 CHC ALPHA 2SD 50/SD (500/PKG)	882-E Answer Sheet 100Q 5CHC ALPHA (500/PKG)	832.00
0000003852	02/15/2024	SCOTT E BUCHHEIT	Arbitrator invoice 21-22-04		1,200.00
0000003853	02/15/2024	SEMPER FI SALES INS	SME PUMP 2 TRIPPING THE BREAKER AND PUMP WAS BAD	pump 2 running 19 amps should be 9 amps. pump is no good	7,579.00
0000003854	02/15/2024	SERVICE TIRE TRUCK CENTER INC	INV# 24-0470603-026		237.00
0000003855	02/15/2024	SHARP ENERGY	Transportation North/OPEN PO 2023-2024 SY'	Transportation South/OPEN PO 2023-2024 SY'	12,696.41
0000003856	02/15/2024	Stacey M Brescancine	20120332 FALL 2023 TUITION		285.00
0000003857	02/15/2024	STAPLES CREDIT PLAN	PO 2400000612 CLASSROOM SUPPLIES	PO 2400000306 CLASSROOM SUPPLIES	196.21

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* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Payment Dt	Description Of Purchase	Description Of Purchase	Amount
0000003858	Stephanie L Clark	02/15/2024	Jan 24 mileage		29.44
0000003859	SUBURBAN EMS INC	02/15/2024	9/11/23-10/23/23	Varsity	3,760.00
0000003860	SUPER HEAT INC	02/15/2024	HSN clean and service air oil box #1		1,973.70
0000003861	TAYLOR FORGIONE	02/15/2024	Jan 24 mileage		38.99
0000003862	Taylor L Juszyński	02/15/2024	GFED 674 FALL 2023 TUITION	GFED 670 FALL 2023 TUITION	3,096.00
0000003863	THE GOODYEAR TIRE & RUBBER COMPANY	02/15/2024	Transportation Open PO 23-24 SY'		12,762.50
0000003864	THE INSTRUMENTALIST	02/15/2024	21CB sausa student combination set	23CB- armstrong student combination set	223.00
0000003865	TINA M FALBO	02/15/2024	Jan 24 mileage		22.11
0000003866	TRANE US INC	02/15/2024	inv#314310294-JTL install and program new controller	inv#314310427 JTL configure and replace return air CO2 sensor	4,832.00
0000003867	UGI CENTRAL	02/15/2024	SOUTH CAMPUS NATURAL GAS	JTL NATURAL GAS	17,721.50
0000003868	US FOODS	02/15/2024	OPEN PO for Fall/Spring semester online ordering/bulk ordering & deliver...		487.00
0000003869	VARSITY BRANDS HOLDING CO INC	02/15/2024	Item #UA1360712001 - Black, White (UA Command 1/4 Zip) 4 MED 4 LRG PO Import	Item #ASDCXXXX (Shot & Discus Carrier	436.00
0000003870	VERIZON WIRELESS	02/15/2024			3,593.14
0000003871	WEST MUSIC COMPANY	02/15/2024	Makala MK-S Soprano Ukulele Item No. 303685 UPC Code 810054342229	Harmony H100 Soprano Recorder 100pk Item No. 401767	1,171.16
0000003872	WILLIAM V MACGILL & CO	02/15/2024	14146 ZIPLOC ONE GALLON STORAGE BAGS 250/CS	14513 ACETAMINOPHEN 325MG 250X2'S (TYLENOL)	228.50
0000003873	WORLD FUEL SERVICES INC	02/15/2024	EHN HEATING FUEL 2023-2024	LEHMAN HEATING FUEL 2023-2024	41,527.58
0000003874	YOURMEMBERSHIP.COM	02/15/2024	JOB POSTING ID70943408 invoice #R66141517		475.00
0000003875	DM SUPPLY SOURCE LLC	02/15/2024	Inv#10298 RES	Inv# 10330	984.37

FWS

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

10 - GENERAL FUND	2,322,090.88
29 - SPECIAL ACTIVITY FUND	4,786.47
32 - CAPITAL RESERVE/PROJECT	22,315.95
50 - CAFETERIA FUND	5,108.44
Grand Total All Funds	2,354,301.74
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	2,354,301.74
Grand Total All Payments	2,354,301.74

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: SPEC - Special Activity Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001139	01/26/2024	ESASD CAFETERIA	HORTH & SOUTH CHOIRS COOKIES & BOARD DINNER 12/18/24 COCOA		225.00
0000001140	01/26/2024	JENNIFER L MARMO	REWARDS FOR SWIBIS		141.83
0000001141	01/26/2024	PAUL ANTHONY DIPIPPA	HS NORTH FUNDRAISER		1,925.00
0000001142	02/01/2024	AMAZON	Item No: B07P1ZFBRS, Aux Item ID: 144-3642829-6586106,4. Amazon Brand...	Item No: B06XS6WNWW, Aux Item ID: 144-3642829-6586106,3. Healthy Snac...	416.22
0000001143	02/01/2024	CARLY GALLAGHER	HS SOUTH GIRLS BASKETBALL T- SHIRTS		250.00
0000001144	02/01/2024	EMILY ITKOR	JM HILL K-KIDS SUPPLIES		173.77
0000001145	02/01/2024	ESASD CAFETERIA	SPECIAL OLYMPICS BANQUET	SMITHFIELD ELEM COCA & HOLIDAY COOKIES	900.00
0000001146	02/01/2024	KISTLER PRINTING COMPANY	BROCHURES/BANNERS FOR SPECIAL OLYMPICS		277.50
0000001147	02/01/2024	MARISSA MEYERS	LEHMAN NJHS T-SHIRTS		414.00
0000001148	02/01/2024	MARQUIS MOATE	HS SOUTH PHOTOGRAPHER SPECIAL OLYMPICS		250.00
0000001149	02/01/2024	ORIENTAL TRADING	JTL FACULTY WORKSHOP SUPPLIES		93.97
0000001150	02/01/2024	TYRONE PALMER	HS SOUTH MUSICAL DOWN PAYMENT		500.00
0000001151	02/08/2024	ABC TROPHY STROUDSURG LLC	Year end Awards		113.50
0000001152	02/08/2024	EPN TRAVEL SERVICES INC	Hershey Pk/Adjudication		1,924.00
0000001153	02/08/2024	ESASD STUDENT ACTIVITY FUND	wrong account deposit		139.00
0000001154	02/08/2024	CHAMPION'S CHOICE	extra ammo rifle club/2400002996		956.23
0000001155	02/08/2024	CHAMPION'S CHOICE	extra ammo rifle club/2400002996		956.23
0000001156	02/09/2024	CHAMPION'S CHOICE	extra ammo rifle club/2400002996		956.23

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: SPEC - Special Activity Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

29 - SPECIAL ACTIVITY FUND	10,612.48
Grand Total All Funds	10,612.48
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	10,612.48
Grand Total All Payments	10,612.48

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CAF - Cafeteria Payment Dates: 01/18/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001124	01/18/2024	CHAPMAN REFRIGERATION LLC	TO PAY INVOICES FOR 2023-2024 SCHOOL YEAR		390.38
0000001125	01/18/2024	PEPSI-COLA	PO Import		615.20
0000001126	01/18/2024	POCONO MOUNTAIN DAIRIES	PO Import		32,690.32
0000001127	01/18/2024	US FOODS	To pay for food purchases for 2023-2024 school year	To pay for supplies for 2023-2024 school year	80,868.35
0000001128	01/18/2024	WEIS MARKET INC	PO Import		658.09
0000001129	01/18/2024	ROCKLAND BAKERY	PO Import		2,874.63
0000001130	01/18/2024	SIMCO LOGISTICS INC	TO%2520PAY%2520INVOICES %2520FOR%25202023-2024%2520SCHOOL%2520YEAR		867.82
0000001131	01/18/2024	IMPERIAL BAG & PAPER COLLC	TO PAY INVOICES FOR THE 2023-2024 SCHOOL YEAR		6,337.18
0000001132	01/18/2024	GOLD STAR FOODS INC	PO%20Import		2,327.52
0000001133	01/18/2024	MARK HENDRICKS	Dec mileage		316.30
0000001134	01/18/2024	SERVICE TIRE TRUCK CENTER INC	L24570R17 119R GOODYEAR WRANGLER TIRE	PA PUBLIC TRANSPORTATION TAX PER TIRE	629.32
0000001135	01/18/2024	CALEB PATRICK TWOMBLY	Dec mileage		143.84
0000001137	01/23/2024	CALEB PATRICK TWOMBLY	Dec mileage		143.84
0000001138	02/01/2024	SANDS BROS AUTO ALES INC	2023Ram ProMaster Cargo Van Serial 3C6LRVDG5PE578224	Additional Safety Partition Installation	56,738.47
0000001139	02/15/2024	CHAPMAN REFRIGERATION LLC	TO PAY INVOICES FOR 2023-2024 SCHOOL YEAR		397.00
0000001140	02/15/2024	EKON-O-PAC LLC	PO Import		2,580.00
0000001141	02/15/2024	PEPSI-COLA	PO Import		1,189.40
0000001142	02/15/2024	POCONO MOUNTAIN DAIRIES	PO Import		44,495.77
0000001143	02/15/2024	REMCO INC	PO Import		2,601.90

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CAF - Cafeteria Payment Dates: 01/18/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001144	02/15/2024	TASTY BRANDS LLC	TO PAY INVOICES FOR THE 2023-2024 SCHOOL YEAR		8,277.35
0000001145	02/15/2024	US FOODS	To pay for food purchases for 2023-2024 school year	To pay for supplies for 2023-2024 school year	146,513.36
0000001146	02/15/2024	CAPITAL ONE	PO Import		103.21
0000001147	02/15/2024	WEIS MARKET INC	PO Import		560.95
0000001148	02/15/2024	ROCKLAND BAKERY	PO Import		3,809.16
0000001149	02/15/2024	SIMCO LOGISTICSINC	TO PAY INVOICES FOR 2023-2024 SCHOOL YEAR		2,222.49
0000001150	02/15/2024	IMPERIAL BAG & PAPER COLLG	TO PAY INVOICES FOR THE 2023-2024 SCHOOL YEAR		7,350.02
0000001151	02/15/2024	MELISSA COLLEVECHIO	N-D-J Mileage		223.78
0000001152	02/15/2024	GOLD STAR FOODS INC	PO Import		988.92
0000001153	02/15/2024	VALLEY GREEN FOODS LLC	PO Import		6,353.14
0000001154	02/15/2024	CALEB PATRICK TWOMBLY	Jan Mileage		140.69
0000001155	02/15/2024	Csilla Lauture	Shoe reimb.		34.98
0000001156	02/15/2024	VICTOR GIALANELLA	Student Refund		25.00

IF O

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CAF - Cafeteria Payment Dates: 01/18/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

50 - CAFETERIA FUND	413,468.38
Grand Total All Funds	413,468.38
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	413,468.38
Grand Total All Payments	413,468.38

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: STUD - Student Activity Payment Dates: 01/19/2024 - 02/16/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001033	01/26/2024	HERSHEY LODGE	DECA State Conference Accommodations		23,534.72
0000001034	02/01/2024	GERTRUDE HAWK CHOCOLATES	HS SOUTH DECA FUNDRAISING		4,704.00
0000001035	02/01/2024	KIWANIS YOUTH PROGRAMS	HS NORTH KEY CLUB DUES		297.00
0000001036	02/01/2024	PA DECA	HS SOUTH DECA REGISTRATION		5,775.00
0000001037	02/01/2024	PATRICIA A TIERNAN	HS SOUTH YEARBOOK CLUB MEETING		257.58
0000001038	02/01/2024	PENNSYLVANIA HOME OF THE SPARROW	HS SOUTH DECA DONATION		100.00
80 - STUDENT ACTIVITY FUND					34,668.30
Grand Total All Funds					34,668.30
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					34,668.30
Grand Total All Payments					34,668.30

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442a.

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 02/17/2024 - 02/22/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003876	02/20/2024	CAPITAL ONE	0/31/2023 OPEN PO 23.24 Barbara Wetherhold Walmart	TC# 3937 7394 5901 6822 3738 \$99.63	406.50
0000003877	02/22/2024	95 PERCENT GROUP INC	#PH 1248 ADVANCED LESSON LIBRARY WITH DECODABLE PASSAGES - ADVANCED SKILLS.		2,524.00
0000003878	02/22/2024	AMAZON	Item No: B07FSQ7718. Aux Item ID: 137 -4879533-4564836,3. Matman U.S.A...	Item No: B005TJMC0S. Aux Item ID: 138-6855769-8570558,2. Brother QL-7...	6,302.71
0000003879	02/22/2024	ASPEN PEST SERVICES LLC	PEST CONTROL		774.75
0000003880	02/22/2024	BARBARA PREVOST	CONTRACT DRIVER		8,521.92
0000003881	02/22/2024	VARSITY BRANDS HOLDING CO INC	Item# SMP55 JET BLK - Port & Company 50/50 Cotton/Poly T-Shirt 5 SML,...	Item #LETTERWOI - LWO Internal Decoration	553.25
0000003882	02/22/2024	UGI CENTRAL	JM HILL NATURAL GAS	SOUTH STADIUM NATURAL GAS	2,698.38
0000003883	02/22/2024	CINTAS CORPORATION #101	Transportation / First Aid Open PO 23-24 SY		425.04
0000003884	02/22/2024	CLAUDE S CYPHERS INC	Transportation / Open PO 23-24		151.32
0000003885	02/22/2024	COLONIAL INTERMEDIATE UNIT 20	Autistic Support Center Based & Elem	Itinerant Speech and Language support	367,290.10
0000003886	02/22/2024	COMMONWEALTH CHARTER ACADEMY SCHOOL	Tuition CCA Dec 23 RegEd	Tuition CCA Dec 23 SpEd	235,767.96
0000003887	02/22/2024	DIANE KRUPSKI	CONTRACT DRIVER		3,398.67
0000003888	02/22/2024	NRG BUSINESS MARKETING LLC	SOUTH CAMPUS NATURAL GAS	JTL NATURAL GAS	20,695.03
0000003889	02/22/2024	DUSTIN SISKI	CONTRACT DRIVER		7,581.21
0000003890	02/22/2024	EPLUS TECHNOLOGY	W70Z01101AZ3D WASABI WASABI - RCS - OVERAGE	Brightlink 485WI V13H010L71-BTI	1,004.80
0000003891	02/22/2024	EASTERN PENN SUPPLY COMPANY	S032855510.001 ESE module for urinal	S032886267.001 SME	337.03
0000003892	02/22/2024	EVERGREEN COMMUNITY CHARTER SCHOOL	Tuition Evergreen Jan 24 RegEd	Tuition Evergreen Jan 24 SpEd	23,509.69

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

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4426.

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 02/17/2024 - 02/22/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003893	02/22/2024	FRONTLINE TECHNOLOGIES INC	Invoice #INVUS196645 Account # 15233		11,532.49
0000003894	02/22/2024	JENNY GALUNIC	7/1/2024 to 6/30/2024 Comparative ...		
0000003895	02/22/2024	JOSEPH FUCHS	CONTRACT DRIVER TRANSPORTATION		4,228.02
0000003896	02/22/2024	KARLA J LABAR	CONTRACT DRIVER		11,410.21
0000003897	02/22/2024	KATHARINE HOLMES	CONTRACT DRIVER		10,330.11
0000003898	02/22/2024	KING SPRY HERMAN FREUND & FAUL LLC	CONTRACT DRIVER		4,040.24
0000003899	02/22/2024	LEHIGH LEARNING ACADEMY	Invoice # 184567 Confidential Personnel Unit Clarification	Invoice # 184563 Miscellaneous	978.50
0000003900	02/22/2024	LEHIGH VALLEY CHARTER HIGH SCHOOL FOR THE ARTS	Tuition LLA Jan 24 4 students (Grade 9th to 12th)		9,480.99
0000003901	02/22/2024	LISA ROSEN-GERST	Tuition Lehigh Valley Charter HS Nov 23 SpEd	Tuition Tuition Lehigh Valley Charter HS Sep 23 SpEd	50,378.28
0000003902	02/22/2024	LJC DISTRIBUTORS OF FULLER BRUSH	CONTRACT DRIVER		7,425.42
0000003903	02/22/2024	MARIA FRASCELLA	open PO for HSS		1,008.00
0000003904	02/22/2024	MEDCO SUPPLY COMPANY	OPEN PO 2023-2024		5,264.24
0000003905	02/22/2024	MEIER SUPPLY CO INC	2400000445		3.10
0000003906	02/22/2024	MESKO GLASS CO INC	duct and cable tie		117.62
0000003907	02/22/2024	MET-ED	glass repair		45.00
0000003908	02/22/2024	MIGUEL DEJESUS	SOUTH%252520CAMPUST %252520ELECTRIC	RESICA ELEM ELECTRIC	49,693.74
0000003909	02/22/2024	MODERN GAS SALES INC	CONTRACT DRIVER		7,603.15
0000003910	02/22/2024	NAPA	LEHMAN PROPANE FOR THE POOL part for man lift		501.24
0000003911	02/22/2024	PA DISTANCE LEARNING CHARTER SCHOOL	Tuition PA Distance Jan 24 RegEd		34.98

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card
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442c.

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 02/17/2024 - 02/22/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003912	02/22/2024	PATRIOT WORKWEAR	Patriot Invoice 39909 for Off. Smith dated 1/25/24	Patriot Invoice 39908 for Off. Gouger dated 1/25/24	322.00
0000003913	02/22/2024	PENNSYLVANIA STATE UNIVERSITY	Penn-link invoice # 20ESTROUSD-23-7		50.00
0000003914	02/22/2024	PENTELEDATA	TELEPHONE FIBER OPTICS		740.39
0000003915	02/22/2024	PROSSER LABORATORIES INC	LIS	HSN	80.00
0000003916	02/22/2024	PSADA	Regular Member Conference/Membership Form 2023-2024	NIAAA LTC 503 3/19/2024	675.00
0000003917	02/22/2024	QUILL CORPORATION	GBC Nap -lam laminating film 1.5ml , 27" x 500, 2/box (3126061)		447.42
0000003918	02/22/2024	STROUDSBURG ELECTRIC MOTOR SERVICE	q pump		710.00
0000003919	02/22/2024	SWEETWATER SOUND HOLDING LLC	Item # MC-100 Mackie MC-100 Professional Closed-Back Headphones	Item #A12150 Casio AC Adapter Power Supply 12-volt for Casio PX-130, PX-...	218.94
0000003920	02/22/2024	VEX ROBOTICS INC	See quote attached		724.79
0000003921	02/22/2024	WEIS MARKET INC	Open PO for E Team Refreshments		62.91
0000003922	02/22/2024	IONIE SINCLAIR	OPEN PO 2023-2024		4,547.10
0000003923	02/22/2024	TAIWO AFOLABI	CONTRACT DRIVER		6,262.90
0000003924	02/22/2024	CARLEEN FINK	OPEN PO 2023-2024		3,647.70
0000003925	02/22/2024	MELODY SEVERUD	CONTRACT DRIVER		3,470.50
0000003926	02/22/2024	LINCOLN LEADERSHIP CHARTER SCHOOL	Tuition Lincoln Leadership Jan 24 RegEd	Tuition Lincoln Leadership Jan 24 SpEd	7,388.80
0000003927	02/22/2024	REACH CYBER CHARTER SCHOOL	Tuition Reach Jan 24 RegEd	Tuition Reach Jan 24 SpEd	79,930.98
0000003928	02/22/2024	KEYSTONE FIRE PROTECTION CO	Keystone Invoice 363572	Invoice 363601	6,355.36
0000003929	02/22/2024	BEHAVIORAL HEALTH ASSOCIATES	MVA-Enha...	1 on 1	14,561.00
0000003930	02/22/2024	RENEE STRETZ	TRANSPORTATION PARENT DRIVER		450.24

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card
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442d.

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 02/17/2024 - 02/22/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003931	02/22/2024	RAPTOR TECHNOLOGIES LLC	Raptor Invoice Renewal Notice 72459 dated 2/1/24 for the Raptor Visitor ...		7,920.00
0000003932	02/22/2024	CAROLINE DOHRMAN	TRANSPORTATION PAREANT DRIVER		2,071.02
0000003933	02/22/2024	CENTRAL PENNSYLVANIA DIGITAL LEARNING FOUNDATION	Tuition Central PA Dec 23 RegEd		5,373.22
0000003934	02/22/2024	BANCROFT NEUROHEALTH	Tuition Bancroft D.DeMarinis Nov 23 DD1123	Tuition Bancroft D.DeMarinis DEC 23 DD1223	7,480.00
0000003935	02/22/2024	ANTHEM SPORTS LLC	Hydration Station	FREIGHT	472.72
0000003936	02/22/2024	KELLEY BROS LLC	Inv#76-763972 RES exterior	Inv#76-763975 RES Exterior	4,046.00
0000003937	02/22/2024	ASCENDANCE TRUCKS PENNSYLVANIA LLC	Transportation Open PO 23-24 SY'		1,800.16
0000003938	02/22/2024	WORLD FUEL SERVICES INC	JM HILL GENERATOR FUEL		235.23
0000003939	02/22/2024	BUXMONT ACADEMY	Tuition Buxmont Dec 23 Grade 9th to 12th		18,870.60
0000003940	02/22/2024	BUXMONT ACADEMY	Tuition Buxmont Sep 23 Grade 9th to 12th	Tuition Buxmont Sep 23 Grade 6th to 8th	22,644.72
0000003941	02/22/2024	SPORTS ENDEAVORS LLC	A1096302003 size 5 NWSL NK ACAD-SP24, No color	A1096302002 NWSL NK ACAD SP24, size 4	143.99
0000003942	02/22/2024	CARDIO PARTNERS INC	Philip FRX Smart Pads II AED Pads Part #: 989803139261		310.00
0000003943	02/22/2024	COUNCIL FOR EXCEPTIONAL CHILDREN	Basic Membership Katrina Aiello	Council of Admin of Special Edu CASE Katrina Aiello	140.00
0000003944	02/22/2024	GUITAR CENTER STORES INC	2400001662		1,423.85
0000003945	02/22/2024	TIGER WRESTLING CLUB	Entry Fee for ES North in Frank Wadas Memorial Tournament		400.00
0000003946	02/22/2024	CHARLES WELLS	CONTRACT DRIVER		5,100.94
0000003947	02/22/2024	CHARLES W SANTOS	CONTRACT DRIVER		8,069.78
0000003948	02/22/2024	NAZARETH CHEERLEADING BOOSTER CLUB	SOUTH JV Cheer competition entry fee November 2023		170.00
0000003949	02/22/2024	SNEDLLOYT STENVIL	CONTRACT DRIVER		5,394.58

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment - P - Prenote D - Direct Deposit C - Credit Card
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442 f.

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: SPEC - Special Activity Payment Dates: 02/17/2024 - 02/22/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001157	02/20/2024	CAPITAL ONE	School Supplies		206.12
0000001158	02/22/2024	AMAZON	Item No: B01M1YV83S, Aux Item ID: 144-5218297-4667208,3, Nestle Coffe... 144-5218297-4667208,2, Nestle Coffe...	Item No: B00451W2ZG, Aux Item	329.22
0000001159	02/22/2024	BOVINO'S PIZZA	STUDENT LUNCHEON		147.94
0000001160	02/22/2024	GERTRUDE HAWK CHOCOLATES	CHOCOLATE FUND RAISER		1,536.00
0000001161	02/22/2024	KISTLER PRINTING COMPANY	CHEERLEADING- SENIOR POSTERS		216.00
0000001162	02/22/2024	WEIS MARKET INC	STUDENT OF THE MONTH AWARD		96.97
0000001163	02/22/2024	BUSHKILL OUTREACH	HS NORTH CASUAL FOR A CAUSE DONATION		98.90
0000001164	02/22/2024	VICKI J HEITZMAN	STUDENT REWARDS		50.95
0000001165	02/22/2024	CYNTHIA PELLINGTON	LEHMAN SCHOOL SUPPLIES		58.75
0000001166	02/22/2024	BLUE RIDGE LUMBER COMPANY	MATERIALS FOR SET BUILDING		81.48
0000001167	02/22/2024	SCARAMOUCHE COSTUMES LLC	CINDERELLA COSTUMES		195.00
29 - SPECIAL ACTIVITY FUND					3,017.33
Grand Total All Funds					3,017.33
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					3,017.33
Grand Total All Payments					3,017.33

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: STUD - Student Activity Payment Dates: 02/17/2024 - 02/22/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001039	02/20/2024	CAPITAL ONE	ASPIRE School Supplies		85.14
0000001040	02/22/2024	DOUBLE M PRODUCTIONS	HS SOUTH SPRING YEARBOOK SWEATSHIRTS		1,269.00
0000001041	02/22/2024	PATRICIA A TIERNAN	CELEBRATION FOR MEETING DEADLINE		87.67
0000001042	02/22/2024	TIR-M MUSIC HONOR SOCIETY	SOUTH HS ACTIVATION FEE		100.00
80 - STUDENT ACTIVITY FUND					1,541.81
Grand Total All Funds					1,541.81
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					1,541.81
Grand Total All Payments					1,541.81

JANUARY 2024 WIRE PAYMENTS

PAYROLL	\$ 3,915,876.21
ACCOUNTS PAYABLE - BENEFITS	\$ 2,372,499.77
FLEX SPENDING ACCOUNTS - TASC	\$ 28,258.01
WORKER'S COMP - INSERVCO	\$ 66,297.09
PROCUREMENT CARD	\$ 61,960.44
EBTEP	\$ 1,780,353.62
NEOPOST POSTAGE	\$ 1,500.00
PA STATE SALES TAX	\$ 6.20
NJ STATE SALES TAX	\$ 1,944.95
WRIGHT EXPRESS FLEET - GAS CARDS	\$ 9,793.34
TRANSFER TO SMITHFIELD TWP ACCOUNT TO COVER DEPOSIT ITEM RETURNED	\$ 13,440.70
	<u>\$ 8,251,930.33</u>

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EAST STROUDSBURG AREA SCHOOL DISTRICT
 TREASURER'S REPORT AS OF JANUARY 31, 2024

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

1/1/24 Balance	\$ 16,955,543.36
Receipts	\$ 12,462,942.09
Interest/Dividends	\$ 19,759.36
Disbursements	\$ (11,747,291.57)
1/31/24 Balance	\$ 17,690,953.24

PLGIT - GENERAL FUND

1/1/24 Balance	\$ 5,693,407.69
Receipts	\$ 142,715.99
Interest/Dividends	\$ 25,119.25
Disbursements	
1/31/24 Balance	\$ 5,861,242.93

PSDLAF - GENERAL FUND

1/1/24 Balance	\$ 79,241,317.14
Receipts	\$ 20,635,086.41
Interest/Dividends	\$ 245,917.75
Deferred Interest	
Disbursements	\$ (29,935,358.20)
1/31/24 Balance	\$ 70,186,963.10

ESSA WORKERS COMP SELF INS - GENERAL FUND

1/1/24 Balance	\$ 300,724.44
Receipts	
Interest/Dividends	\$ 405.11
Disbursements	
1/31/24 Balance	\$ 301,129.55

ESSA PAYPAL - GENERAL FUND

1/1/24 Balance	\$ 567.62
Receipts	
Interest/Dividends	\$ 0.76
Disbursements	
1/31/24 Balance	\$ 568.38

ESSA - CAFETERIA FUND

1/1/24 Balance	\$ 1,155,310.93
Receipts	\$ 38,755.42
Interest/Dividends	\$ 1,539.22
Disbursements	\$ (171,257.39)
1/31/24 Balance	\$ 1,024,348.18

FIRST KEYSTONE COMMUNITY BANK

1/1/24 Balance	\$ 259,482.42
Receipts	
Interest/Dividends	\$ 639.11
Disbursements	
1/31/24 Balance	\$ 260,121.53

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PLGIT - CAPITAL RESERVE FUND

1/1/24 Balance	\$	25,841,995.95
Receipts		
Interest/Dividends	\$	118,316.96
Disbursements		
1/31/24 Balance	\$	25,960,312.91

ESSA - CONCESSION STAND

1/1/24 Balance	\$	67,516.31
Receipts	\$	6,831.11
Interest/Dividends	\$	91.53
Disbursements	\$	(2,673.25)
1/31/24 Balance	\$	71,765.70

ESSA - EXPENDABLE TRUST

1/1/24 Balance	\$	46,592.21
Receipts	\$	10,872.28
Interest/Dividends	\$	70.11
Disbursements		
1/31/24 Balance	\$	57,534.60

ESSA - NON-EXPENDABLE TRUST

1/1/24 Balance	\$	8,481.23
Receipts	\$	16.11
Interest/Dividends	\$	11.44
Disbursements		
1/31/24 Balance	\$	8,508.78

ESSA - SPECIAL ACTIVITY

1/1/24 Balance	\$	275,682.35
Receipts	\$	7,417.88
Interest/Dividends	\$	370.86
Deferred Interest		
Disbursements	\$	(4,869.61)
1/31/24 Balance	\$	278,601.48

ESSA CD INVESTMENT - SPECIAL ACTIVITY

1/1/24 Balance	\$	42,065.28
Receipts		
Interest/Dividends	\$	-
Disbursements		
1/31/24 Balance	\$	42,065.28





ESSA - STUDENT ACTIVITY

1/1/24 Balance	\$	121,983.83
Receipts	\$	5,455.25
Interest/Dividends	\$	164.53
Disbursements	\$	(1,338.61)
1/31/24 Balance	\$	126,265.00

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT GENERAL FUND OPERATING
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$17,690,953.24

Government Checking

Account Summary

Date	Description	Amount
12/30/2023	Beginning Balance	\$16,955,543.36
	46 Credit(s) This Period	\$12,482,701.45
	59 Debit(s) This Period	-\$11,747,291.57
01/31/2024	Ending Balance	\$17,690,953.24

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$19,759.36
Interest Paid Year-to-Date	\$19,759.36

Deposits

Date	Description	Amount
01/02/2024	TRANSFER FROM	\$153,096.69
01/02/2024	TRANSFER FROM	\$59,203.14
01/02/2024	TRANSFER FROM	\$65,480.41
01/03/2024	TRANSFER FROM	\$16,039.31
01/03/2024	TRANSFER FROM	\$25,429.27
01/03/2024	TRANSFER FROM	\$181,529.32
01/04/2024	TRANSFER FROM	\$57,257.51
01/04/2024	TRANSFER FROM	\$7,056.34
01/04/2024	TRANSFER FROM	\$687.65
01/04/2024	TRANSFER FROM	\$45,872.19
01/05/2024	TRANSFER FROM	\$17,267.87
01/08/2024	TRANSFER FROM	\$151,151.95
01/08/2024	TRANSFER FROM	\$26,828.57
01/08/2024	TRANSFER FROM	\$12,147.49
01/16/2024	TRANSFER FROM	\$213,781.20
01/16/2024	WIRE FROM PSDLAF	\$5,000,000.00
01/23/2024	TRANSFER FROM	\$1,952.49
01/30/2024	WIRE FROM PSDLAF	\$6,000,000.00
18 item(s) totaling		\$12,034,781.40

Electronic Credits

Date	Description	Amount
01/04/2024	HRTLAND PMT SYS TXNS/FEES CCD	\$6.28
01/05/2024	STRIPE TRANSFER CCD	\$47.00
01/08/2024	HRTLAND PMT SYS TXNS/FEES CCD	\$19.24



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Pennsylvania Local Government Investment Trust

Account Statement - Transaction Summary

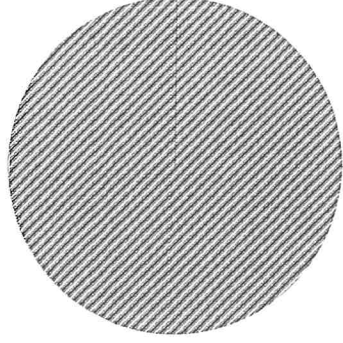
For the Month Ending January 31, 2024

East Stroudsburg Area School District - General Fund

PLGIT-Class	
Opening Market Value	5,693,407.69
Purchases	167,835.24
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$5,861,242.93
Cash Dividends and Income	25,119.25

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Asset Summary		
	January 31, 2024	December 31, 2023
PLGIT-Class	5,861,242.93	5,693,407.69
Total	\$5,861,242.93	\$5,693,407.69
Asset Allocation		



PLGIT-Class
100.00%



PSDLAF Monthly Statement
East Stroudsburg ASD

Please Note:
THE FUND WILL BE CLOSED FEBRUARY 19TH IN OBSERVANCE OF
THE PRESIDENTS' DAY HOLIDAY

Activity Summary

General Fund

1/1/2024 - 1/31/2024

Investment Pool Summary

Beginning Balance		MAX
Dividends	\$6,388,435.52	
Purchases	\$36,100.32	
Redemptions	\$15,611,742.31	
Ending Balance	(\$16,148,960.44)	
Average Monthly Rate	\$5,887,317.71	
Share Price	5.213%	
Total	\$1,000	
	\$5,887,317.71	

Total Fixed Income

\$64,299,645.39

Account Total

448

\$70,186,963.10

East Stroudsburg ASD

Peter Bard
50 Vine Street
East Stroudsburg, PA 18031



PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

Your PMA Representative
Mike Stramara
(717) 519-6009
mstramara@pmanetwork.com



PSDLAF Monthly Statement
East Stroudsburg ASD

Flex Transaction Activity

General Fund

PSDLAF - Full Flex (BofCA-1) 1/1/2024 - 1/31/2024

Code	Transaction	Holding Id	Settle Date	Description	Deposit	Withdrawals	Interest/Adjustment	Balance
5	15585730	SDA-1355688-1	01/17/2024	Withdrawal	\$0.00	(\$10,065,804.84)	\$0.00	\$0.00
5	16081034	SDA-1355688-1	01/31/2024	Interest	\$0.00	\$0.00	\$23,453.92	\$23,453.92
					\$0.00	(\$10,065,804.84)	\$23,453.92	\$23,453.92

Beginning Balance: \$10,065,804.84 | Ending Balance: \$23,453.92

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PSDLAF Monthly Statement
East Stroudsburg ASD

Flex Transaction Activity

General Fund

PSDLAF - Full Flex (PNB) 1/1/2024 - 1/31/2024

Code	Transaction	Holding Id	Settle Date	Description	Deposit	Withdrawals	Interest/Adjustment	Balance
1	15982896	SDA-1345143-1	01/30/2024	Withdrawal	\$0.00	(\$250,000.00)	\$0.00	\$7,984.43
1	16080365	SDA-1345143-1	01/31/2024	Interest	\$0.00	\$0.00	\$1,090.40	\$9,074.83
					\$0.00	(\$250,000.00)	\$1,090.40	

450

Beginning Balance: \$257,984.43 | Ending Balance: \$9,074.83



PSDLAF Monthly Statement
East Stroudsburg ASD

Flex Transaction Activity

General Fund

PSDLAF - Full Flex (MNST-1) 1/1/2024 - 1/31/2024

Code	Transaction	Holding Id	Settle Date	Description	Deposit	Withdrawals	Interest/Adjustment	Balance
5	15184348	SDA-1348493-1	01/03/2024	Withdrawal	\$0.00	(\$2.92)	\$0.00	\$0.00
					\$0.00	(\$2.92)	\$0.00	\$0.00

Beginning Balance: \$2.92 | Ending Balance: \$0.00

451



PSDLAF Monthly Statement
East Stroudsburg ASD

Flex Transaction Activity

General Fund

PSDLAF - Full Flex (NexB-1) 1/1/2024 - 1/31/2024

Code	Transaction	Holding Id	Settle Date	Description	Deposit	Withdrawals	Interest/Adjustment	Balance
5	15765325	SDA-1285184-1	01/23/2024	Deposit	\$2,087,000.00	\$0.00	\$0.00	\$16,787,324.75
5	16079513	SDA-1285184-1	01/31/2024	Interest	\$0.00	\$0.00	\$69,780.25	\$16,857,105.00
					\$2,087,000.00	\$0.00	\$69,780.25	

Beginning Balance: \$14,700,324.75 | Ending Balance: \$16,857,105.00

452



PSDLAF Monthly Statement
East Stroudsburg ASD

Fixed Income Investments

Purchase 1/1/2024 - 1/31/2024

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
TS	297159-1	01/05/2024	01/05/2024	07/05/2024	PSDLAF - COLLATERALIZED POOL, PA	\$1,000,000.00	5.150%	\$1,025,679.46
TS	297220-1	01/18/2024	01/18/2024	12/11/2024	PSDLAF - COLLATERALIZED POOL, PA	\$1,000,000.00	4.730%	\$1,042,505.21
TS	297307-1	01/30/2024	01/30/2024	09/06/2024	PSDLAF - COLLATERALIZED POOL, PA	\$1,000,000.00	5.020%	\$1,030,257.54
						\$3,000,000.00		\$3,098,442.21

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PSDLAF Monthly Statement
East Stroudsburg ASD

Fixed Income Investments

Maturities 1/1/2024 - 1/31/2024

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
TS	295807-1	01/11/2024	04/21/2023	01/11/2024	PSDLAF - COLLATERALIZED POOL, PA	\$500,000.00	4.750%	\$517,243.15
TS	296502-1	01/16/2024	09/22/2023	01/16/2024	PSDLAF - COLLATERALIZED POOL, PA	\$1,000,000.00	5.350%	\$1,017,002.75
SEC	62022-1	01/23/2024	10/13/2023	01/23/2024	TREASURY BILL, 912797JA6	\$1,970,590.00	5.356%	\$2,000,000.00
						\$3,470,590.00		\$3,534,245.90

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PSDLAF Monthly Statement
East Stroudsburg ASD

Fixed Income Investments

Interest 1/1/2024 - 1/31/2024





Type	Holding Id	Trade Date	Description	Interest
TS	295807-1	01/11/2024	PSDLAF - COLLATERALIZED POOL, PA, Interest	\$17,243.15
TS	296502-1	01/16/2024	PSDLAF - COLLATERALIZED POOL, PA, Interest	\$17,002.75
SEC	62022-1	01/23/2024	TREASURY BILL, 912797JA6, Security Interest	\$29,410.00
Flex	1285184-1	01/31/2024	PSDLAF - Full Flex (NexB-1), TX, Interest	\$69,780.25
Flex	1285663-1	01/31/2024	PSDLAF - Full Flex (PFed CU), Interest	\$6,734.44
Flex	1306222-1	01/31/2024	PSDLAF - Full Flex (ASB-1), TX, Interest	\$9,760.35
Flex	1333678-1	01/31/2024	PSDLAF - Full Flex (For B-1), MD, Interest	\$1,685.47
Flex	1345143-1	01/31/2024	PSDLAF - Full Flex (PNB), IL, Interest	\$1,090.40
Flex	1355343-1	01/31/2024	PSDLAF - Full Flex (VistaB-1), TX, Interest	\$33,656.70
Flex	1355688-1	01/31/2024	PSDLAF - Full Flex (BofCA-1), CA, Interest	\$23,453.92
				\$209,817.43

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RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT WORKERS COMP SELF INS
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$301,129.55

Government Checking

Account Summary

Date	Description	Amount
12/30/2023	Beginning Balance	\$300,724.44
	1 Credit(s) This Period	\$405.11
	0 Debit(s) This Period	\$0.00
01/31/2024	Ending Balance	\$301,129.55

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$405.11
Interest Paid Year-to-Date	\$405.11

Other Credits

Date	Description	Amount
01/31/2024	INTEREST PAID 12/30 THROUGH 1/31	\$405.11
		1 item(s) totaling \$405.11

Daily Balances

Date	Amount
01/31/2024	\$301,129.55

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT PAYPAL ACCOUNT
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$568.38

Government Checking

Account Summary

Date	Description	Amount
12/30/2023	Beginning Balance	\$567.62
	1 Credit(s) This Period	\$0.76
	0 Debit(s) This Period	\$0.00
01/31/2024	Ending Balance	\$568.38

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.76
Interest Paid Year-to-Date	\$0.76

Other Credits

Date	Description	Amount
01/31/2024	INTEREST PAID 12/30 THROUGH 1/31	\$0.76
		1 item(s) totaling \$0.76

Daily Balances

Date	Amount
01/31/2024	\$568.38



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RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT CAFETERIA FUND
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$1,024,348.18

Government Checking

Account Summary

Date	Description	Amount
12/30/2023	Beginning Balance	\$1,155,310.93
	355 Credit(s) This Period	\$40,294.64
	22 Debit(s) This Period	-\$171,257.39
01/31/2024	Ending Balance	\$1,024,348.18

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$1,539.22
Interest Paid Year-to-Date	\$1,539.22

Deposits

Date	Description	Amount
01/03/2024	DEPOSIT EAST STROUDSBUR	\$234.00
01/03/2024	DEPOSIT EAST STROUDSBUR	\$16.50
01/03/2024	DEPOSIT EAST STROUDSBUR	\$333.50
01/03/2024	DEPOSIT EAST STROUDSBUR	\$28.25
01/03/2024	DEPOSIT EAST STROUDSBUR	\$57.50
01/03/2024	DEPOSIT EAST STROUDSBUR	\$82.00
01/03/2024	DEPOSIT EAST STROUDSBUR	\$117.50
01/03/2024	DEPOSIT EAST STROUDSBUR	\$39.80
01/03/2024	DEPOSIT EAST STROUDSBUR	\$8.00
01/03/2024	DEPOSIT EAST STROUDSBUR	\$20.50
01/03/2024	DEPOSIT EAST STROUDSBUR	\$6.00
01/03/2024	DEPOSIT EAST STROUDSBUR	\$282.40
01/03/2024	DEPOSIT EAST STROUDSBUR	\$13.75
01/03/2024	DEPOSIT EAST STROUDSBUR	\$9.25
01/03/2024	DEPOSIT EAST STROUDSBUR	\$150.70
01/03/2024	DEPOSIT EAST STROUDSBUR	\$9.75
01/03/2024	DEPOSIT EAST STROUDSBUR	\$173.80
01/04/2024	DEPOSIT EAST STROUDSBUR	\$213.00
01/04/2024	DEPOSIT EAST STROUDSBUR	\$19.50
01/04/2024	DEPOSIT EAST STROUDSBUR	\$260.25
01/04/2024	DEPOSIT EAST STROUDSBUR	\$47.50
01/04/2024	DEPOSIT EAST STROUDSBUR	\$28.00
01/04/2024	DEPOSIT EAST STROUDSBUR	\$32.00
01/04/2024	DEPOSIT EAST STROUDSBUR	\$19.75
01/04/2024	DEPOSIT EAST STROUDSBUR	\$7.25



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PO BOX 289
BERWICK, PA 18603-0289

RETURN SERVICE REQUESTED

>001915 4561055 0001 92731 10Z 211

EAST STROUDSBURG AREA SCHOOL DISTRICT
50 VINE ST
EAST STROUDSBURG PA 18301-2150



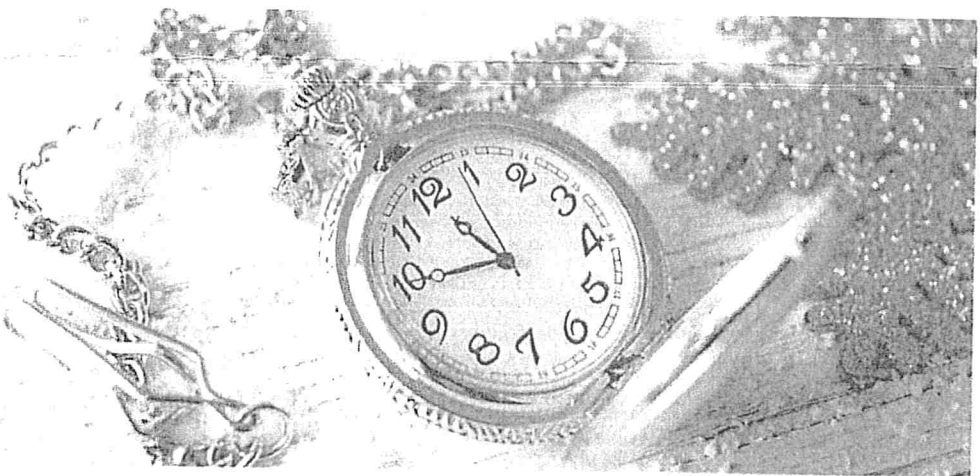
Statement Ending 01/31/2024

Page 1 of 4

Managing Your Accounts

- Customer Service (570)752-3671
(888)759-2266
- Mailing Address 111 W Front Street
PO Box 289
Berwick, PA 18603
- Online Banking www.fkc.bank
- Email info@fkc.bank
- Telephone Banking (570)759-2265
(888)759-2265

Happy New Year!
One of the joys
of the New Year is the
opportunity to say
Thank You
and to wish you the
best for the coming year!



Summary of Accounts

Account Type	Account Number	Ending Balance
NOW SPSPD/Government		\$260,121.53

NOW SPSPD/Government:

Account Summary			Interest Summary	
Date	Description	Amount	Description	Amount
01/01/2024	Beginning Balance	\$259,482.42	Annual Percentage Yield Earned	2.94%
	1 Credit(s) This Period	\$639.11	Interest Days	31
	0 Debit(s) This Period	\$0.00	Interest Earned	\$639.11
01/31/2024	Ending Balance	\$260,121.53	Interest Paid This Period	\$639.11
			Interest Paid Year-to-Date	\$639.11

Account Activity

Post Date	Description	Debits	Credits	Balance
01/01/2024	Beginning Balance			\$259,482.42
01/31/2024	Credit Interest		\$639.11	\$260,121.53
01/31/2024	Ending Balance			\$260,121.53



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01115 4561055 0001 92731 10Z 211



Pennsylvania Local Government Investment Trust

Account Statement - Transaction Summary

For the Month Ending January 31, 2024

East Stroudsburg Area School District - Capital Reserve

PLGIT-Class	
Opening Market Value	8,759,583.24
Purchases	38,294.12
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

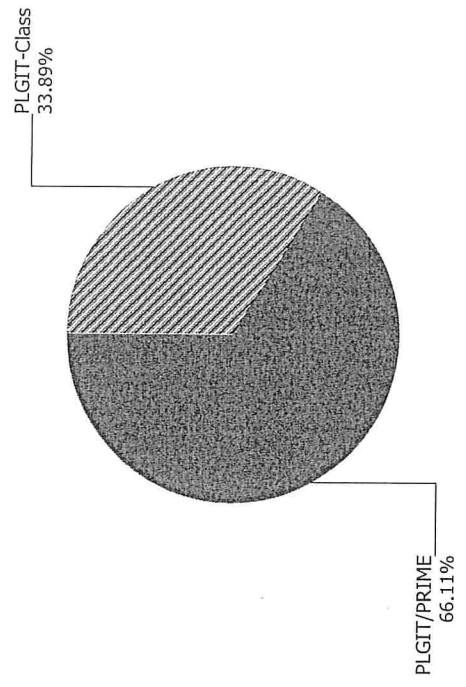
Closing Market Value	\$8,797,877.36
Cash Dividends and Income	38,294.12

PLGIT/PRIME	
Opening Market Value	17,082,412.71
Purchases	80,022.84
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$17,162,435.55
Cash Dividends and Income	80,022.84

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Asset Summary			
	January 31, 2024	December 31, 2023	
PLGIT-Class	8,797,877.36	8,759,583.24	
PLGIT/PRIME	17,162,435.55	17,082,412.71	
Total	\$25,960,312.91	\$25,841,995.95	
Asset Allocation			



RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT CONCESSION STAND FUND
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$71,765.70

Government Checking

Account Summary

Date	Description	Amount
12/30/2023	Beginning Balance	\$67,516.31
	28 Credit(s) This Period	\$6,922.64
	2 Debit(s) This Period	-\$2,673.25
01/31/2024	Ending Balance	\$71,765.70

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$91.53
Interest Paid Year-to-Date	\$91.53

Deposits

Date	Description	Amount
01/16/2024	DEPOSIT EAST STROUDSBUR	\$146.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$191.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$436.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$16.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$328.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$136.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$37.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$441.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$414.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$28.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$523.05
01/31/2024	DEPOSIT EAST STROUDSBUR	\$492.01
01/31/2024	DEPOSIT EAST STROUDSBUR	\$84.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$255.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$80.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$47.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$69.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$144.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$386.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$127.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$955.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$302.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$241.05
01/31/2024	DEPOSIT EAST STROUDSBUR	\$83.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$157.00



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RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT EXPENDABLE SCHOLARSHIP
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

- Phone: 855-713-8001
- Hours: 8:30 a.m. - 6:00 p.m. M-F
8:30 a.m. - 12:00 p.m. Sat
- Website: essabank.com
- Email: contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$57,534.60

Government Checking

Account Summary

Date	Description	Amount
12/30/2023	Beginning Balance	\$46,592.21
	11 Credit(s) This Period	\$10,942.39
	0 Debit(s) This Period	\$0.00
01/31/2024	Ending Balance	\$57,534.60

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$70.11
Interest Paid Year-to-Date	\$70.11

Deposits

Date	Description	Amount
12/30/2023	INTEREST FROM ACCT	\$466.30
12/30/2023	INTEREST FROM ACCT	\$63.27
12/30/2023	INTEREST FROM ACCT	\$8.22
12/30/2023	INTEREST FROM ACCT	\$7.88
12/30/2023	INTEREST FROM ACCT	\$25.07
01/08/2024	INTEREST FROM ACCT	\$30.41
01/16/2024	DEPOSIT EAST STROUDSBUR	\$10,000.00
01/31/2024	INTEREST FROM ACCT	\$63.27
01/31/2024	INTEREST FROM ACCT	\$7.86
01/31/2024	DEPOSIT EAST STROUDSBUR	\$200.00
		10 item(s) totaling \$10,872.28

Other Credits

Date	Description	Amount
01/31/2024	INTEREST PAID 12/30 THROUGH 1/31	\$70.11
		1 item(s) totaling \$70.11

Daily Balances

Date	Amount	Date	Amount
12/30/2023	\$47,162.95	01/16/2024	\$57,193.36
01/08/2024	\$47,193.36	01/31/2024	\$57,534.60






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RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT NON-EXPENDABLE
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$8,508.78

Government Checking

Account Summary

Date	Description	Amount
12/30/2023	Beginning Balance	\$8,481.23
	11 Credit(s) This Period	\$27.55
	0 Debit(s) This Period	\$0.00
01/31/2024	Ending Balance	\$8,508.78

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$11.44
Interest Paid Year-to-Date	\$11.44

Deposits

Date	Description	Amount
12/30/2023	INTEREST FROM ACCT	\$2.01
12/30/2023	INTEREST FROM ACCT	\$0.80
12/30/2023	INTEREST FROM ACCT	\$0.84
12/30/2023	INTEREST FROM ACCT	\$1.02
12/30/2023	INTEREST FROM ACCT	\$3.39
01/31/2024	INTEREST FROM ACCT	\$0.80
01/31/2024	INTEREST FROM ACCT	\$2.01
01/31/2024	INTEREST FROM ACCT	\$0.84
01/31/2024	INTEREST FROM ACCT	\$1.02
01/31/2024	INTEREST FROM ACCT	\$3.38
		10 item(s) totaling \$16.11

Other Credits

Date	Description	Amount
01/31/2024	INTEREST PAID 12/30 THROUGH 1/31	\$11.44
		1 item(s) totaling \$11.44

Daily Balances

Date	Amount	Date	Amount
12/30/2023	\$8,489.29	01/31/2024	\$8,508.78



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RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT SPECIAL ACTIVITY FUND
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$278,601.48

Government Checking

Account Summary

Date	Description	Amount
12/30/2023	Beginning Balance	\$275,682.35
	30 Credit(s) This Period	\$7,788.74
	17 Debit(s) This Period	-\$4,869.61
01/31/2024	Ending Balance	\$278,601.48

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$370.86
Interest Paid Year-to-Date	\$370.86

Deposits

Date	Description	Amount
01/16/2024	DEPOSIT EAST STROUDSBUR	\$209.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$350.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$300.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$273.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$138.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$225.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$100.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$50.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$119.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$760.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$320.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$173.75
01/16/2024	DEPOSIT EAST STROUDSBUR	\$205.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$66.00
01/16/2024	DEPOSIT EAST STROUDSBUR	\$144.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$98.90
01/31/2024	DEPOSIT EAST STROUDSBUR	\$265.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$300.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$96.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$556.23
01/31/2024	DEPOSIT EAST STROUDSBUR	\$500.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$32.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$500.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$200.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$650.00

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Savings

Account Number

Statement Date

01/02/2024

Page 1

Date	Transaction Description	Amount	Ending Balance
12/29/2023	Interest Deposit - INTEREST PAID 10/01 THROUGH 12/31	21.19	42,065.28

EAST STROUDSBURG AREA
SCHOOL DISTRICT
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301

465

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT STUDENT ACTIVITY FUND
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:30 a.m. - 6:00 p.m. M-F 8:30 a.m. - 12:00 p.m. Sat
	Website	essabank.com
	Email	contactcenter@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$126,265.00

Government Checking

Account Summary

Date	Description	Amount
12/30/2023	Beginning Balance	\$121,983.83
	11 Credit(s) This Period	\$5,619.78
	2 Debit(s) This Period	-\$1,338.61
01/31/2024	Ending Balance	\$126,265.00

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$164.53
Interest Paid Year-to-Date	\$164.53

Deposits

Date	Description	Amount
01/16/2024	DEPOSIT EAST STROUDSBUR	\$486.50
01/16/2024	DEPOSIT EAST STROUDSBUR	\$659.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$2,267.75
01/31/2024	DEPOSIT EAST STROUDSBUR	\$120.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$300.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$79.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$1,225.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$77.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$161.00
01/31/2024	DEPOSIT EAST STROUDSBUR	\$80.00
		10 item(s) totaling \$5,455.25

Other Credits

Date	Description	Amount
01/31/2024	INTEREST PAID 12/30 THROUGH 1/31	\$164.53
		1 item(s) totaling \$164.53

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1031	01/16/2024	\$50.00	1032	01/19/2024	\$1,288.61

* Indicates skipped check number

2 item(s) totaling \$1,338.61



4464

BOARD SUMMARY

Fund: 10 - GENERAL FUND Encumbrances Included As of: 01/31/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1100 REG PROG ELEM/SECONDARY						
100 100	35,074,465.00	35,074,465.00	0.00	14,331,747.52	20,742,717.48	40.86
200 BENEFITS	23,172,196.00	23,172,196.00	0.00	9,353,343.92	13,818,852.08	40.36
300 PURCHASED PROF & TECH	189,215.00	189,215.00	4,807.60	32,594.91	151,812.49	19.77
400 PURCHASED PROPERTY SVC	158,474.66	158,474.66	18,847.49	83,426.75	56,200.42	64.54
500 <500>	4,955,485.00	4,955,485.00	305,541.18	1,278,186.48	3,371,757.34	31.96
600 SUPPLIES	2,209,864.23	2,209,864.23	303,625.44	1,639,886.91	266,351.88	87.95
700 PROPERTY	4,000.00	4,000.00	518.00	0.00	3,482.00	12.95
800 OTHER OBJECTS	10,108.00	10,108.00	1,199.90	2,450.95	6,457.15	36.12
Totals for 1100s	65,773,807.89	65,773,807.89	634,539.61	26,721,637.44	38,417,630.84	41.59
1200 SPEC PROG ELEMEN/SECOND						
100 100	12,924,949.00	12,924,949.00	0.00	5,534,869.32	7,390,079.68	42.82
200 BENEFITS	9,910,532.00	9,910,532.00	0.00	4,361,449.52	5,549,082.48	44.01
300 PURCHASED PROF & TECH	5,575,000.00	5,575,000.00	2,262,232.81	2,730,154.92	582,612.27	89.55
400 PURCHASED PROPERTY SVC	0.00	0.00	0.00	390.00	(390.00)	0.00
500 <500>	4,321,900.00	4,321,900.00	172,065.15	1,579,637.71	2,570,197.14	40.53
600 SUPPLIES	767,150.00	767,150.00	45,101.08	389,385.80	332,663.12	56.64
700 PROPERTY	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
800 OTHER OBJECTS	6,990.00	6,990.00	2,044.77	876.00	4,069.23	41.78
Totals for 1200s	33,526,521.00	33,526,521.00	2,481,443.81	14,596,763.27	16,448,313.92	50.94
1300 VOCATIONAL EDUCATION						
100 100	602,254.00	602,254.00	0.00	226,213.49	376,040.51	37.56
200 BENEFITS	397,669.00	397,669.00	0.00	143,502.98	254,166.02	36.09
300 PURCHASED PROF & TECH	500.00	500.00	0.00	105.00	395.00	21.00
500 <500>	1,828,628.00	1,828,628.00	901,230.75	1,315,549.25	(388,152.00)	121.23
600 SUPPLIES	9,700.00	9,700.00	6,168.37	1,413.20	2,118.43	78.16
Totals for 1300s	2,838,751.00	2,838,751.00	907,399.12	1,686,783.92	244,567.96	91.38

BOARD SUMMARY

Fund: Encumbrances Included
As of: 01/31/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1400 OTHER INSTRUCTION PROG						
100 100	172,210.00	172,210.00	0.00	127,745.92	44,464.08	74.18
200 BENEFITS	113,471.00	113,471.00	0.00	70,241.60	43,229.40	61.90
300 PURCHASED PROF & TECH	970,000.00	970,000.00	766,440.41	425,892.67	(222,333.08)	122.92
400 PURCHASED PROPERTY SVC	3,000.00	3,000.00	0.00	254.45	2,745.55	8.48
500 <500>	400,000.00	400,000.00	0.00	87,375.39	312,624.61	21.84
600 SUPPLIES	176,063.00	176,063.00	82.78	1,778.55	174,201.67	1.06
Totals for 1400s	1,834,744.00	1,834,744.00	766,523.19	713,288.58	354,932.23	80.65
1500 NONPUBLIC SCHOOL PGMS						
300 PURCHASED PROF & TECH	21,242.00	21,242.00	33,209.54	9,076.82	(21,044.36)	199.07
Totals for 1500s	21,242.00	21,242.00	33,209.54	9,076.82	(21,044.36)	199.07
1700 COMMUNITY/JR COLLEGE ED						
500 <500>	0.00	0.00	0.00	6,754.00	(6,754.00)	0.00
600 SUPPLIES	0.00	0.00	0.00	1,473.24	(1,473.24)	0.00
Totals for 1700s	0.00	0.00	0.00	8,227.24	(8,227.24)	0.00
1800 PRE-K						
100 100	18,249.00	18,249.00	0.00	17,017.52	1,231.48	93.25
200 BENEFITS	7,726.00	7,726.00	0.00	7,075.49	650.51	91.58
600 SUPPLIES	2,655.00	2,655.00	427.03	2,461.00	(233.03)	108.78
Totals for 1800s	28,630.00	28,630.00	427.03	26,554.01	1,648.96	94.24
2100 SUPPORT SVCS-STUDENTS						
100 100	4,602,839.00	4,602,839.00	0.00	2,053,159.35	2,549,679.65	44.61
200 BENEFITS	3,066,140.00	3,066,140.00	0.00	1,330,605.52	1,735,534.48	43.40
300 PURCHASED PROF & TECH	875,120.00	875,120.00	262,934.85	95,312.04	516,873.11	40.94
400 PURCHASED PROPERTY SVC	1,800.00	1,800.00	0.00	199.47	1,600.53	11.08
500 <500>	111,250.00	111,250.00	700.00	3,752.39	106,797.61	4.00
600 SUPPLIES	84,546.00	84,546.00	1,703.95	82,197.25	644.80	99.24
800 OTHER OBJECTS	4,930.00	4,930.00	50.00	3,163.50	1,716.50	65.18

BOARD SUMMARY

Fund: Encumbrances Included
As of: 01/31/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Totals for 2100s	8,746,625.00	8,746,625.00	265,388.80	3,568,389.52	4,912,846.68	43.83
2200 SUPPORT SERVICES-INSTRU						
100 100	1,780,976.00	1,780,976.00	0.00	838,404.39	942,571.61	47.08
200 BENEFITS	1,421,851.00	1,421,851.00	0.00	724,704.97	697,146.03	50.97
300 PURCHASED PROF & TECH	91,340.00	91,340.00	6,635.00	119,563.17	(34,858.17)	138.16
500 <500>	41,520.00	41,520.00	0.00	9,569.16	31,950.84	23.05
600 SUPPLIES	193,174.06	193,174.06	28,353.04	117,037.48	47,783.54	75.26
800 OTHER OBJECTS	1,000.00	1,000.00	0.00	983.99	16.01	98.40
Totals for 2200s	3,529,861.06	3,529,861.06	34,988.04	1,810,263.16	1,684,609.86	52.28
2300 SUPPORT SERVICES-ADMIN						
100 100	4,551,326.00	4,551,326.00	0.00	2,365,265.48	2,186,060.52	51.97
200 BENEFITS	3,123,744.00	3,123,744.00	0.00	1,516,378.86	1,607,365.14	48.54
300 PURCHASED PROF & TECH	960,000.00	960,000.00	18,408.50	172,598.96	768,992.54	19.90
400 PURCHASED PROPERTY SVC	46,624.68	46,624.68	7,166.61	23,201.68	16,256.39	65.13
500 <500>	171,211.00	171,211.00	3,857.02	117,194.26	50,159.72	70.70
600 SUPPLIES	56,871.23	56,871.23	7,172.67	30,445.37	19,253.19	66.15
700 PROPERTY	0.00	0.00	0.00	31,416.00	(31,416.00)	0.00
800 OTHER OBJECTS	65,763.60	65,763.60	4,979.24	24,838.02	35,946.34	45.34
Totals for 2300s	8,975,540.51	8,975,540.51	41,584.04	4,281,338.63	4,652,617.84	48.16
2400 SUPP SVC-PUBLIC HEALTH						
100 100	1,279,872.00	1,279,872.00	0.00	594,963.72	684,908.28	46.49
200 BENEFITS	902,847.00	902,847.00	0.00	398,229.65	504,617.35	44.11
300 PURCHASED PROF & TECH	33,440.00	33,440.00	33,440.00	16,720.00	(16,720.00)	150.00
400 PURCHASED PROPERTY SVC	1,750.00	1,750.00	0.00	1,780.93	(30.93)	101.77
500 <500>	1,230.00	1,230.00	0.00	334.98	895.02	27.23
600 SUPPLIES	30,900.00	30,900.00	3,990.78	56,103.66	(29,194.44)	194.48
800 OTHER OBJECTS	1,760.00	1,760.00	0.00	980.00	780.00	55.68
Totals for 2400s	2,251,799.00	2,251,799.00	37,430.78	1,069,112.94	1,145,255.28	49.14

East Stroudsburg Area School District

BOARD SUMMARY

Fund: Encumbrances Included
As of: 01/31/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
2500 SUPP SERVICES-BUSINESS						
100 100	775,364.00	775,364.00	0.00	404,729.36	370,634.64	52.20
200 BENEFITS	494,309.00	494,309.00	0.00	262,842.93	231,466.07	53.17
300 PURCHASED PROF & TECH	50,000.00	50,000.00	4,500.00	103,862.80	(58,862.80)	216.73
400 PURCHASED PROPERTY SVC	5,750.00	5,750.00	1,500.00	1,382.55	2,867.45	50.13
500 <500>	19,000.00	19,000.00	1,084.00	11,463.99	6,452.01	66.04
600 SUPPLIES	110,001.53	110,001.53	324.86	131,890.29	(22,213.62)	120.19
700 PROPERTY	0.00	0.00	0.00	45,049.00	(45,049.00)	0.00
800 OTHER OBJECTS	25,000.00	25,000.00	0.00	19,161.91	5,838.09	76.65
Totals for 2500s	1,479,424.53	1,479,424.53	7,408.86	980,382.83	491,632.84	66.77
2600 OP/MAINT PLANT SVCS						
100 100	6,820,146.00	6,820,146.00	0.00	3,402,031.46	3,418,114.54	49.88
200 BENEFITS	5,346,823.00	5,346,823.00	0.00	2,868,941.13	2,477,881.87	53.66
300 PURCHASED PROF & TECH	240,500.00	240,500.00	38,570.26	136,715.75	65,213.99	72.88
400 PURCHASED PROPERTY SVC	1,299,564.90	1,299,564.90	313,069.89	542,039.67	444,455.34	65.80
500 <500>	580,950.00	580,950.00	0.00	513,653.42	67,296.58	88.42
600 SUPPLIES	2,982,087.00	2,982,087.00	378,888.88	1,679,535.09	923,663.03	69.03
700 PROPERTY	198,000.00	198,000.00	4,733.21	74,110.21	119,156.58	39.82
800 OTHER OBJECTS	4,000.00	4,000.00	330.00	835.00	2,835.00	29.13
Totals for 2600s	17,472,070.90	17,472,070.90	735,592.24	9,217,861.73	7,518,616.93	56.97
2700 STUDENT TRANSP SERVICES						
100 100	4,756,311.00	4,756,311.00	0.00	2,375,495.78	2,380,815.22	49.94
200 BENEFITS	4,164,941.00	4,164,941.00	0.00	1,768,535.31	2,396,405.69	42.46
300 PURCHASED PROF & TECH	90,500.00	90,500.00	27,754.24	91,827.76	(29,082.00)	132.13
400 PURCHASED PROPERTY SVC	84,400.00	84,400.00	51,015.90	47,731.79	(14,347.69)	117.00
500 <500>	1,253,700.00	1,253,700.00	623,420.79	554,987.17	75,292.04	93.99
600 SUPPLIES	712,000.00	712,000.00	241,086.03	173,457.78	297,456.19	58.22
700 PROPERTY	0.00	0.00	774,190.00	0.00	(774,190.00)	0.00

East Stroudsburg Area School District

BOARD SUMMARY

Fund: Encumbrances Included

As of: 01/31/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 OTHER OBJECTS	5,000.00	5,000.00	5,115.00	1,181.50	(1,296.50)	125.93
Totals for 2700s	11,066,852.00	11,066,852.00	1,722,581.96	5,013,217.09	4,331,052.95	60.86
2800 SUPPORT SVCS-CENTRAL						
100 100	1,439,942.00	1,439,942.00	0.00	747,102.84	692,839.16	51.88
200 BENEFITS	969,688.00	969,688.00	0.00	535,196.95	434,491.05	55.19
300 PURCHASED PROF & TECH	169,682.00	169,682.00	9,875.89	28,194.32	131,611.79	22.44
400 PURCHASED PROPERTY SVC	97,247.93	97,247.93	6,457.30	78,505.05	12,285.58	87.37
500 <500>	250,849.00	250,849.00	73,178.61	92,263.47	85,406.92	65.95
600 SUPPLIES	980,416.00	980,416.00	145,204.65	944,533.09	(109,321.74)	111.15
700 PROPERTY	0.00	0.00	0.00	21,730.00	(21,730.00)	0.00
800 OTHER OBJECTS	4,800.00	4,800.00	75.00	4,176.12	548.88	88.57
Totals for 2800s	3,912,624.93	3,912,624.93	234,791.45	2,451,701.84	1,226,131.64	68.66
2900 OTHER SUPPORT SERVICES						
500 <500>	50,000.00	50,000.00	0.00	38,272.65	11,727.35	76.55
Totals for 2900s	50,000.00	50,000.00	0.00	38,272.65	11,727.35	76.55
3200 STUDENT ACTIVITIES						
100 100	1,463,523.00	1,463,523.00	0.00	811,082.51	652,440.49	55.42
200 BENEFITS	741,947.00	741,947.00	0.00	386,296.96	355,650.04	52.07
300 PURCHASED PROF & TECH	118,773.00	118,773.00	10,270.00	11,098.50	97,404.50	17.99
400 PURCHASED PROPERTY SVC	102,767.00	102,767.00	38,427.94	16,650.96	47,688.10	53.60
500 <500>	235,965.00	235,965.00	138.01	70,926.80	164,900.19	30.12
600 SUPPLIES	264,651.00	264,651.00	91,074.65	169,027.03	4,549.32	98.28
700 PROPERTY	50,000.00	50,000.00	22,745.00	45,303.90	(18,048.90)	136.10
800 OTHER OBJECTS	49,591.00	49,591.00	8,240.67	23,839.00	17,511.33	64.69
Totals for 3200s	3,027,217.00	3,027,217.00	170,896.27	1,534,225.66	1,322,095.07	56.33
3300 COMMUNITY SERVICES						
100 100	19,934.00	19,934.00	0.00	10,532.48	9,401.52	52.84
200 BENEFITS	8,445.00	8,445.00	0.00	4,416.28	4,028.72	52.29

BOARD SUMMARY

Fund: Encumbrances Included
As of: 01/31/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
300 PURCHASED PROF & TECH	50,585.00	50,585.00	36,500.00	54,377.50	(40,292.50)	179.65
500 <500>	1,335.00	1,335.00	0.00	96.58	1,238.42	7.23
600 SUPPLIES	54,046.00	54,046.00	11,313.79	21,237.05	21,495.16	60.23
Totals for 3300s	134,345.00	134,345.00	47,813.79	90,659.89	(4,128.68)	103.07
4600 EXISTING BLDG IMPROVE						
400 PURCHASED PROPERTY SVC	4,000,000.00	4,000,000.00	91,540.00	1,530,806.06	2,377,653.94	40.56
Totals for 4600s	4,000,000.00	4,000,000.00	91,540.00	1,530,806.06	2,377,653.94	40.56
5100 <5100>						
800 OTHER OBJECTS	3,398,410.57	3,398,410.57	0.00	4,159,579.64	(761,169.07)	122.40
900 OTHER USES OF FUNDS	13,715,533.61	13,715,533.61	0.00	10,832,713.60	2,882,820.01	78.98
Totals for 5100s	17,113,944.18	17,113,944.18	0.00	14,992,293.24	2,121,650.94	87.60
5200 INTERFUND TRANSFERS-OUT						
900 OTHER USES OF FUNDS	1,000,000.00	1,000,000.00	0.00	29,883.00	970,117.00	2.99
Totals for 5200s	1,000,000.00	1,000,000.00	0.00	29,883.00	970,117.00	2.99
5800 SUSPENSE ACCOUNT						
200 BENEFITS	0.00	0.00	0.00	5,608,549.70	(5,608,549.70)	0.00
Totals for 5800s	0.00	0.00	0.00	5,608,549.70	(5,608,549.70)	0.00
5900 BUDGETARY RESERVE						
800 OTHER OBJECTS	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	0.00
Totals for 5900s	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	0.00
Expenditure Totals	187,784,000.00	187,784,000.00	8,213,558.53	95,979,289.22	83,591,152.25	55.49
6100 <6100>						
000 NON-CATEGORICAL	(96,593,672.00)	(96,593,672.00)	0.00	(92,354,925.82)	(4,238,746.18)	95.61
Totals for 6100s	(96,593,672.00)	(96,593,672.00)	0.00	(92,354,925.82)	(4,238,746.18)	95.61
6400 <6400>						
000 NON-CATEGORICAL	(10,000,000.00)	(10,000,000.00)	0.00	(3,197,957.60)	(6,802,042.40)	31.98
Totals for 6400s	(10,000,000.00)	(10,000,000.00)	0.00	(3,197,957.60)	(6,802,042.40)	31.98

BOARD SUMMARY

**Fund: Encumbrances Included
As of: 01/31/2024**

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
6500 EARNINGS ON INVESTMENTS						
000 NON-CATEGORICAL	(750,000.00)	(750,000.00)	0.00	(1,734,956.59)	984,956.59	231.33
Totals for 6500s	(750,000.00)	(750,000.00)	0.00	(1,734,956.59)	984,956.59	231.33
6700 <6700>						
000 NON-CATEGORICAL	(22,000.00)	(22,000.00)	0.00	(37,470.41)	15,470.41	170.32
Totals for 6700s	(22,000.00)	(22,000.00)	0.00	(37,470.41)	15,470.41	170.32
6800 <6800>						
000 NON-CATEGORICAL	(1,052,422.00)	(1,052,422.00)	0.00	(903,186.11)	(149,235.89)	85.82
Totals for 6800s	(1,052,422.00)	(1,052,422.00)	0.00	(903,186.11)	(149,235.89)	85.82
6900 6900						
000 NON-CATEGORICAL	(304,000.00)	(304,000.00)	0.00	(703,866.39)	399,866.39	231.53
Totals for 6900s	(304,000.00)	(304,000.00)	0.00	(703,866.39)	399,866.39	231.53
7100 BASIC INSTRUCT & OPER						
000 NON-CATEGORICAL	(26,521,965.00)	(26,521,965.00)	0.00	(12,512,077.00)	(14,009,888.00)	47.18
Totals for 7100s	(26,521,965.00)	(26,521,965.00)	0.00	(12,512,077.00)	(14,009,888.00)	47.18
7200 <7200>						
000 NON-CATEGORICAL	(6,064,902.00)	(6,064,902.00)	0.00	(3,644,296.00)	(2,420,606.00)	60.09
Totals for 7200s	(6,064,902.00)	(6,064,902.00)	0.00	(3,644,296.00)	(2,420,606.00)	60.09
7300 <7300>						
000 NON-CATEGORICAL	(9,690,649.00)	(9,690,649.00)	0.00	(5,641,653.55)	(4,048,995.45)	58.22
Totals for 7300s	(9,690,649.00)	(9,690,649.00)	0.00	(5,641,653.55)	(4,048,995.45)	58.22
7500 MISC STATE REVENUE						
000 NON-CATEGORICAL	(1,248,758.00)	(1,248,758.00)	0.00	(1,248,758.00)	0.00	100.00
Totals for 7500s	(1,248,758.00)	(1,248,758.00)	0.00	(1,248,758.00)	0.00	100.00
7800 <7800>						
000 NON-CATEGORICAL	(17,000,000.00)	(17,000,000.00)	0.00	(8,327,921.01)	(8,672,078.99)	48.99
Totals for 7800s	(17,000,000.00)	(17,000,000.00)	0.00	(8,327,921.01)	(8,672,078.99)	48.99

BOARD SUMMARY

Fund: Encumbrances Included
As of: 01/31/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
8100 UNRESTRICT GRANT-IN-AID						
000 NON-CATEGORICAL	(507,333.00)	(507,333.00)	0.00	(227,402.00)	(279,931.00)	44.82
Totals for 8100s	(507,333.00)	(507,333.00)	0.00	(227,402.00)	(279,931.00)	44.82
8500 RESTRICT GRANTS-IN-AID						
000 NON-CATEGORICAL	(2,512,820.00)	(2,512,820.00)	0.00	(1,542,611.13)	(970,208.87)	61.39
Totals for 8500s	(2,512,820.00)	(2,512,820.00)	0.00	(1,542,611.13)	(970,208.87)	61.39
8700 <8700>						
000 NON-CATEGORICAL	(5,816,877.00)	(5,816,877.00)	0.00	(2,573,309.27)	(3,243,567.73)	44.24
Totals for 8700s	(5,816,877.00)	(5,816,877.00)	0.00	(2,573,309.27)	(3,243,567.73)	44.24
8800 MED ASSIST REIMBURSE						
000 NON-CATEGORICAL	(1,150,000.00)	(1,150,000.00)	0.00	(1,459,209.58)	309,209.58	126.89
Totals for 8800s	(1,150,000.00)	(1,150,000.00)	0.00	(1,459,209.58)	309,209.58	126.89
9400 SALE OF FIXED ASSETS						
000 NON-CATEGORICAL	(50,000.00)	(50,000.00)	0.00	(2,627.14)	(47,372.86)	5.25
Totals for 9400s	(50,000.00)	(50,000.00)	0.00	(2,627.14)	(47,372.86)	5.25
Revenue Totals	(179,285,398.00)	(179,285,398.00)	0.00	(136,112,227.60)	(43,173,170.40)	75.92
Fund 10 Totals						
Total Expenditure	168,670,055.82	168,670,055.82	8,213,558.53	75,348,563.28	85,107,934.01	49.54
Total Other Expenditure	19,113,944.18	19,113,944.18	0.00	20,630,725.94	(1,516,781.76)	107.94
Total Revenue	(179,235,398.00)	(179,235,398.00)	0.00	(136,109,600.46)	(43,125,797.54)	75.94
Total Other Revenue	(50,000.00)	(50,000.00)	0.00	(2,627.14)	(47,372.86)	5.25

BOARD SUMMARY

Fund: Encumbrances Included
As of: 01/31/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Total Expenditure	168,670,055.82	168,670,055.82	8,213,558.53	75,348,563.28	85,107,934.01	49.54
Total Other Expenditure	19,113,944.18	19,113,944.18	0.00	20,630,725.94	(1,516,781.76)	107.94
Total Revenue	(179,235,398.00)	(179,235,398.00)	0.00	(136,109,600.46)	(43,125,797.54)	75.94
Total Other Revenue	(50,000.00)	(50,000.00)	0.00	(2,627.14)	(47,372.86)	5.25

475



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE

No. 60129
 01/26/2024

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Peter Bard

North Campus Generator Replacement
287039
 For Services Rendered From December 30, 2023 To January 26, 2024

DEI fee: \$11,500 (7% of \$100,000 + \$4,500)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$11,500.00	\$9,868.15	89.94	\$474.95

INVOICE TOTAL \$474.95

Prior Billing Information

<u>Invoice</u>	<u></u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
59880	12/29/2023	\$865.95	\$0.00	\$0.00	\$0.00	\$865.95
Total Prior Billing		\$865.95	\$0.00	\$0.00	\$0.00	\$865.95

474



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE

No. 60130
 01/26/2024

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Peter Bard

Middle Smithfield Elementary and East Stroudsburg Elementary Flooring Replacement
287040
 For Services Rendered From December 30, 2023 To January 26, 2024

DEI fee: \$63,000 (7% of \$900,000)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$63,000.00	\$12,600.00	50.00	\$18,900.00

INVOICE TOTAL \$18,900.00

Prior Billing Information

<u>Invoice</u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
59881 12/29/2023	\$12,600.00	\$0.00	\$0.00	\$0.00	\$12,600.00
Total Prior Billing	\$12,600.00	\$0.00	\$0.00	\$0.00	\$12,600.00

477

APPLICATION AND CERTIFICATION FOR PAYMENT

AAA DOCUMENT G702

TO OWNER: EAST STROUDSBURG AREA SD
 ACCOUNTS PAYABLE
 50 VINE STREET
 EAST STROUDSBURG, PA 18301 USA

PROJECT: SMITHFIELD
 ELEMENTARY SCHOOL
 245 RIVER ROAD
 EAST STROUDSBURG, PA 18301 USA

APPLICATION NO: 5
 PERIOD TO: January 31, 2024

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:
 WEATHERPROOFING TECHNOLOGIES
 3735 GREEN RD.
 BEACHWOOD, OHIO 44021
 CONTRACT FOR: 2023 ROOF PROJECT

PROJECT NOS: 5050562
 AIA DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

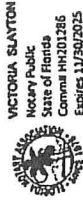
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 1,862,357.67
2. Net change by Change Orders \$ (3,856.95)
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 1,858,500.72
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,858,500.72
5. RETAINAGE:
 - a. $\frac{10}{100}$ % of Completed Work \$ 0.00
 - b. $\frac{0}{100}$ % of Stored Material \$
 - Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 1,858,500.72
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,498,463.53
8. CURRENT PAYMENT DUE \$ 360,037.19
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

CONTRACTOR: WEATHERPROOFING TECHNOLOGIES

By: Meaghan Shea Date: 1/25/2024

State of Ohio County of: Cuyahoga
 Subscribed and sworn to before me this 25th day of January, 2024.
 Notary Public: Victoria Slayton
 My Commission expires:



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: _____ Date: _____
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$0.00	\$3,856.95
TOTALS		\$3,856.95
NET CHANGES by Change Order	(\$3,856.95)	

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CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

6

APPLICATION NO:

1/22/2024

APPLICATION DATE:

PERIOD TO: 1/31/2024

Contractor's signed certification is attached.

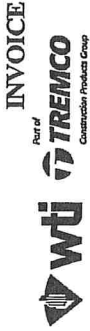
In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 0%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	SCOPE OF WORK I (Roof Replacement)								
1	Mobilization.	\$23,223.32	23,223.32				\$23,223.32	100.00%	\$0.00
2	Tear Off and Disposal	\$92,893.27	\$92,893.27				\$92,893.27	100.00%	\$0.00
3	Insulation and Membrane	\$209,009.85	\$209,009.85				\$209,009.85	100.00%	\$0.00
4	Flashing	\$46,446.63	\$46,446.63				\$46,446.63	100.00%	\$0.00
5	Metal Work	\$46,446.63	\$46,446.63				\$46,446.63	100.00%	\$0.00
6	Surfacing and Coating	\$23,223.32	\$23,223.32				\$23,223.32	100.00%	\$0.00
7	Demobilization and Clean-Up	\$23,223.32	\$23,223.32				\$23,223.32	100.00%	\$0.00
	SCOPE OF WORK II (Roof Recover)								
1	Mobilization.	\$69,669.95	\$69,669.95				\$69,669.95	100.00%	\$0.00
2	Tear Off and Disposal	\$278,679.80	\$278,679.80				\$278,679.80	100.00%	\$0.00
3	Insulation and Membrane	\$627,029.57	\$627,029.57				\$627,029.57	100.00%	\$0.00
4	Flashing	\$139,339.90	\$139,339.90				\$139,339.90	100.00%	\$0.00
5	Metal Work	\$139,339.90	\$139,339.90				\$139,339.90	100.00%	\$0.00
6	Surfacing and Coating	\$69,669.95	\$104,504.93		\$34,834.98		\$139,339.90	100.00%	\$0.00
7	Demobilization and Clean-Up	\$69,669.95	\$69,669.95		\$69,669.95		\$69,669.95	100.00%	\$0.00
	ADDITIONAL								
1	Roof Diagnostics Scan	\$4,492.31	\$4,492.31				\$4,492.31	100.00%	\$0.00
	CHANGE ORDER								
1	Unused Roof Deck Replacement (500 sqft)	(\$3,856.95)			(\$3,856.95)		(\$3,856.95)	100.00%	\$0.00
	GRAND TOTALS	\$1,858,500.72	\$1,664,959.48	\$193,541.25	\$0.00	\$1,858,500.72	\$0.00	100.00%	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

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INVOICE

WEATHERPROOFING TECHNOLOGIES INC
3735 GREEN ROAD, BEACHWOOD, OH 44122-5730

(216)292-5000

REPRINT ACCOUNT NUMBER 6047867

SHIP TO
SMITHFIELD ELEMENTARY SCHOOL
245 RIVER ROAD
EAST STROUDSBURG PA 18301

INVOICE NO.	INVOICE DATE	DUE DATE
97460050	01/25/2024	02/24/2024
CUST. P.O.		
23000294		
ORDER NUMBER		
35050562		
TERMS Net		
30		
SHIPPED FROM		SHIP DATE
ROUTING - IF SPECIFIED		DELIVERY NO.

CHARGE TO
EAST STROUDSBURG AREA SD
ACCOUNTS PAYABLE
50 VINE STREET
EAST STROUDSBURG PA 18301

(PLEASE MAKE ANY CORRECTIONS TO ABOVE INFORMATION)
NO RETURN/MERCHANDISE UNLESS AUTHORIZED BY OUR REPRESENTATIVE

REPRESENTATIVES: Kieseling, Marshal; Kline, Randy; Sweppenhisser, Kyle

QTY FORMULA NO. AND DESCRIPTION

1 CONTRACTING
GENERAL CONTRACTING SERVICES

If you currently do not receive your invoices by email and would like to, please contact Customer Service.

EAST STROUDSBURG AREA SCHOOL DISTRI-203335
01/25/2024
PAY APP 5
VICTORIA SLAYTON
Service Order:9737829

UNIT QTY	PRICE	AMOUNT
1 EA		360,037.19

FREIGHT (F.O.B.: SHIPPING POINT) PPA
PREPAID AND ADD

LOCAL TAX	COUNTY TAX	STATE TAX	SUBTOTAL
0.00	0.00	0.00	360,037.19
SALES TAX			0.00
SHIPPING			0.00
TOTAL DUE			360,037.19

TERMS AND CONDITIONS
This order is subject to the Terms and Conditions of Sale, effective on the date the purchase order is received, which are incorporated in this bill of lading. The Terms and Conditions of Sale are available at <http://www.wjtrémico.com/termsandconditions/>

PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE

EAST STROUDSBURG AREA SD
ACCOUNTS PAYABLE
50 VINE STREET
EAST STROUDSBURG PA 18301
USA

ACCOUNT NUMBER : 6047867
CUST. P.O. : 23000294
TERMS : Net 30

IF THIS ORDER IS SALES TAX EXEMPT AND WE HAVE CHARGED SALES TAX, MARK BOX AND RETURN A COMPLETED, SIGNED SALES TAX EXEMPTION CERTIFICATE WITH YOUR REMITTANCE. THANK YOU.

SUBTOTAL 360,037.19
SALES TAX 0.00
SHIPPING 0.00
TOTAL DUE 360,037.19 USD

INVOICE NO. 97460050
INVOICE DATE 01/25/2024

COMMENTS: Mail check to address shown or call to pay by ACH or wire transfer. Credit card accepted at time of purchase.

Weatherproofing Technologies, Inc.
P.O. BOX 931111
CLEVELAND, OH 44193-0511

Thank you for your payment. We appreciate your business.

0874

EAST STROUDSBURG AREA SCHOOL DISTRICT

REQUEST TO ESTABLISH A STUDENT ACTIVITY - ~~2019-2020~~ 2023-2024

1. NAME OF ORGANIZATION: Class of 2027

2. CHOOSE FROM ONE (1) OF THE FOLLOWING:

Renewal of a Previously-Approved Student Activity Account

Establish a New Student Activity Account

Account # _____

Account # (TBD) _____

3. PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)

To raise funds for the Class of 2027 for activities that support the CAV CORE at South High School.

4. BENEFIT: (Briefly describe how the students/district will benefit from the establishment of this organization.)

The students in the Class of 2027 will have more funds available in their account to have flexibility when choosing activities throughout the school year.

5. LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.)

The class advisor is Mrs. Mia Tulaney. The current officers for the Class of 2027 are President - Pablo Soto, Vice President - Cydney Smith, Corresponding Secretary - Imani Burnett, Recording Secretary - Noemi Zaruma, and Treasurer - Mia Del Moral.

6. FUND RAISING:

a. Will this organization raise funds? Yes No

b. If "yes", briefly describe typical fund-raising activities and who will be involved.

Dine and Donates around the area, bake sales, and candy sales. The officers will promote the fundraisers and will get as many members from the Class of 2027 to help raise money.

7. USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the district.)

The funds will benefit the students in the class of 2027 to help establish an activity account to help fund future activities held by the class.

8. FINANCIAL DEPENDENCE:

a. Will this organization require any financial assistance or facilities and equipment to be provided by the General Fund? Yes No

b. If "yes", briefly describe the assistance needed and whether it is a continuing, year-to-year need.

In order to host fundraisers, we may need to use facilities, tables and transportation on an as need basis.

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

Class advisor, Mrs. Mia Tulaney, is responsible for funds being collected, kept in the safe, and deposited in the account.

Date Submitted: 1/8/2024

Submitted by: Mia Tulaney

Advisor's Signature: _____

Mia Tulaney

Print Name: _____

Mia Tulaney

Co-Advisor's Signature: _____

[Signature]

1-26-24

10/12

EAST STROUDSBURG AREA SCHOOL DISTRICT

REQUEST TO ESTABLISH A ~~SPECIAL~~ ACTIVITY - ~~2019-2020~~ 2023-2024

1. NAME OF ORGANIZATION: Lelman Intermediate Fan Club

2. CHOOSE FROM ONE (1) OF THE FOLLOWING:

Renewal of a Previously-Approved Student Activity Account

Establish a New Student Activity Account

Account # _____

Account # (TBD)

3. PURPOSE OR OBJECTIVE: (Briefly describe why this organization is being formed.)

Provide access to, food, drink, Snacks

4. BENEFIT: (Briefly describe how the students/district will benefit from the establishment of this organization.)

Students will receive profits made, daily w/ food, drinks, snacks

5. LEADERSHIP: (Briefly describe how this activity will be organized, how it will be run and whether the officers will be elected or appointed.) _____

6. FUND RAISING:

a. Will this organization raise funds? Yes No

b. If "yes", briefly describe typical fund-raising activities and who will be involved.

Popcorn, money raised from Concession stand will be used to restock

7. USE OF FUNDS: (Briefly describe how these funds will be used to benefit the students or the district.)

to restock, and provide Snacks, drinks, and food for all

8. FINANCIAL DEPENDENCE: a little the day of game

a. Will this organization require any financial assistance or facilities and equipment to be provided by the General Fund? Yes No

b. If "yes", briefly describe the assistance needed and whether it is a continuing, year-to-year need.

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

Fan Club members, Venus Morates, Gail Francis

Date Submitted: _____ Submitted by: _____

Advisor's Signature:

Print Name: Gail Francis Gail Fran

Co-Advisor's Signature: Venus Morates

Print Name: _____

EAST STROUDSBURG AREA SCHOOL DISTRICT

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

Contract for In-District Services

Name of Provider: Stephanie Condelli

Employee # 5539

Date(s) of Services: 3/7/24

Title of Presentation/Service: Accompanist

Purpose of Presentation/Service: Concert

Total Time Required for Presentation/Service: 1.5 hours

Presentation/Service Facility: Auditorium

Maximum Number of Participants:

Presentation/Service Rate: 150.00

Total Estimated Cost of Proposed Presentation/Service: 150.00

Budget Account Number to be charged: 10-3210-513-000-30-819-121-000-0000

Audio/Visual Equipment Needed:

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

Signature of Initiator: [Signature] 9/5/23
Initiator sends to Provider to sign _____ DATE

Signature of Provider: [Signature] 8/31/23
Provider sends to Assistant Superintendent for Curriculum & Instruction _____ DATE

Approvals:
 Assistant Superintendent
 For Curriculum & Instruction: [Signature] 2/20/24
 Send to the Superintendent's Office _____ DATE

After Board Approved _____ Board Approval Date _____

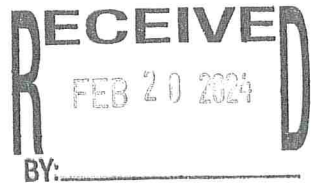
Superintendent: _____
 Send back to the Initiator _____ DATE

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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EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

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

THIS AGREEMENT is made this day of 1/18, 2024, by and between:

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

AND

Monica Kelly (the "Contractor") of Easton Coach Company

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Easton Coach Company will pick up prom guests & chaperones at North HS and transport them to The Woodlands in Wilkes-Barre. At the end of the event, students and staff will be transported back to Bushkill.

Location of Services:

North HS Bushkill, PA
The Woodlands Wilkes-Barre, PA

Effective Date: 5/4/24

Professional Fee:

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

b) Fixed Rate: \$ 6305.00

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

Budget Code: 80-0496-049-000-30-819- Department: Class of 2024
510-000-8098

District Initiator: _____

Authorization for Payment:  Date: 2/12/24

Purchase Order # _____

Confirmation

Trip #: 8145
 Trip Date: 04-May-2024
 Group: Prom

East Stroudsburg High School
 279 N Courtland
 East Stroudsburg, PA 18301
 Contact: Dawn Donald
 Contact Email: dawn-donald@esasd.net

Booked Date: 26-Jul-2023
 Total Vehicles: 4
 Sales Person: Monica Kelly

50 Coach

4 x \$1,375.00 = \$5,500.00

Pick Up 1	04-May-2024 3:30 PM	East Stroudsburg Senior High School North	279 Timberwolf Drive Dingmans Ferry, PA 18328
Destination	04-May-2024	Woodlands Inn Ascend Hotel	1073 Highway 315 Blvd Wilkes Barre, PA 18702-6926
Leave Destination	04-May-2024	Woodlands Inn Ascend Hotel	1073 Highway 315 Blvd Wilkes Barre, PA 18702-6926
Drop Off	04-May-2024 11:30 PM	East Stroudsburg Senior High School North	279 Timberwolf Drive Dingmans Ferry, PA 18328

Extra Costs

Fuel Surcharge	\$330.00
Driver Gratuity	\$300.00
Service Fee	\$175.00

Total: \$6,305.00

TERMS & CONDITIONS:

The quote will be good for 5 days, if we do not hear back from you the customer, we will take the quote out of the system, and you will lose the reservation.

Please email, fax, or mail a detailed itinerary including addresses of all locations to be visited 21 days prior to departure. 2) The chartering party is responsible for providing our driver with a single, non-smoking hotel accommodation on overnight trips unless otherwise specified. 3) The chartering party is responsible for all parking, ferry, and entrance fees incurred on the trip. 4) Driver's gratuity is not included in this price (suggested gratuity is 10% of the charter price). If we do not receive full payment and a final itinerary 3 days prior to your trip, we reserve the right to release your motorcoach. Charters booked less than 3 weeks prior to departure must be paid for in full at the time of booking. Payment is due 15 days prior to the trip departure. ECC will charge \$135 per hour for each additional hour if the trip exceeds the return time.

TAX: There is no sales tax on charter bus service

RESPONSIBILITY: ECC, shall not be liable for delay or non-performance resulting from road failure, road or weather conditions, labor difficulties, or any other cause beyond their control. Our maximum liability under any circumstance is the cost of the charter.

DAMAGE & INDEMNITY: The chartering party will be liable for any damage to the bus or its contents that is caused by



1200 Conroy Place, Easton, PA 18040

Confirmation

Trip #: 8145
Trip Date: 04-May-2024
Group: Prom

the passengers. Only ECC motorcoach operators will be allowed to open and close luggage doors.

CARRIER: ECC reserves the right to substitute equipment, such as another ECC vehicle, the right to use leased equipment, or lease from another carrier to fulfill this agreement.

FOOD & BEVERAGE: Food and non-alcoholic drinks are allowed on the motorcoach. Canned beer is the only alcoholic beverage that may be consumed on the motorcoach. However, special permission from our office is necessary and we do require a \$150.00 refundable damage & cleaning deposit.

SMOKING: Use of cigarettes, electronic cigarettes (e-cigarettes), marijuana, or chewing tobacco is strictly prohibited while on Easton Coach Company vehicle.

VIDEO or MUSIC: DVD players are available on all motorcoaches. Use of the video or music systems is included at no extra charge.

ELECTRONIC: ECC motorcoaches are equipped with a lavatory, DVD/CD player, monitors, microphone, and outlets at your seat, etc.

FUEL SURCHARGE: Due to the price of diesel fuel, please note our fuel surcharge policy. The customer will be charged accordingly at the time of booking. If the fuel price is \$3.48 to \$3.98, there will be a 3% surcharge, if between \$3.99 and \$4.48, there will be a 6% surcharge, if between \$4.49 and \$4.98, there will be a 8% surcharge, if between \$4.99 and \$5.48, there will be a 10% surcharge.

SAFETY: The chartering party agrees to respect our professional motorcoach operator's decision regarding road conditions, equipment, and safety. Federal regulations allow motorcoach operators to be on duty 15 hours per day, including a maximum of 10 hours driving. An operator must then have 8 complete hours off duty before coming back on duty. The driver will need time to fuel, pre and post trip his/her motorcoach.

ADVERSE WEATHER CONDITIONS: The above cancellation fees will be waived in the event of adverse weather conditions if the charter is rescheduled within one year of original booking with ECC. In the event the trip is cancelled after the driver has left our terminal the chartering party will be charged \$250 cancellation fee.

ADA EQUIPPED VEHICLES: Any group or passenger who requires an ADA accessible motorcoach is requested to inform us at the time of the reservation and must notify us no later than 48 hours prior to the charter's departure.

LOST ITEMS: ECC is not responsible for luggage or personal items left inside the motorcoach or underneath in the luggage bay.

IDLING: ECC takes great pride in protecting our environment and aims to always avoid unnecessary idling. Many states and large cities have anti-idling laws that do not allow motorcoaches to idle for more than 3 minutes. The motorcoaches are only designed to idle with enough time to adequately heat up or cool down the cabin for travel. They will not idle while groups are at track meets, sporting events, etc.

WEAPONS: Weapons, whether concealed or unconcealed, are not allowed on the motorcoach at any time.

CANCELLATION POLICY: A full refund will be made if notice is given 30 days from departure date, excluding your \$250 nonrefundable deposit.

Signature: [Handwritten Signature]

Date: 1/18/24

EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

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

THIS AGREEMENT is made this 5 day of January, 2024, by and between:

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

AND

Easton Coach Company the "Contractor") of East Stroudsburg Senior High School Class of 2026

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Easton Coach buses will pick students, staff and chaperones from the front entrance of East Stroudsburg High School South at 9:30am to bring them to the American Dream Mall in NJ. Buses will wait for our group and depart from the mall back to school at 6:15pm.

Location of Services:

From 279 North Courtland Street, East Stroudsburg, PA 18301 **to** 1 American Dream Way, East Rutherford, NJ 07073.

Effective Date: 03/16/2024

Professional Fee:

- | | |
|------------------|--------------------------|
| a) 2x55 Coach | <u>\$1,550 = \$3,100</u> |
| b) Service Fee: | <u>\$250</u> |
| Driver Gratuity: | <u>\$200</u> |
| Fuel Surcharge | <u>\$186</u> |
| Tolls | <u>\$100</u> |
| Total Cost: | <u>\$3,836.00</u> |
| c) Fixed Rate: | <u>\$3,836.00</u> |

- d) Are expenses included? YES NO
If no, please itemize:

Budget Code: 8066

Department: Class 2026

District Initiator: [Signature] : 1-18-24

Authorization for Payment: _____ Date: _____

Purchase Order # _____

EASTON COACH C O M P A N Y

1200 Conroy Place, Easton, PA 18040

Quote

Trip #: 10445

Trip Date: 16-Mar-2024

East Stroudsburg High School South

Contact: Betty Kiesling

Contact Email: martha-kiesling@esasd.net

Quoted Date: 05-Jan-2024

Total Vehicles: 2

Total Passengers: 100

Sales Person: Jamie Allen

55 Coach

2 x \$1,550.00 = \$3,100.00

Pick Up 1	16-Mar-2024 9:30 AM	East Stroudsburg Senior High	279 N Courtland St East Stroudsburg, PA 18301-2122
Destination	16-Mar-2024	American Dream Mall	1 American Dream Way East Rutherford, NJ 07073
Leave Destination	16-Mar-2024	American Dream Mall	1 American Dream Way East Rutherford, NJ 07073
Drop Off	16-Mar-2024 7:00 PM	East Stroudsburg Senior High	279 N Courtland St East Stroudsburg, PA 18301-2122

Extra Costs

Service Fee	Deposit 2x	\$250.00
Driver Gratuity		\$200.00
Fuel Surcharge		\$186.00
Tolls		\$100.00
Total:		\$3,836.00

TERMS & CONDITIONS:

This quote will be valid for 10 business days. If we do not hear back from you on the 10th day, we will remove the quote from the system and the reservation will be cancelled.

Please email, fax, or mail a detailed itinerary including addresses of all locations to be visited 21 days prior to departure. 2) The chartering party is responsible for providing our driver with a single, non-smoking hotel accommodation on overnight trips unless otherwise specified. 3) The chartering party is responsible for all parking, ferry, and entrance fees incurred on the trip. 4) Driver's gratuity is not included in this price (suggested gratuity is 10% of the charter price). If we do not receive full payment 21 days prior and a final itinerary 3 days prior to your trip, we reserve the right to release your motorcoach. Charters booked less than 3 weeks prior to departure must be paid for in full at the time of booking. Payment is due 21 days prior to the trip departure. ECC will charge \$135 per hour for each additional hour if the trip exceeds the return time.

TAX: There is no sales tax on charter bus service

RESPONSIBILITY: ECC, shall not be liable for delay or non-performance resulting from road failure, road or weather conditions, labor difficulties, or any other cause beyond their control. Our maximum liability under any circumstance is the cost of the charter.

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

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

THIS AGREEMENT is made this day of February 5, 2024, by and between:

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

AND

Alexis Mercado (the "Contractor") of Lexicon Timing, LLC #5898

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Timing Services for NORTH Track & Field 4 Dual meets

Location of Services:

East Stroudsburg North High School Stadium

Effective Date: March 4, 2024 to May 31, 2024

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ \$600.00 X 4 Duals Meets = \$2400.00
Time (Days/Hour/Other): _____
Total Cost: \$ 2400.00

b) Fixed Rate: \$ _____

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

Budget Code: 10-3250-330-000-30-819-550-000-5181
& Field

Department: NORTH Track

District Initiator: Barry Krammes

Authorization for Payment: _____ Date: _____

Purchase Order # _____

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

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

THIS AGREEMENT is made this day of January 26, 2024, by and between:

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

AND

Alexis Mercado (the "Contractor") of **Lexicon Timing, LLC #5898**

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Timing Services for SOUTH Track & Field 4 Dual meets and Cavalier Invitational

Location of Services:

East Stroudsburg South High School Stadium

Effective Date: March 4, 2024 to May 31, 2024

Professional Fee:

- a) Rate (Daily/Hourly/Other): \$ \$600.00 X 4 Duals Meets = \$2400.00
- b) Cavalier Invitational: \$1500.00
- Time (Days/Hour/Other): _____
- Total Cost: \$ 3,900.00

c) Fixed Rate: \$ _____

d) Are expenses included? YES NO
If no, please itemize:

Budget Code: 10-3250-330-000-30-820-550-000-5181
& Field

Department: SOUTH Track

District Initiator: Barry Krammes

Authorization for Payment: _____ Date: _____

Purchase Order # _____

EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

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

THIS AGREEMENT is made this 30th day of JAN, 2024, by and between:

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

AND

Beady Thea (the "Contractor") of MAGIC TOUCHED UP TRAINING
DBA - THE BRAIN SHOW

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Brain Show Assembly

Location of Services:

Smithfield Elementary School

Effective Date:

Friday, April 5, 2024

Professional Fee:

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

b) Fixed Rate: \$ 2850

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

Budget Code: _____

Department: _____

District Initiator: _____

Authorization for Payment: _____

Date: _____

Purchase Order # _____

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

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

THIS AGREEMENT is made this 1st day of February, 2024, by and between:

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

AND

Kathy Miller (the "Contractor") of Chippy Chipmunk

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement

SCHEDULE A

Description of Service to be performed (be specific):

Chippy Chipmunk author visit

Multi-media interactive program about chipmunks and other backyard animals and birds, photography, and story creation.

Kathy Miller will hold two performances and book signings during the day for students: K-2 assembly and 3-5 assembly

Kathy Miller will present an evening performance for Bushkill families

Location of Services:

Bushkill Elementary School

Multi-Purpose Room

131 North School Drive

Dingmans Ferry, Pa 18328

Effective Date: April 10th Performance

Professional Fee:

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

b) Fixed Rate: \$ 800.00

X

c) Are expenses included? X YES NO

If no, please itemize:

Budget Code: 10-3310-330-412-10-211-000-000-9192 Department: Title I Family Engagement

District Initiator: Lorin Miller, Reading Specialist

Authorization for Payment: _____ Date: _____

Purchase Order # _____

EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

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

THIS AGREEMENT is made this 8th day of Feb., 2024, by and between:

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

AND

Pete MacKevich (the "Contractor") of PLM Enterprises

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Assembly for BES (all students) on animals.
Mr. Mackevich will discuss various animals he
brings to show the students.

Location of Services:

BES all-purpose room including gym

Effective Date:

Thursday, March 21, 2024

Professional Fee:

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

b) Fixed Rate: \$ 300.⁰⁰

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

Budget Code: _____

Department: BES
Schoolwide

District Initiator: Linda Wisniewski

Authorization for Payment: _____ Date: _____

Purchase Order # _____

EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

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

THIS AGREEMENT is made this 12th day of Jan, 20 24, by and between:

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

AND

Prismatic Magic (the "Contractor") of _____

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

Prismatic Magic will be holding an assembly for MSE's U students. Prismatic Magic is an educational laser show company that incorporates STEM activities in their programs.

Location of Services:

Middle Smithfield Elementary School

Effective Date: March 27, 2024

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ 1,498.00
Time (Days/Hour/Other):
Total Cost: \$ 1,498.00

b) Fixed Rate: \$

c) Are expenses included? [X] YES [] NO
If no, please itemize:

Budget Code: 10-1190-330-994-00-000-921-000-8736 Department: School Wide Behavior

District Initiator:

Authorization for Payment: Date:

Purchase Order #



The Agreement for the event is made on 01/12/2024 between Middle Smithfield Elementary School (herein referred to as CLIENT) and Prismatic Magic LLC (herein referred to as VENDOR)

LOCATION of event: Middle Smithfield Elementary School
5180 Milford Road
East Stroudsburg, PA 18301

DATE of event: 03/27/2024

THEME AND TIME(S) of event: Spring Jam from 09:30 AM to 10:30 AM
Spring Jam from 10:45 AM to 11:45 AM

One or more of your performances will include our STEM Expansion

EVENT FEE: \$1,498

TERMS:

Vendor and client are aware and agree that:

1. No deposit is required; full payment to PRISMATIC MAGIC LLC is due the date of the event unless otherwise agreed to in advance of the event by all parties.
2. It is the responsibility of Client to ensure the selected location has the required darkness for the engagement.
3. The power requirement is two 15-amp 120-volt lines from a standard source.
4. Client will provide Vendor access to the location a minimum of 1.0 hour prior to the scheduled start time and 0.5 hours following the conclusion of the event.
5. Client is responsible to ensure that any and all fire occupancy limits for the host venue are adhered to, and that the attendees maintain safe and orderly conduct. If Client fails to do so, Vendor reserves the right to cancel the event at any time in order to ensure the safety of all participants. Client is liable for 100% of the contracted fee if cancellation is necessary under these circumstances.

6. Client understands that for some programs, latex balloons may be used during the laser demonstrations. Client may prevent use of latex by notifying vendor via email at info@prismaticmagic.com at least two weeks in advance of the event.

7. Unilateral cancellation by Client within 30 days of the scheduled event is subject to a \$250 cancellation fee. Cancellation prior to 30 days is without penalty. In the event of a cancellation by joint consent, each of the undersigned parties shall be solely responsible for its own incurred costs to that point and the Agreement is terminated.

8. Client understands that lasers are highly sophisticated and sensitive electronic equipment, and as such, may malfunction without warning. In the case of a major malfunction that results in the postponement of the event, Vendor will make best effort to reschedule the event. If Vendor fails to satisfy Client's schedule, Client may elect to terminate this agreement.

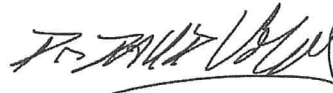
9. In the event of unforeseen acts of God or other natural events, Vendor reserves the right to terminate this Agreement without penalty. In the event of school closing or inability to travel due to weather, the Parties will reschedule the event before the end of the school year.

10. Waiver of any provision of this Agreement by a party shall not constitute a waiver of any other provision.

It is further understood that this Agreement contains the whole agreement between Client and Vendor and this document supersedes any other terms, obligations, representations, statements or conditions, oral or otherwise of any kind whatsoever concerning this contract, not expressly set forth herein. This Agreement shall be governed in accordance with the laws of the state of the event.


Client's Signature

Middle Smithfield Elementary School Event date: 03/27/2024



Prismatic Magic LLC Signature

06-1578786

Prismatic Magic's FID/EIN

Date Signed

SIGN AND EMAIL CONTRACT TO:

Or fax to:

Or mail to:

info@prismaticmagic.com

866-779-7726

PRISMATIC MAGIC, LLC

PO BOX 11678

FORT WORTH, TX 76110

IF THIS CONTRACT IS NOT SIGNED AND RETURNED, IT IS STILL ASSUMED THE PROGRAM WILL BE PRESENTED AS SCHEDULED. IF A PROGRAM NEEDS TO BE RESCHEDULED OR CANCELLED, PLEASE CALL OR EMAIL AT LEAST 30 DAYS IN ADVANCE TO AVOID CANCELLATION FEE.

PLEASE GIVE PAYMENT TO THE PRESENTER ON THE DAY OF THE PERFORMANCE UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE IN ADVANCE (PURCHASE ORDER, BOCES, ETC.).



Prismatic Magic
Administrative Office Address:
PO BOX 11678
Fort Worth, TX 76110-0678
866-952-7376

Invoice Number: 2397418

Invoice Date: 01/12/2024

CLIENT

Middle Smithfield Elementary School
5180 Milford Road
East Stroudsburg, PA 18301

DATE of event: 03/27/2024

THEME AND TIME(S) of event:

Spring Jam from 09:30 AM to 10:30 AM
Spring Jam from 10:45 AM to 11:45 AM

One or more of your performances will include our STEM Expansion

GLOW BRACELETS: 0

BASE FEE: \$1,498.00

BRACELET FEE: \$0.00

TOTAL FEE: \$1,498.00

*** PLEASE PROVIDE PAYMENT AT THE PERFORMANCE ***
(UNLESS OTHER ARRANGEMENTS, LIKE BOCES, PURCHASE ORDER, ETC. HAVE BEEN MADE)

THANK YOU!

EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

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

THIS AGREEMENT is made this 22 day of 1, 2024, by and between:

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

AND

Robert Prothro (the "Contractor") of DJ's with a Touch of Class

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

DJs with a Touch of Class will provide music services on May 4, 2024 at The Woodlands in Wilkes-Barre. The time will be 5-10pm.

Location of Services:

The Woodlands in Wilkes-Barre.

Effective Date:

May 4 at 5pm (until 10pm)

Professional Fee:

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

b) Fixed Rate: \$ 1300.00

c) Are expenses included? YES NO

If no, please itemize:

Budget Code: 80-0496-049-000-30-819- Department: _____
510-000-8098

District Initiator: [Signature]

Authorization for Payment: _____ Date: _____

Purchase Order # _____

DJs with a Touch of Class

570-242-4019

DJswithaTouchofClass@gmail.com

Client East Stroudsburg North Class of 2024

Address 279 Timberwolf Drive

City Dingmans Ferry State PA Zip 18328

Phone 570-588-4420 Date Contracted _____

Email jennifer-marmo@es98a.net Contact Person Jennifer Marmo

Contact Phone: 570-460-0139 Date of Affair May 4, 2024

Day Saturday Location and Address The Woodlands

1073 PA 315 Wilkes-Barre, PA 18702

Hours Contracted 5 hrs. Start Time 5pm End Time 10pm

Number of Guests 250 Age Range 17-20

For the Fee of: \$ 1300.00

Non Refundable Deposit: \$ 300.00

Balance Due Upon Arrival: \$ 1000.00

Overtime Rate: \$ N/A

IF THIS AGREEMENT IS BREACHED, DAMAGES SHALL NOT EXCEED THE AMOUNT DUE UNDER THIS AGREEMENT. ROBERT PROTHRO/DJS WITH A TOUCH OF CLASS SHALL NOT BE HELD LIABLE FOR ANY DAMAGES OR FAILURE TO PERFORM DUE TO "ACTS OF GOD" OR ANY EVENT OUTSIDE HIS CONTROL. CLIENTS SHALL WAIVE ANY CLAIMS AGAINST ROBERT PROTHRO/DJS WITH A TOUCH OF CLASS FOR ANY PERSONAL INJURY OR PROPERTY DAMAGE SUFFERED IN CONNECTION WITH ROBERT PROTHRO, HEREUNDER.

Client Signature: Jennifer Marmo

Robert Prothro: Robert Prothro

MAKE CHECKS PAYABLE TO: DJs with a Touch of Class

*** Worksheets must be submitted at least three (3) weeks prior to the function or we cannot guarantee "Special Music Requests" ***



**ADDENDUM #1 - SOLIANT HEALTH, LLC TO PROVIDE ITS
BLAZERWORKS SERVICES**

This Addendum applies to the Client Services Agreement (the "Agreement") between Soliant Health, LLC's BlazerWorks Services and East Stroudsburg Area School District ("Client") to use same. The BlazerWorks service refers to the services provided by Soliant Health, LLC in its role as the preferred workforce solutions manager. For good and valuable consideration described herein, effective upon execution of this Addendum, Soliant Health, LLC will have the responsibility to for supplying and managing Client's contingent Consultant ("Consultant") workforce. Specifically, as part of Soliant Health, LLC's Services described in the Agreement, Soliant Health, LLC's BlazerWorks division will administer and manage the process of identifying and acquiring Consultants itself, or through Secondary Staffing Partners ("SSP") as set forth herein.

I. Services

BlazerWorks is a service provided by Soliant Health, LLC. that manages client contingent healthcare staff. In such capacity, the BlazerWorks service will be provided to act as the preferred workforce solutions manager for Client to provide Consultants. During the term of the Agreement, all communications regarding the day-to-day activity and professional operations of the services outlined in the Agreement will be conducted between BlazerWorks and Client.

II. Order Fulfilment Process

Job Orders. As needed client shall notify BlazerWorks of its staffing needs for all Consultants when such needs arise, and Soliant Health, LLC's BlazerWorks division shall have the opportunity to fulfill those staffing needs. BlazerWorks may supply employees/contractors through Soliant Health, LLC, or employees/contractors through one or more SSPs. In the event Soliant Health, LLCs/BlazerWorks division is unable to fill any particular job order, it shall notify Client and shall have no obligation to fill such order.

Identification and Qualification. The BlazerWorks service includes identifying and qualifying: 1) Consultants; and 2) SSPs that are capable of providing Consultants, according to the requirements specified by Client.

Subcontracting. With respect to the provision of any Consultant who is not an employee of Soliant Health, LLC, Soliant Health, LLC's BlazerWorks division will execute a subcontractor agreement with the appropriate SSP employing such Consultant for the provision of the Consultant. The subcontractor agreement will conform to the terms of the Client Services Agreement.

Payment. All SSP invoices will be collected as part of the BlazerWorks service, and consolidated with Soliant Health, LLC's invoices. Soliant Health, LLC will submit single, periodic consolidated invoices to Client for the contingent healthcare staff provided pursuant to this Agreement. Soliant Health, LLC pays Consultants who are its employees as required by law and shall pay all other SSPs the amount invoiced within 15 days of receipt of payment from Client.

CLIENT ID – CLIENT NAME

By: _____
Printed Name: _____
Title: _____
Date: _____

By: _____
Printed Name: _____
Title: _____
Date: _____

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EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

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

THIS AGREEMENT is made this 17 day of February 2024, by and between:

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

AND

Dr. Jennifer Welgosh (the " Contractor") of School Psychological Services

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

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

SCHEDULE A

Description of Service to be performed (be specific):

The contractor, Jennifer Welgosh, will perform school psychoeducational evaluations. These evaluations will consist of the following: cognitive testing, achievement testing, parent input, behavior rating scales (if needed) summary, and recommendations. The contractor will review the findings with the parent. The report will comply with the PA Department of Education Evaluation/Reevaluation Report guidelines.

ESASD will provide testing protocols for each case.

Location of Services:

District schools as needed

Effective Date: February , 2024- September 1, 2024

Professional Fee:

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

b) Fixed Rate: \$850.00 per report

c) Are expenses included? YES NO
If no, please itemize:
*mileage

Budget Code: _____ Department: Pupil Services

District Initiator: Mary Olszewski

Authorization for Payment: _____ Date: _____

Purchase Order # _____

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	GRADE														HmRm Total
		EI	KF	01	02	03	04	05	06	07	08	09	10	11	12	
21CC	All	0	0	0	0	0	0	0	1	0	2	1	3	3	2	12
	21CC Total	0	0	0	0	0	0	0	1	0	2	1	3	3	2	12
AACS	All	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
	AACS Total	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
ADM	All	6	0	0	0	0	0	0	0	0	0	0	0	0	0	6
	ADM Total	6	0	0	0	0	0	0	0	0	0	0	0	0	0	6
AGCC	All	0	1	1	5	2	1	0	4	2	2	1	2	1	1	23
	AGCC Total	0	1	1	5	2	1	0	4	2	2	1	2	1	1	23
AHCC	All	0	0	0	0	0	0	0	0	0	0	0	1	1	0	2
	AHCC Total	0	0	0	0	0	0	0	0	0	0	0	1	1	0	2
BES	All	0	74	70	72	67	60	63	0	0	0	0	0	0	0	406
	BES Total	0	74	70	72	67	60	63	0	0	0	0	0	0	0	406
CCAC	All	0	4	2	12	10	11	13	16	26	14	13	9	14	12	156
	CCAC Total	0	4	2	12	10	11	13	16	26	14	13	9	14	12	156
CPDL	All	0	0	1	0	0	1	0	1	1	0	0	0	0	0	4
	CPDL Total	0	0	1	0	0	1	0	1	1	0	0	0	0	0	4
ECCS	All	0	0	0	0	0	0	0	2	3	3	2	0	1	2	13
	ECCS Total	0	0	0	0	0	0	0	2	3	3	2	0	1	2	13
EHN	All	0	0	0	0	0	0	0	0	0	0	232	234	239	242	947
	EHN Total	0	0	0	0	0	0	0	0	0	0	232	234	239	242	947
EHS	All	0	0	0	0	0	0	0	0	0	0	330	331	349	335	1345
	EHS Total	0	0	0	0	0	0	0	0	0	0	330	331	349	335	1345
ESE	All	0	89	87	97	108	111	111	0	0	0	0	0	0	0	603
	ESE Total	0	89	87	97	108	111	111	0	0	0	0	0	0	0	603
HOME	All	0	14	11	21	22	25	23	12	8	5	5	8	5	3	162
	HOME Total	0	14	11	21	22	25	23	12	8	5	5	8	5	3	162
IPCC	All	0	2	3	0	3	0	0	1	2	2	5	4	0	3	25
	IPCC Total	0	2	3	0	3	0	0	1	2	2	5	4	0	3	25
IU20	All	0	14	14	29	7	9	12	6	15	16	8	12	12	14	168
	IU20 Total	0	14	14	29	7	9	12	6	15	16	8	12	12	14	168
JMH	All	0	62	69	101	66	74	72	0	0	0	0	0	0	0	444
	JMH Total	0	62	69	101	66	74	72	0	0	0	0	0	0	0	444
JTL	All	0	0	0	0	0	0	0	290	334	298	0	0	0	0	922
	JTL Total	0	0	0	0	0	0	0	290	334	298	0	0	0	0	922
LIS	All	0	0	0	0	0	0	0	181	210	217	0	0	0	0	608
	LIS Total	0	0	0	0	0	0	0	181	210	217	0	0	0	0	608
LLAC	All	0	0	0	0	0	0	0	0	1	1	0	2	0	0	4
	LLAC Total	0	0	0	0	0	0	0	0	1	1	0	2	0	0	4
LVAR	All	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	LVAR Total	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
LVCS	All	0	0	0	0	0	0	0	0	0	0	3	0	2	1	6
	LVCS Total	0	0	0	0	0	0	0	0	0	0	3	0	2	1	6
MSE	All	0	57	81	70	56	85	65	0	0	0	0	0	0	0	414
	MSE Total	0	57	81	70	56	85	65	0	0	0	0	0	0	0	414
NPUB	All	0	13	14	13	23	18	20	15	19	27	10	23	12	20	227
	NPUB Total	0	13	14	13	23	18	20	15	19	27	10	23	12	20	227

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BLDG	GRADE HMRM	GRADE												HmRm Total		
		EI	KF	01	02	03	04	05	06	07	08	09	10		11	12
OOD	All	0	0	0	0	0	0	0	0	0	1	2	1	0	1	5
	OOD Total	0	0	0	0	0	0	0	0	0	1	2	1	0	1	5
PACC	All	0	5	2	1	2	2	2	1	6	5	3	3	5	4	41
	PACC Total	0	5	2	1	2	2	2	1	6	5	3	3	5	4	41
PADL	All	0	0	0	1	0	0	0	0	0	0	0	0	1	1	3
	PADL Total	0	0	0	1	0	0	0	0	0	0	0	0	1	1	3
PALC	All	0	0	1	0	1	0	0	2	4	0	2	4	1	2	17
	PALC Total	0	0	1	0	1	0	0	2	4	0	2	4	1	2	17
PAVC	All	0	4	1	1	2	2	2	1	2	2	1	4	3	1	26
	PAVC Total	0	4	1	1	2	2	2	1	2	2	1	4	3	1	26
RCCS	All	0	3	3	4	5	2	5	6	2	5	4	6	7	4	56
	RCCS Total	0	3	3	4	5	2	5	6	2	5	4	6	7	4	56
RES	All	0	75	76	83	57	58	71	0	0	0	0	0	0	0	420
	RES Total	0	75	76	83	57	58	71	0	0	0	0	0	0	0	420
SMI	All	0	61	48	48	54	62	53	0	0	0	0	0	0	0	326
	SMI Total	0	61	48	48	54	62	53	0	0	0	0	0	0	0	326
Total All Buildings		6	478	484	558	485	521	513	539	635	601	622	647	656	648	7393

NOTES:

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

PA Cyber / Charter Schools

21CC	21 st Century Cyber School
AACS	Arts Academy Charter School
ADEL	Adelphoi Ketterer Charter School
ADM	East Stroudsburg Area School District
AGCC	Agora Cyber Charter
AHCC	Achievement House Cyber Charter
BES	Bushkill Elementary
CCAC	Commonwealth Cyber Charter Academy
CPDL	Central PA Digital Learning Foundation
EAAC	Easton Arts Academy Charter
ECCS	Evergreen Community Charter School
EEAC	Executive Education Academy Charter
EHN	High School – North
EHS	High School – South
ESE	East Stroudsburg Elementary
HOME	Home-Education
IAAC	Innovative Arts Academy Charter
IPCC	Insight PA Cyber Charter
IU20	Intermediate Unit 20
JMH	JM Hill Elementary
JTL	JT Lambert Intermediate
LIS	Lehman Intermediate
LLAC	Lincoln Leadership Academy Charter
LVAR	Lehigh Valley Academy Regional Charter
LVCS	Lehigh Valley Charter School
MSE	Middle Smithfield Elementary
NPUB	Non-Public
OOD	Out-of-District
PACC	PA Cyber Charter
PADL	PA Distance Learning Cyber
PALC	PA Leadership Cyber
PAVC	PA Virtual Cyber
RCCS	Reach Cyber Charter
RES	Resica Elementary
SMI	Smithfield Elementary