

2024 State STEM Design Challenge

05/03/2024 07:00 AM # 24759

NAME *	SCHOOL *	DEPARTMENT *	ACTIVITY *
2024 State STEM Design Challenge	E Stroudsburg Elem (ESE)	ESE	ESE

CONTACT *	DEPT./ACTIVITY
Devyn Kolcun	ESE/ESE

DESTINATION CONTACT	DEPARTURE *	DESTINATION *	DESTINATION STATE *
None	E Stroudsburg Elem (ESE)	pennsylvania farm show complex and expo	PA

DESTINATION PHONE	DEPART DATE/TIME *	DESTINATION STREET *	DESTINATION POSTAL CODE *
None	05/03/2024 07:00 AM	2300 N Cameron ST	17110

DESTINATION EXT	DEPARTURE NOTES	DESTINATION CITY	DESTINATION NOTES
None	Students will need to be picked up at 7 AM at ESE to make it to Harrisburg in time for competition	Harrisburg	Students will need to be picked up at 2PM to return back to ESE

DIRECTIONS *	RETURN DATE/TIME *	DESTINATION TITLE *	EQUIPMENT *
Follow I-80 W to US-209 S in Arlington Heights. Take exit 304 from I-80 W/US-209 S 5 min (4.1 mi) Continue onto US-209 S 6 min (6.2 mi) Continue on PA-33 S. Take US-22 W, I-78 W and I-81 S to US-22 E in Susquehanna Township. Take the US-22 E exit from I-	05/03/2024 02:00 PM	State STEM Design Challenge	SCHOOL BUS

34

81 S - 109 miles
 Continue on US-22 E
 to your destination
 in Harrisburg - 1.5
 miles
 Pennsylvania Farm
 Show Complex &
 Expo Center
 2300 N Cameron St,
 Harrisburg, PA 17110

NOTES

Students will need to be picked up at ESE at 7 AM to then go to the state competition in Harrisburg for 9:30 AM. Students will then need to be picked up at the expo at 2 PM to then come back to ESE for parents to pick up the students for around 4-4:30 PM.

BILLING NOTES

None

INVOICING INFORMATION

Account Name: Curriculum and Instruction Office / Amount: \$ 0.00 // Invoice Date: / Payment Date:

FIELD TRIP INVOICE GRID *

Add 

Account Code	Amount	Purchase Order	Invoice Date	Payment Da
Curriculum and Ins...	0			

1 of 1

#VEHICLES *	#STUDENTS *	#ADULTS *	#WHEEL CHAIRS *
1	4	1	0

Add 




FIELD TRIP RESOURCE GRID

Vehicle	Bus Aide	Driver	Total Cost
094		Moore, MaryAnn	175.00

1 of 1



FIELD TRIP HISTORY GRID

Status	Notes	Updated Date Time	Updated User Name
 Level 1 - Request S...		04/15/2024 01:23 PM	Kolcun, Devyn
 Level 2 - Request A...		04/16/2024 07:41 AM	Baker, David
 Level 3 - Request A...		04/16/2024 09:35 AM	Wisotsky, Debra

34

Pennsylvania Superior Court MCP in US History

05/14/2024 07:15 AM

24751

NAME *	SCHOOL *	DEPARTMENT *	ACTIVITY *
Pennsylvania Superior Court MCP in US History	E Stroudsburg HS - S (EHS)	HSS	HS South
CONTACT *			DEPT./ACTIVITY
Michael Healey			HSS/HS South

DESTINATION CONTACT	DEPARTURE *	DESTINATION *	DESTINATION STATE *
Michael Healey	E Stroudsburg HS - S (EHS)	City Hall Philadelphia	PA

DESTINATION PHONE	DEPART DATE/TIME *	DESTINATION STREET *	DESTINATION POSTAL CODE *
None	05/14/2024 07:15 AM	1400 John F. Kennedy Blvd	19107

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

DIRECTIONS *	RETURN DATE/TIME *	DESTINATION TITLE *	EQUIPMENT *
Get on I-80 W/US-209 S in Stroudsburg Continue onto US-209 S 6 min (6.2 mi) Continue on PA-33 S. Take US-22 W, I-476 S and I-76 E to N 15th St in Philadelphia. Take the exit toward Central Phila from I-676 E 1 hr 29 min (91.1 mi) Drive to N 15th St 2 min (0.4 mi) Philadelphia City Hall 1400 John F Kennedy Blvd,	05/14/2024 04:15 PM	Teacher	SCHOOL BUS

37

Philadelphia, PA
19107

NOTES
None

BILLING NOTES
None

INVOICING INFORMATION

Account Name: EHS SPECIAL ACTIVITY FUND / Amount: \$ 0.00 // Invoice Date: / Payment Date:

FIELD TRIP INVOICE GRID *

Add 

Account Code	Amount	Purchase Order	Invoice Date	Payment Da
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EHS SPECIAL ACTIV... 0

1 of 1

#VEHICLES *	#STUDENTS *	#ADULTS *	#WHEEL CHAIRS *
1	17	2	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
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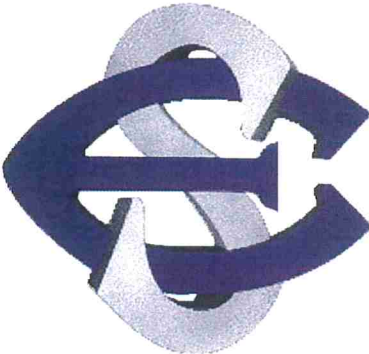
38

Level 1 - Request S...	04/12/2024 12:27 PM	Healey, Michael
 Level 2 - Request A...	04/12/2024 12:56 PM	Triolo, Matthew
 Level 2 - Request A...	04/15/2024 09:26 AM	Winstelky, Debra

**East Stroudsburg Area School District
Student-Athlete Expectations &
Guidelines 2024-2025**



TIMBERWOLVES



CAVALIERS

SCHOOL AND SPORT

A Message from the Athletic Department

To the Parents:

Your son/daughter has expressed an interest in participating in interscholastic athletics with your approval. It is very important to read, review, and sign off on the information included in this document with your child. Additionally, it is recommended that you familiarize yourself with the *East Stroudsburg Area School District 2024-2025 Athletic Handbook* and the *Code of Student Conduct*. It is equally important to understand that **participation in athletics is a privilege, not a right**. Interscholastic athletics offered at the East Stroudsburg Area School District (ESASD) serve as an integral part of the educational process for students grades 7-12. Our athletic philosophy is based on developing the person, the student, the teammate, and the athlete. As a compliment to the academic component, our athletic program is structured to foster physical, social, emotional/intellectual, and moral development in all participants. Additionally, the ESASD athletic program emphasizes teamwork, good sportsmanship, leadership, and competitive spirit. We are hopeful that the experiences and opportunities gained by participation in interscholastic athletics will help your son or daughter develop lifelong skills, making them more productive citizens within the community upon graduation. Lastly, we ask for your cooperation in being a positive role model by demonstrating respectful behaviors at all times with coaches, other parents, officials, administrators, spectators, and all student-athletes.

To the Student-Athletes:

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

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

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

Academic Eligibility

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

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

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

Academic Eligibility will go into effect once the roster is established. It will be monitored on a weekly basis and checked every Friday by combined efforts of the athletic department and the building administrative team. Grades of student-athletes will be reviewed as reported by classroom teachers

through Sapphire. Student-athletes and coaches will be notified of any cases of Academic Ineligibility or Academic Warning through the building Athletic Director. A letter will be mailed to parents of students who are Academically Ineligible.

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

Attendance in School for Eligibility to Participate

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

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

Infractions of the Code of Student Conduct

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

An accumulation of three athletic demerits during the course of a season will result in an automatic suspension from the team and all team related activities to include practices, games, and ceremonies. The student-athlete shall be suspended from participation in athletics and activities for 15 days or the remainder of the season, whichever occurs first. A season is recognized as the first official day of practice as defined by the PIAA until the last team or individual competition. If an ESASD student-athlete is suspended for an infraction of the *Code of Student Conduct*, he/she will be subject to demerits as follows:

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

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

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

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

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

Hazing and Bullying/Cyber Bullying

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

Student-athletes, coaches, and parents are strongly encouraged to promptly report incidents related to hazing and/or bullying/cyberbullying to athletic and school administration. A thorough investigation will follow; a founded charge will be subject to disciplinary action according to the *Code of Student Conduct*. There is no place for Hazing and Bullying/Cyberbullying in the ESASD Athletic Department.

Disqualification from a PIAA Athletic Competition

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

NCAA Clearinghouse

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

Transportation

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

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

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

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

Equipment/Uniforms

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

Expected Behaviors During Competition

During athletic competitions, it is expected that our student-athletes will compete in the true essence of good sportsmanship. This includes no disrespectful/inappropriate gestures, actions, or comments to officials, teammates, coaches, opponents, and/or spectators. We will be gracious in both victory and in defeat.

Social Media

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

ESASD Athletic Concussion Management Protocol

This protocol follows the recommendations and guidelines from the East Stroudsburg Area School District Board Policy 123.1 and the 6th International Conference on Concussion in Sport held in Amsterdam, 2022. The Consensus Statement on Concussion in Sport, which resulted from the 6th international conference on concussion in sport, defines sport-related concussion as follows:

Sport-related concussion is a traumatic brain injury caused by a direct blow to the head, neck or body resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities. This initiates a neurotransmitter and metabolic cascade, with possible axonal injury, blood flow change and inflammation affecting the brain. Symptoms and signs may present immediately, or evolve over minutes or hours, and commonly resolve within days, but may be prolonged.

No abnormality is seen on standard structural neuroimaging studies (computed tomography or magnetic resonance imaging T1- and T2-weighted images), but in the research setting, abnormalities may be present on functional, blood flow or metabolic imaging studies. Sport-related concussion results in a range of clinical symptoms and signs that may or may not involve loss of consciousness. The clinical symptoms and signs of concussion cannot be explained solely by (but may occur concomitantly with) drug, alcohol, or medication use, other injuries (such as cervical injuries, peripheral vestibular dysfunction) or other comorbidities (such as psychological factors or coexisting medical conditions).

It is important to recognize that many sports related concussions (SRC) DO NOT result in loss of consciousness and, therefore, all suspected head injuries should be taken seriously. Since a concussed athlete may be trying to hide or may not be aware of their condition, coaches, parents, and fellow teammates can be helpful in identifying those who may potentially have a concussion.

The East Stroudsburg Area School District Athletic Concussion Protocol is as follows:

1. All East Stroudsburg Area School District (ESASD) student-athletes and their parent(s)/guardian(s) must read and sign off on the following documents each school year related to the Risk of Concussion and Traumatic Brain Injury:
 - a. Section 3 of the PIAA CIPPE form
 - b. ESASD Concussion Management Protocol
2. All ESASD coaches (head, assistant, and volunteer) must do the following each year prior to the start of their sports season:
 - a. Complete the ConcussionWise educational video presented by Sports Safety International (www.sportsafetyinternational.org/coaches). A certificate of completion must be printed out and submitted to the athletic office prior to the start of the athletic season.
 - b. Review the ESASD Concussion Management Protocol.
3. ESASD student-athletes will take an Impact baseline test prior to the first competition date of their sport. Student-athletes in grades 7 and 8 will take the baseline annually. Student-athletes, beginning in grade 9, will take the baseline bi-annually. Any new athlete, being a transfer or first time playing, will take the baseline as appropriate.

4. ImPact baseline testing may be done in person or asynchronously at home. ESASD and/or the St. Luke's athletic trainers will provide instructions for taking the ImPact test asynchronously via email and handouts.
5. Student-athletes who return a failed ImPact test will retake the baseline test under an athletic trainer's direct supervision.
6. A student athlete with a suspected concussion will be removed from athletic activity for the remainder of that practice/event and will be encouraged to seek medical attention.
7. A student-athlete suspected of a concussion will be evaluated by medical personnel trained in acute concussion management (i.e. ESASD and/or St. Luke's athletic trainer) using a sideline assessment tool such as the SCAT 6. If a St. Luke's University Health Network team physician is present, the student athlete will be evaluated by the physician.
8. Parents and or guardians of the student athlete must be called as soon as possible. Athletes presenting concussion signs and symptoms will be referred to a physician. Parents and/or guardians will be informed of the signs and symptoms of a concussion (refer to CDC fact sheet for parents) and any other guidance that may be associated with acute concussion care.
9. Parents and/or guardians as well as coaches are not expected to be able to "diagnose" a concussion. Only appropriate health care professionals that are trained in recognition and management of concussions may do so. Parents and coaches must BE AWARE of signs, symptoms, and behaviors of a possible concussion. WHEN IN DOUBT, SIT THEM OUT!
10. If it is suspected that an athlete has sustained a concussion, the "Heads-Up" four step action plan will be followed. This includes all in-season PIAA sports as well as if any off-season concussions that are brought to the ESASD and St. Luke's medical staffs' attention:
 - a. Remove athlete from play.
 - b. Inform the athlete's parents and/or guardians about the possible concussion and give them the necessary information on the concussion, ie. CDC Heads Up Fact Sheet for Parents (2).
 - c. The athlete is to be encouraged to be evaluated by an appropriate health care professional.
 - d. Keep the athlete out of play the day of the injury and until clearance is given by an appropriate health care professional.
11. The student-athletes parent(s)/guardians(s) will be contacted regarding their student-athlete's potential concussion. ESASD athletic trainer(s) and St. Luke's athletic trainer(s) will contact the student athlete's parents if the potential concussion occurs at an ESASD facility. If a potential concussion occurs at an away event, the coach should request the host school's athletic trainer contact the student-athletes parent(s)/guardian(s) regarding the injury.
12. If it is suspected that a student-athlete has sustained a concussion, the student-athlete will not be allowed to drive themselves home. This is due to the potential for further neuro-cognitive symptoms worsening or developing while traveling.
13. Return to learn for the student-athlete will be guided by one or more of the following, the student athlete's building nurse, guidance department, teachers, and attending physician (MD/DO).

- a. Academic accommodations may be necessary until the concussion has been resolved.
14. As put forth for the 6th International Conference in Concussion in Sport, the Return to Sport (RTS) protocol is as follows. This RTS may begin at Step 1 within 24 hours of injury with each subsequent step progressing 24 hours at a minimum. Steps 4-6 may not begin until symptom resolution and a full clearance for athletics has been obtained from the student athlete's attending physician (MD/DO) and/or a concussion care specialist center.

Return-to-sport (RTS) strategy—each step typically takes a minimum of 24 hours

Step	Exercise strategy	Activity at each step	Goal
1	Symptom-limited activity	Daily activities that do not exacerbate symptoms (e.g., walking)	Gradual reintroduction of work/school
2	Aerobic exercise 2A- Light (up to approximately 55% max HR) then 2B-Moderate (up to approximately 70% max HR)	Stationary cycling or walking at slow to medium pace. May start light resistance training that does not result in more than mild and brief exacerbation* of concussion symptoms.	Increase heart rate
3	Individual sport-specific exercise Note: If sport-specific training involves any risk of inadvertent head impact, medical clearance should occur prior to Step 3	Sport-specific training away from the team environment (e.g., running, change of direction and/or individual training drills away from the team environment). No activities at risk of head impact.	Add movement, change of direction
Step 4-6 should begin after the resolution of any symptoms, abnormalities in cognitive function and any other clinical findings related to the current concussion, including with and after physical exertion			
4	Non-contact training drills	Exercise to high intensity including more challenging training drills (e.g. passing drills, multiplayer training) can integrate into a team environment.	Resume usual intensity of exercise, coordination, and increased thinking
5	Full contact practice	Participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play.	

*Mild and brief exacerbation of symptoms (i.e., an increase of no more than 2 points on a 0–10-point scale for less than an hour when compared with the baseline value reported prior to physical activity). Athletes may begin Step 1 (i.e., symptom-limited activity) within 24 hours if injury, with progression through each subsequent step typically taking a minimum of 24 hours. If more than mild exacerbation

symptoms (i.e., more than 2 points on a 0-10 scale) occurs during Steps 1-3, the athlete should stop and attempt to exercise the next day. Athletes experiencing concussion-related symptoms during steps 4-6 should return to Step 3 to establish full resolution of symptoms with exertion before engaging in at-risk activities.

Coaching Staff Information

List the names and positions of each coach, the head coach's email address, and at least a school phone number to contact the head coach; it is your discretion about cell phone numbers. Include your building Associate AD and a school contact number and email for him/her as well. **IT IS HIGHLY RECOMMENDED TO USE THE REMIND APP (TO BE DISCUSSED AT COACH'S MEETING)**

A Message from the Head Coach Team Rules and Expectations

Delete the highlighted yellow information and insert your message and team rules here. Remember that no rules should supersede or conflict with the rules already stated.

Attendance Policy

Include your practice attendance policy here or in your team rules. Be sure to reference school attendance for eligibility to participate as mentioned above in the document.

Practice/Game Schedule

Whether in this section, or as a separate attachment, be sure to provide a practice schedule and game schedule to student-athletes and parents. Include the words SUBJECT TO CHANGE on each page. You are encouraged to maintain a school district website for your sport where you can refer parents for updates. If you need assistance with that, ASK FOR HELP.

Delete this section if your practice/game schedule is a separate document.

Game Day/Travel Dress Code

Define your game day/travel dress code for your sport. For away trips, either travel in uniform or business casual. No jeans, short dresses, or skirts.

Varsity Level Criteria

FOR HIGH SCHOOL VARSITY COACHES ONLY - Spell out your varsity letter criteria. SUB VARSITY COACHES DELETE THIS SECTION.

East Stroudsburg Area School District Parental Transportation Request

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

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

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

(Location of Venue)

(Print Student-Athlete's Name)

(Date)

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

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

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

We acknowledge that we have received and understand the *Student-Athlete Expectations & Guidelines* for East Stroudsburg Area School District student-athletes participating in the School District's athletic program and the coach's team rules and regulations for the sport of _____ for the _____ athletic season. Additionally, we
(Name of Sport) (Year)
understand that we are responsible for all rules and policies as explained in the *Student-Athlete Handbook* and *Code of Student Conduct* and board policies relating to athletics. We also understand that the *Student-Athlete Handbook*, the *Code of Student Conduct*, and board policies can be accessed from the school district website: www.esasd.net or upon request from the school district athletic offices.

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

(Date)

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

(Date)

[Print Name of Student –Athlete]

(Date)

[Signature of Student-Athlete]

(Date)

(Coach's Initials)

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HIGH SCHOOL NORTH

	FIRST NAME	LAST NAME
	Andrew	Abreu
	Nasiah	Acosta
	Joshmany	Adames Rodriguez
	Sebastian	Aiello
	Jordan	Alexander
	Nilmar	Almeida
	Kenton	Anderson
	Neilson	Anderson
	Amy	Antwi
	Jayla	Arrington
	Daniella	Avila
	Justin	Babcock
	Christopher	Baez
	Anthony	Barahona
	Antoinette	Barbante
	Iyahna	Barbour
	Mahmodou	Barrie
	Matthew	Barton
	Tylor	Bauberger
	Ayden	Beaton
	Robert	Beniquez
	Robert	Bibeau
	Javier	Borrero
	John	Bowman
	Skylar	Brown
	Damon	Butler
	John	Cannetti
	Aviana	Caro Schmidt
	Christina	Carpenter
	Priscilla	Charles
	Austin	Chatman
	Devin	Cheatham
	Jasmine	Cheatham
	Maxim	Chernomaz
	Jordyn	Clark
	Nathanael	Clay
	Kendall	Coen
	Symeon	Cofield
	Dominick	Collins
	Julia	Conklin
	Paige	Cooper

HIGH SCHOOL NORTH

	FIRST NAME	LAST NAME
	Janaya	Cozier-Neal
	Tatiana	Correa
	Jasmine	Cruz
	Vrianna	Cruz
	Laura	D'Agostino
	Yukito	Daniels
	Sofia	Dasilva
	Junior	Davis
	Michaelsimone	Davis
	Paige	Davis
	Alexlania	De La Rosa
	Daniel	DeMarinis
	Natalia	DeSilva
	John	Deis
	Grace	Delia
	Genevieve	Dennard
	Brooke	DiPol (Belding)
	Janett	Diaz
	Bryceson	Dobie
	Marissa	Dowling
	Tristan	Duhaney
	Gianna	Duncanson
	Natalya	Durham
	Gavin	Eldridge
	Monica	Espinosa
	Destiny	Estrada
	Richard	Fields
	Sanai	Figuroa-Taylor
	Joseph	Findley
	Brandon	Fish
	Giovanni	Franco
	Shakhi	Fraser
	Lexavier	Galarza
	Angel	Garcia
	Victoria	Garcia
	Charles	Garner
	Andrew	Giraldo
	Annette	Giraldo
	Kyle	Goetsch
	Norallyn	Gonzalez
	Randy	Gonzalez
	Laurent Noah	Gousse

HIGH SCHOOL NORTH

	FIRST NAME	LAST NAME
	Tamia	Green
	Jett	Griffin
	Zabrina	Guzman
	Jewel	Gyabaa-Amponsah
	Nichelle	Harris
	Nickolas	Herman
	Ani Jah	Hernandez
	Cesar	Hernandez
	Craig	Holmes
	Bianca	Hughes
	McKenna	Ianetti
	Anthony	Jimenez
	Franely	Jimenez
	Joaquim	Jn Baptiste
	Aidan	Jones
	Jermaine	Jordan
	Giustino	Joseph
	Zahra	Kamar
	Jahfari	Kamdar
	Cardier	Kennedy
	Elijah	Kenyi
	Isabelle	Kenyi
	Camren	Kersey
	Alicia	King
	Romeo	King
	Yashvi	Kopanati
	Giovanni	Kyzer
	Bradley	LaBeur
	Juliana	Laino
	Evelyne	Larose
	Josiah	Lattimore
	Mannely	Lebron
	David	Lechowicz
	Michael	Lewis
	Michai	Lewis
	London	Livingston
	Raelyn	Lorenzo
	Alexander	Lugo
	Joene	Maduro
	Isaiah	Maldonado
	Justin	Maldonado
	Paulo	Manders

HIGH SCHOOL NORTH

	FIRST NAME	LAST NAME
	Esteem	Manigault
	Ryan	Marino
	Illyana	Marmo
	Christian	Marrero
	Justin	Martinez
	Eva	Massaro
	Lindsay	Masucci
	Desiree	Matthews
	Sorel	McGarrell Dalhouse
	D'Layla	McGrier
	Xavier	McNeely
	Joseph	Medina
	Ariana	Mejia
	Bartholomew	Mella
	Crystal	Mena
	Joseph	Merritt
	Lexis	Messana
	Kennedy	Milhouse
	Dylan	Miller-Rashkin
	Celis	Miranda
	Allan	Mirski
	Christopher	Modugno
	Jessica	Molina Reyes
	Elias	Montanez
	Jasmine	Moore
	Aidan	Morales
	Elia	Morales
	Makayla	Morales
	Tatiana	Mospak
	James	Murillo
	Lynaisha	Murphy
	Madison	Nadasi
	Owen	Naranjo
	Ashton	Nelson
	David	Nelson
	Openi	Oni
	Darrell	Owens
	Gage	Partington
	Chaniecia	Pearson
	Olivia	Peckally
	Xenia	Pelekhach
	Joseph	Penn
	Carson	Peregrin
	Claudia	Perez

HIGH SCHOOL NORTH

	FIRST NAME	LAST NAME
	Eyden	Perez
	Felix	Perez
	Jaelyn	Perez
	Jovani	Perez
	Kayla	Perez
	Nicholas	Perez
	Dexter	Phillips
	Emily	Pichardo
	Dylan	Platellas
	Trisha	Quinones
	Amy	Quito
	Daniyah	Ramadan
	Jayden	Ramos
	Malik	Raphael
	Sofia	Raposo
	Tiashae	Reid
	Jazlyn	Reynoso
	Jon Carlos	Rivera
	Richard	Rivera
	Ethan	Robledo
	Carlos	Rodriguez
	Matthew	Rodriguez
	Noel	Rodriguez
	Nicholas	Rogers
	Aniyah	Romano
	Jasmin	Romano
	Elisha	Rosario
	Sarey	Rosario Santiago
	Elijah	Rowley
	Preston	Rumbold
	Lisset	Sanchez
	Preston	Santiago
	Alan	Santos
	Zachary	Seeley
	Luis	Serrano
	Chloe	Shane
	Jalen	Shelton
	Aiden	Shevlin
	Jessica	Sidorowicz
	Julian	Sierra
	Amy	Sifonte Cortes
	Ceazia	Silva
	Elijah	Simmons
	Omer	Singleton

HIGH SCHOOL NORTH

	FIRST NAME	LAST NAME
	Logan	Sipley
	Angelique	Smalls
	Victor- Alexander	Smalls
	Rachel	Smallwood
	Christopher	Smith
	Matthew	Smith
	Nathaniel	Smith
	Wayman	Smith
	Kallyanna	Sok
	Ethan	Solano
	Melanie	Soler
	Logan	Sonvico
	Amaliana	Soto Torres
	Brooke	Stevenson
	Triniti	Stewart
	Joseph	Tardibuono
	Kevin	Taveras
	Tanaya	Taylor
	Luis	Thillet
	Ariel	Thomas
	Johandry	Toribio Liriano
	Moises	Torres
	Rafael	Torres
	Peyton	Trexler
	Kristofer	Ulanday
	Jordan	Urena Aquino
	Jamaris	Valentin
	Franklin	Valerio
	Jesse	VanDerveer
	Jasanty	Vargas
	Cyrenity	Vega
	Qydair	Waters
	Nathaniel	Wilder
	Jhavontay	Williams
	Kennedy	Williams
	Sierra	Williams
	Chad	Williamson Smith
	Amara	Wilson
	Amari	Wilson
	Maya	Wilson
	Torrey	Wilson
	Izaiah	Wood
	Rasheem	Woods
	Prokhor	Zazvonov

HIGH SCHOOL SOUTH

FIRST	MIDDLE NAME	LAST NAME	SUFFIX
Michael	Osei	Acheampong	
Wonnetta	Tamar	Adams	
Ramon	Eclipse	Aguirre	Jr
Jamisyn	Lila	Aillet	
Adara		Alexander	
Justin	David	Alkema	
Natalie		Allard	
Lucas	Ciceron Seiji	Anchundia	
Christopher	Sookdeo	Andreassi	
Jillian		Antalosky	
Filip	Kamil	Antoniak	
Ali		Ayub	
Abbigail	Joanne	Baker	
Tyler	Edward	Bartsch	
Tristan		Basdeo	
Evan	Diego	Batista	
Shaela	Nevaeh	Bedell	
Reese	Cameron	Bell	
Jose	Rafael	Beriguete	Jr
Tyler	Ryan	Berry	
Karli	May	Blas	
Reyna	Mia	Bordoy	
Evan	Steven	Borici	
Beckham		Boyer	
Gavin		Brigante	
Abigail	Catherine	Brinkmann	
Gianna	Nicole	Brogna	
Zack	Mikal	Brooks	
Jennifer		Bryan-Santana	
Dylan	Thomas	Bunkis	
Lydia	Grace	Bunn	

HIGH SCHOOL SOUTH

FIRST	MIDDLE NAME	LAST NAME	SUFFIX
Gage		Burkhardt	
Raven	E.	Burton	
Sarah	Kate	Bushta	
Quanece	Constance	Bynum	
Justin	Dermot	Byrne	
Justin	Jose	Caba	
Alyssa	Cristina	Caceres	
Daniel		Calderone-O'Brien	
Jaileen	Shaneice	Camacho	
Tytiana	Olivia	Canelo	
Heather	Rose	Canter	
AnnaMarie		Caole Clark	
Sebastian		Carle	
Renzo	Allessandro	Carlin	
Aviana	Bella	Caro Schmidt	
Cole	Robert	Carvalho	
Joselyn	Arsenia	Castro	
Shakeim	Malik	Catoe	
Shamaur	Jay'zon	Catoe	
Ariel	ILana-Grac	Chang	
Jai	Sharpe	Chapman	
Jase	James-Carim	Chatman	
Annalisse		Checo Rodriguez	
Jalian		Cherif	
Brittany	Ameilya	Chevannes	
Malick		Cisse	
AnnaMarie		Clark	
David	James	Cloward	
Zennia		Coates	
Sharick	Yireth	Cohen Rojas	
Oliana	Mariah	Cole	

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HIGH SCHOOL SOUTH

FIRST	MIDDLE NAME	LAST NAME	SUFFIX
Raven	Margaret	Cooper	
Caprice	Nicolette	Corbin	
Kyra		Correa	
Iliyah	Inez	Crisp	
Tangelae		Crosby	
Leilani		Cruz Nunez	
Orlando	Ray	Cueva	
Josselin	Antonella	Cueva Correa	
Jalissa	Limarie	Culpepper	
Aidan	Michael	Curiel	
Caitlyn	Laura	Curtis	
Benjamin	Anthony	Davis	
Ricky	Isaac	Davis	Jr
Rylee	Jo	Davis	
Emily		DeBlasio	
Tyler	Gianni	DeConza	
Emily	Brynn	DeCrescenzi	
Joseph	William	DeCrescenzi	
Avery	Lynn	Del Moral	
Myah	Janel	DeNucci	
Jeremy	Robert	Denyko	
Jeremiah	Sadrac	Derival	
Gianna	Marie	DiGiovanni	
Gabriel		Diaz	
Lizeth		Dominguez-Mejia	
Avia	A	Dornelus	
Daisy		Dubecky	
Aaron		Dudnath	
Cora	Kelisa Ann	Duncan	
Taden	Nicolas	Duncan Moses	
Dyllan		Earle	

HIGH SCHOOL SOUTH

FIRST	MIDDLE NAME	LAST NAME	SUFFIX
Kathleen	Elizabeth	Eckhoff	
Nicholas	Matthew	Eilber	
Faith	Mae	Eilenberger	
Samantha	Jane	Elling	
Abdul-Kareem	Cohen	Fall	
Cayce		Ferguson	
Chelsea	Danielle	Ferguson	
Katrice	Ayana	Fernandez	
Isabelle	Arle	Fierro	
Conor		Fitzsimons	
Emelyn	M	Flores Gomez	
Amber	Theresa	Frailey	
Christina		Fuentes	
Julianna		Fuentes	
Gisele		Gayle	
Hoshna	Ann	Gerhart	
Kayla	Teresa	Gerlak	
Dawna	Marvaliese	Gilbert	
Angelina	Jade	Gilchrist	
Jacob	William	Glavich	
Nayeli	Mia	Gomez	
Antonia	Grace	Gonnella	
Rayvon		Graves	
Cynindia	Kiamoni	Gray	
Abraham		Green	
Brian	Marcelo	Gualpa	
Emma	Grace	Gullstrand	
Danica	Nicole	Hammonds	
Aileesha	Monica	Harper	
Maddox	Tristan	Hatchett	
Eoin	Thomas	Haviland	

HIGH SCHOOL SOUTH

FIRST	MIDDLE NAME	LAST NAME	SUFFIX
Harcourt	Cortez	Headley	
Alex	Robert	Heeter	
Hayden	Jayde	Hemphill	
Tajal	Ike Tahan	Herbert	Jr
Brayden	Charles	Herbst	
Gabriela	Annette	Heredia	
Elden		Hernandez	
Layla	Annaliese	Hernandez	
Christopher		Hill	
Spirit	Tracey	Hodges	
Benjamin	Reed	Holmwood	
Katelyn	Marie	Hosbach	
Amari	Maurice	Hough	
Colin	Byron	Huffman	
Jayden	Kurt	James	
Daniel		Jennings	Jr
Vincent	Philip	Jennings	
Michael	Sean	Johnson	
Amare	Anthony	Jones	
Haleemah		Junaid	
Julia		Kaczmarska	
Justin	Tyler	Kallai	
Vasilios		Karamouzis	
Grace	Emily	Karas	
Mia		Karpowicz	
Julianna	R	Keiter	
Shane	Michael	Kelly	
Liam	Robert	Kiesling	
Laura		Kimble	
Kaylie	Jocelyn	Kimler	
Eleanor	Charlotte	Kirkwood	

HIGH SCHOOL SOUTH			
FIRST	MIDDLE NAME	LAST NAME	SUFFIX
Lucas	Michael	Kitt	
Nikita		Kostromin	
Kripa	Hullali	Krishnamurthy	
Tyler	James	Lambert	
Cody	Steven	Langway	
Brianna	Nichole	Latchman	
Kianna	Mikayla	Lauriano	
Ryan	Matthew	Leis	
David	A	Leonard	III
Ciara	Elizabeth	Levi-Martinez	
Yvonne	Maria	Lightner	
Rayna		Ljuljic	
Angelina		Lobel	
Christian		Loja Granda	
Kseniia		Luniushina	
William		Macumber	
Ashley	Y	Madrigal	
Erin	Riley	Maher	
Joshua	Xavier	Manana	
Chase	X. F.	Maring	
Dairis		Marte	
Mylayka	Carolina	Martinez	
Leyanna	Carina	Matos	
Lauren	Lee	Matrisciano	
Frank	Edward	Mauro	IV
Brian	Lee	McAdams	III
Isabella	Victoria	McDonald	
Anthony	Jonah	McKenna	
Bobbi-Nicole		McKenzie	
Mikala	Jessica	McKeown	
Jordan		McKinnie	

HIGH SCHOOL SOUTH			
FIRST	MIDDLE NAME	LAST NAME	SUFFIX
Jenna	Rose	McNally	
Michael	Irie	McTernan	
Jayden		Mclean	
Darryl	James	Meeker	
Alinson	Johany	Membreno Sevilla	
Joseph	Alexander	Miller	
Calista	Janice	Mitsianis	
Ivanna		Montiel	
Aneessa	Rene	Moore	
Logan	Alexander	Morabito	
Kayla		Morales	
Shaun	Adyn	Morales	
Meghan Eloisa	Cabios	Morrissey	
Justin	Eric	Motyka	
Rain	Leigh	Musarra	
Neva	Izabella	Newton	
Jimmy	Nathaniel	Ng	
Niran	Francisco	Nguyen	
Mitchell	B.	Niedbala	
Ethan		Nunez	
Christopher	Anthony K	Nyarko	
Joshua	James	Oliveira	
Zakkery	Thomas	Olsen	
Jordan	Walter	Oney	
Mercy		Ordonez	
Darrell	N	Owens	Jr
Efe	Murat	Ozgun	
Erik	William	Palacio	
Robert	Vincent	Palacio	
Anthony	David	Panepinto	
Gage		Pawlik	

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HIGH SCHOOL SOUTH			
FIRST	MIDDLE NAME	LAST NAME	SUFFIX
Julia		Peccarelli	
Alexandra	Georgette	Peccerelli	
Ethan	Thomas	Peck	
Randolph	Anthony	Pennell	III
Asia		Perez	
Jasmin	Angelina	Perez	
Jefferson	Eduardo	Perez	
Anthony	Sebastian	Pesante	
Jessalyn	Caramia	Peters	
Sarah	Joyce	Phillips	
Jason	Patricio	Pineda	
Nazah	Kwan	Plummer Graham	
Jared		Polanco Mendez	
Cristian	Alfredo	Pomaquiza Loja	
Edwin	Joel	Pomaquiza-Castro	
Stephon	Paul	Porter	
Noah	Charles	Possinger	
Paul	Henry	Potenzzone	III
Okalani	Ariella Elaina	Poulis	
Joel'Max	Jadean	Pryce-Smith	
Tyrell		Purse	
Adam	Alphonso	Ramos	
Jaydon	Christian	Ramos	
Kaitlyn		Ramos	
Lexee		Ramos	
Michael		Ramos	
Ezekiel	Adam	Rivera	
Maximo	Ignacio	Rivera	
Christina	August Aliza	Roberts	
Grace	Margaret	Robilotta	
Derek		Robiou	

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HIGH SCHOOL SOUTH			
FIRST	MIDDLE NAME	LAST NAME	SUFFIX
Terry	Terrell	Rocker	
Rachel	Lea	Rodenbaugh	
Dashlee	Anaid	Rodriguez	
Jaritza		Rodriguez	
Alexis		Rodriguez Reyes	
Samantha	Jean	Rogers	
Tristan	Luis	Roman	
Jaelynn	A-Marie	Ruiz	
Levi		Rusch	
Django	Reilly	Sacks	
Lucia	Grace	Sadura	
Yaser	G.	Sahibzada	
Jamie	Maria	Sanabria	
Matthew	Alexis	Santiago	
Misael	Antonio	Santos	
John	Andrew	Sanwald	
Sarah	Alyssa	Saponara	
Noah		Savinon	
Helen	Therese	Schlameuss	
Justin	Darian	Scott	
Lindsey	Faith	Seepersad	
Jada	Makhiya	Shabazz-Hammond	
Isabel	Sharie	Shaffer	
Mercedez	Natyre	Sharpe	
Natalia	Brooklyn	Shellhammer	
Sophia	Miranda	Silva	
Patricia	Vidya	Singh	
Christopher	Vincent	Sirrine	
Damian	Martin	Skalko	
Avery	Nicole	Smith	
Jaden	Antoney	Smith	

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HIGH SCHOOL SOUTH

FIRST	MIDDLE NAME	LAST NAME	SUFFIX
Teasia		Smith	
Chanel	Melissa Jade	Sommers	
Nekhi	Michael	Spencer	
Carmelo	Amir	Stokes	
Vanessa	Elizabeth	Strube	
Joseph	William	Strunk	
Joseph	Michael	Suarez	Jr
Mecca	Assata	Suber	
Eunice		Suriel	
Steven	Charles	Tagliaferri	
Alia	Dilber	Tasdemir	
Rustem		Tasdemir	
Quintessa		Taylor	
Ayanna	Melody	Thomas	
Olivia	Madison	Thomas	
Starr		Thomas	
Kamar		Thomas-Browne	
Victoria	Stephanie	Tiller	
McKenna	Raye	Timpson	
Christopher		Tirado	
Savannah	Rose	Tirado	
Nazarenea	Udarbe	Tolentino	
Franco	Abel	Toloza	
Richard		Torres	
Nathan	Elijah	Townsend	
Peter	J.	Valcukas	
Misha		Van Uden	
Jayda	Sky	Vasquez	
Jayden	Nathaniel	Vasquez Guerra	
Katie	Eileen	Verwys	

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HIGH SCHOOL SOUTH

FIRST	MIDDLE NAME	LAST NAME	SUFFIX
James	Nicolas	Volcy	
Samantha	Kristiana	Walthurst	
Jacob	Alim	Ward	
Sanaa	Deandra	Waters	
Dashawn	Jerrell Mohabeer	Watts	
Tyrese	Joshua	Watts	
Noah	Israel	White	
Noah	Christian Justin	Whitfield	
Daunte	Terrance	Williams	
Laneye	Norell	Williams	
Sakiylah	Denise	Williams	
Xavier	Emmanuel	Williams	
Alannah	A.	Wilson	
Stefani	Kyliene	Wimmer	
Devon	Troi	Witty	
Nicolette	Mickayla	Wright	
Jacob	Mason	Young	
Thomas	David	Yuppa	
EmmaRose	Gonzalez	Zito	

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CODE OF STUDENT CONDUCT
2024 – 2025

CHIP INFORMATION



It's Time to Head Back to Class – Are Your Kids Covered? CHIP Offers Quality Health Care for Uninsured Kids and Teens

Backpack -- check. Pencils -- check. Lunchbox -- check. Health insurance for your kids and teens -- check? This back-to-school season, make sure your kids have all the things they need -- including quality health insurance. Pennsylvania's Children's Health Insurance Program now covers all uninsured kids and teens (up to age 19). And no family makes too much money for CHIP. Coverage includes doctor visits, dental care, eye care, prescriptions, immunizations, mental health and much more.

There are more than 133,000 uninsured children in Pennsylvania who now have access to this comprehensive health insurance coverage. All families need to do is apply!

For many families, CHIP is free, with no copays or monthly premiums. Families with higher incomes may qualify for low-cost or at-cost CHIP, which still includes the same comprehensive benefits. Families whose incomes fall below CHIP guidelines may be enrolled in Medical Assistance.

Families who need health insurance are encouraged to apply right away. CHIP enrollment information is available by visiting chipcoverspakids.com or calling **800-986-KIDS** to apply or for more information.

Best wishes for a successful school year!

Es hora de volver a la escuela - ¿Están sus hijos goza de cobertura? CHIP ofrece atención médica de calidad para no asegurados Niños y Adolescentes

Mochila - check. Lápices - check. Lunchbox - check. El seguro de salud para sus niños y adolescentes - comprobar? En esta temporada de regreso a la escuela, asegúrese de que sus hijos tienen todas las cosas que necesitan - incluyendo el seguro de salud de calidad. Programa de Seguro de Salud Infantil de Pennsylvania cubre ahora todos los niños y adolescentes sin seguro (hasta 19 años). Y ninguna familia gana demasiado dinero para CHIP. La cobertura incluye consultas médicas, atención dental, cuidado de los ojos, las recetas, las inmunizaciones, salud mental y mucho más.

Hay más de 133,000 niños sin seguro en Pennsylvania, que ahora tienen acceso a esta cobertura de seguro de salud integral. Todas las familias deben de aplicar!

Para muchas familias, CHIP es gratuito, sin copagos ni primas mensuales. Las familias con ingresos más altos pueden tener derecho a bajo costo o al costo de CHIP, que todavía incluye los mismos beneficios integrales. Las familias cuyos ingresos caen por debajo de las directrices de CHIP pueden estar inscritos en Asistencia Médica.

Animamos a las familias que necesitan seguro de salud para aplicar de inmediato. Información de inscripción de CHIP está disponible visitando chipcoverspakids.com o llamando al **800-986-KIDS** para aplicar o para más información.

Mis mejores deseos para un año escolar exitoso!

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EAST STROUDSBURG AREA DISTRICT

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EAST STROUDSBURG AREA DISTRICT

PART 1: GENERAL PROVISIONS AND EXPECTATIONS

Mission Statement

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

Authority for Code of Conduct

Pursuant to the Public School Code, 24 P.S. §1-101 *et seq.*, and in accordance with the regulations of the State Board of Education, 22 Pa. Code, Chapter 12,¹ and other applicable law, the Board of School Directors (“Board”) of District has adopted this Code of Student Conduct (“Code”) in order to ensure a more conducive and orderly educational environment for the employees and students of District and to promote the ideals of citizenship and orderly interaction in and among the District community. All rules and policies set forth herein are subject to amendment by the Board at any time.

Responsibility to Periodically Review District Website

The District maintains a website at: <http://www.esasd.net>. Students and parents have a responsibility to review the website periodically for additional student rules of conduct that may be adopted and posted periodically as well as updates to Board Policy. This Code is printed in “hard copy” once a year and may be supplemented by additional rules or requirements as will be posted. This Code may be found as part of the “Student” menu of the website under the heading “Student Handbooks”.

All Board Policies referenced herein are applicable in their current revisions and are available on the District website. Copies may also be obtained at the Carl T. Secor Administrative Center, 50 Vine Street, East Stroudsburg, PA 18301.

Citizenship and Discipline Instruction

In order to achieve the Board’s objective of an orderly and conducive educational environment through education, Administrators shall incorporate age and/or grade appropriate instruction and materials into the curriculum so that all children are taught their rights and responsibilities, particularly as they are set forth in this Code.

¹ The regulations of the State Board of Education and Department of Education can be found online at <http://www.paCode.com/secure/data/022/022toc.html>.

Student Requirements--Generally

Each student shall comply with the requirements and prohibitions set forth in applicable law and in this Code. Failure or refusal to comply with applicable rules will subject the student to such disciplinary measures as set forth in this Code or in applicable law.

Scope of Code

This Code and rules contained in this Code govern student conduct: (1) in school; (2) at school activities; (3) during the time spent in travel to and from school and school activities; and (4) at such other times as allowed by applicable law, including, but not limited to, conduct that may occur at home, on the internet, or at other places where the conduct affects or implicates school operations.

Rules of Interpretation and Definitions

1. This Code shall be interpreted consistent with applicable law.
2. To the extent that any portion of Code is determined by a court or administrative agency to conflict with any applicable law, the remainder of the Code shall remain in full force and effect.
3. This Code and the provisions contained in this Code shall be given an interpretation that is consistent with the Constitution and the Board does not intend to infringe upon the constitutional or legal rights of any student or other person affected by this Code or the enforcement of this Code.
4. The disciplinary rules applicable to students, teachers and support staff are mandatory. The procedural rules applicable to administrative staff, to the extent that they may exceed what is required by applicable law, are directory only, and not mandatory, as long as applicable law is complied with.
5. Nothing in this Code shall be construed as a waiver or limitation of any immunities, exemptions or privileges of the District.
6. **The discipline or disciplinary response(s) stated in this Code to apply in any given situation are the general standards that will be applied. However, the District reserves the right to deviate from the general standards in any given situation in consideration of relevant factors, mitigating circumstances, aggravating circumstances, and/or past disciplinary history of the student.**
7. Definitions. Unless the context clearly indicates otherwise, the following words when capitalized in this Code shall have the following definitions:
 - a. "Administration" means the applicable School or District Administration or Administrators who have authority with respect to the particular circumstances;
 - b. "Administrator" means the applicable School or District Administrator who has authority with respect to the particular circumstance;
 - c. "Applicable Law" shall mean federal and state constitution, statutory, and regulatory law that is applicable to the situation;
 - d. "Board" shall mean the Board of School Directors of the District;

- e. "Code" means this Code of Student Conduct and any amendments adopted by the Board;
- f. "Discipline" shall include any of the sanctions described in the Code or applicable law, including classroom discipline, detention, suspension, expulsion or revocation of bus privileges or other right or privilege a student may have;
- g. "District" shall mean the East Stroudsburg Area District, the Board of School Directors of the District, or an authorized employee as applicable;
- h. "Includes" and "Including" shall be by way of example and not limitation;
- i. "Parent", "Parent(s)", or "Person in Parental Relation" shall mean the custodial biological or adoptive parent(s), noncustodial biological or adoptive parent, a legal guardian(s), or such other individual(s) or agency(ies) recognized in applicable law as having the power or authority to act in the capacity as a parent or legal guardian under the circumstances;
- j. "Policy" shall mean Policy duly adopted by the Board and/or the rules set forth in this Code, as applicable;
- k. "Principal" shall mean the applicable Principal, Assistant Principal, interim or acting Principal or Assistant Principal, or the designee of any of them;
- l. "Superintendent" shall mean the Superintendent, acting Superintendent, interim Superintendent, substitute Superintendent, or the designee of any of them.

Non-Discrimination

The District, and its Board, Administrators, officials, agents and employees shall not discriminate based on race, color, national origin, sex, sexual orientation, disability, age, religion, marital status, financial status, ancestry or any other legally protected classification.

Students are prohibited from engaging in conduct that is prohibited under the anti-discrimination laws, including engaging in harassing, retaliatory or discriminatory conduct as outlined in Policies 103, 103.1, and 104.

Students commit the offense of ethnic intimidation if, with malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals.

PART 2: STAKEHOLDER RESPONSIBILITIES

Expectations and Responsibilities of Students

A critical goal of District educational program is to encourage maturation through the continuing development of each student's independence and responsibility. An orderly atmosphere promotes and enhances effective learning. This Code is developed to support the personal welfare of each student and to protect the common good of the entire school. No student shall interfere with the education of his/her fellow students. Students shall express their ideas and opinions in a respectful manner. As part of what the District is teaching, it is hereby stated that students have seventeen (17) core responsibilities as members of the District learning community:

1. Each student may be thought of as a representative of the District and as such is required to observe and to comply with this Code;
2. Each student is expected to demonstrate respect for all persons within the school community including teachers, other students, Administrators, staff, volunteers, visitors, guests, or others.
3. Each student is expected and required to cooperate with school staff in matters relating to health, safety, and welfare of the school community and the protection of school property.
4. Each student is expected and required to dress and groom themselves so as to meet established standards of safety and health, and so as not to cause disruption to the educational process.
5. Each student is expected and required to assume responsibility for the care of all school property and to exhibit a clear respect for personal and communal property within the school building and grounds.
6. Each student is expected and required to know and abide by school and individual classroom rules and regulations.
7. Each student is expected and required to assume that, until a rule is waived, altered or repealed, it is in full effect.
8. Each student is expected and required to assist the school staff in operating a safe school for all students enrolled therein.
9. Each student is expected and required to be aware of and comply with State and local laws.
10. Each student is expected and required to exercise proper care when using public facilities and equipment.
11. Each student is responsible for punctual, daily attendance beginning with his or her homeroom arrival and continuing through each day's scheduled classes, activities, and other school functions.
12. Each student is responsible for meeting daily work expectations of preparation, class participation, and practice through homework.
13. Each student is responsible for making all necessary arrangements for making up work when absent from school.
14. Each student is responsible for pursuing and attempting to complete satisfactorily the course of study prescribed by State and local school authorities.
15. Each student is called upon to develop and maintain a high sense of academic and personal integrity as a guide for daily and on-going decision-making.
16. Each student is responsible for avoiding inaccuracies in student newspapers or publications.
17. Each student is responsible for avoiding the use of indecent, offensive, or obscene language.
18. Each student is responsible to ensure classroom and exterior doors remain closed, and are not propped open.
19. Students should never open an exterior door to allow someone to enter the building. The individual should be directed to the main entrance.
20. Each student should report to building administration any doors that do not lock.

Expectations and Responsibilities of Parent(s)

The District does not generally have the power or authority over parents and nothing in this Code is intended to suggest that any student will be disciplined solely as a result of the acts or omissions of a parent. However, parent(s) are recognized as critical members of their child's educational team, and the education of students is a joint responsibility that is shared by the parents and guardians. Parent(s) have a need and a right to know of students' responsibilities, violations of those responsibilities and resulting disciplinary measures. Their reinforcement of the school's efforts to establish a strong, positive, and safe learning environment for all students is an invaluable asset. Parent(s) can have an enormous positive impact upon their child's school experience by consciously assuming three key responsibilities: initiating and maintaining an active role, valuing and expecting responsible behavior of their child, and being an advocate for their child and his or her education.

Parent(s) are their child's models. By taking an active role in their child's education, they send a powerful message to their child and the school

Parent(s) are their child's first teacher. Responsibility is not present at birth. It must be learned, practiced, and reinforced. Lessons in responsibility mastered at home flow directly into a child's academic, social, and personal success in school.

Parent(s) are their child's advocate and are therefore expected to support and pursue their child's best interest at home and at school. At times this can be difficult since some lessons are hard to learn. The collaborative end, united voice of home and school can do much to support healthy maturation.

Parent(s) are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.

To ensure that the best interests of each student are served in the educational process and because Parent(s) are familiar with the needs, problems, and abilities of their children, a strong program of communication and cooperation between home and school must be maintained and parental involvement encouraged. To encourage parent-school cooperation, District has implemented the following activities:

1. Parent-teacher conferences to permit two-way communication between home and school.
2. Open houses in schools of the District to provide parents the opportunity to see the school facilities, meet the faculty, and witness school programs. Each school shall hold an open house at least annually.
3. Meetings of parents and staff members to explain and discuss matters of general interest.
4. Meetings of staff members and groups of parents of students having special abilities, disabilities, needs, or problems.

Parent(s) have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students comply with, this Code, District policies and school rules and regulations and accept responsibility for in-school behavior.

2. Send students to school with proper attention to their health, personal cleanliness, and dress.
3. Maintain an active interest in the student's daily work and provide appropriate supervision for completion of assigned homework.
4. Read, sign, and return promptly all communications from school, when requested.
5. Attend conferences for the exchange of information on the student's progress in school.
6. Participate in school activities and special functions.

Expectations and Responsibilities of Teachers

It is the expectation of the District and the community that teachers exercise their professional skills in establishing and maintaining a respectful and dignified learning environment that supports the work of individuals and the work of the class as a group.

Nothing in this Code is intended to limit or reduce the power or authority of teachers to impose "classroom discipline." Teachers are required to address both academic and social discipline in their classrooms. Teachers are required to expect and require students to be prepared for class and to be active learners during class time. Teachers shall observe and carry into effect all rules, regulations, and directions contained in this Code and all rules, regulations and directions of the Superintendent in relation to instruction and discipline. Teachers must report to the appropriate Administrator the violation of any rule or requirement by any student that is not to be properly addressed through classroom discipline.

Teachers are required to institute their own disciplinary consequences for classroom infractions that are in accord with their team's or department's approach. This should be sufficient to correct the problem. However, continuous classroom misbehavior may require parent discussion or conference. If resolution to the problem is not found among the teacher, student, guidance counselor, parent, team or department, then administrative intervention may be necessary. At this level of misconduct, teachers utilize their anecdotal records of the student's infractions, records of their own attempts at correction, and the involvement of the parent(s) as information in seeking further resolution.

Teachers and other professional and support employees are responsible for the safety of students in their charge within the building and on school property. Each teacher must maintain a standard of care and concern for appropriate supervision, control, and protection of students commensurate with assigned duties and responsibilities. A teacher must provide proper instruction in the safety matters presented relevant to the activity. Each teacher has the responsibility to report accidents or safety hazards immediately to the Principal.

Teachers may not send students on any personal errands. Teachers may not transport students in a personal vehicle except where specifically and expressly permitted. Teachers shall not require a student to perform work or services that may be detrimental to the student's health or safety.

Teachers shall not prop open interior or exterior doors at any time. Teachers shall report to building administration any doors that do not lock.

Expectations and Responsibilities of Administrators

Administrators are charged with the responsibility of managing a safe and healthy environment for the District community of learners. Administrators are required to establish high expectations for all students to reach their highest potentials, strive to reinforce each person's personal worth and dignity, and oversee implementation of the Code. Although Administrators can be said to be partners with the teachers and parents, the appropriate disposition regarding inappropriate behavior, violations, and disciplinary action rests with the Principal's or other designated or authorized Administrator, subject to the policies, rules, and regulations of District and to the student's applicable due process right to notice, hearing, and appeal. In response to certain actions or behaviors by students as set forth in this Code, Principals shall refer disciplinary action to Central Administration for further action by the Board. Administrators shall monitor and ensure that no interior or exterior doors are propped open. Failure of any individual to comply will result in progressive discipline.

PART 3: SPECIFIC RULES AND REQUIREMENTS

ALLERGIES, FOOD; GENERALLY (*Policy 210.2*)

Note: For serious or life threatening allergies, *see*, ALLERGIES, SERIOUS. For Allergies that are life threatening, the rules and Policy in the section ALLERGIES, SERIOUS applies. For other allergies, the rules in this section apply.

Any student having a food allergy will be required to have a Food Allergy Action Plan completed by his/her physician/parent and placed on file in the school nurse's office.

A list of all food allergies and food intolerances will be compiled by the school nurse for each building at the beginning of each school year, and updated as needed. Lists will be distributed to each Principal and staff in each building.

Food allergy can be defined as an allergic reaction that occurs when the immune system responds defensively to a specific food protein when ingested. **Food intolerance** can be defined as an adverse reaction to food that does not involve the immune system and therefore differs from a food allergy.

Foods brought into the school by parent(s)/students, during school hours, to be shared among students, must follow district guidelines, must be purchased in stores, pre-packaged in sealed, single serving sizes and must contain a complete list of ingredients on the package.

All staff members, including food service personnel, custodians, and school bus drivers, will have training including symptom awareness and what to do if a reaction occurs.

School Guidelines for Food Allergy Program

Guidelines for School Staff:

1. Parent(s) of food allergy or food intolerant students will complete a Food Allergy Action Plan with their physician and will provide evidence thereof to be maintained in the student's school records.
2. Classroom staff will be informed of any students within their class that have food allergy or food intolerance.
3. Confidentiality will be maintained at all times.
4. Staff will be knowledgeable of the food allergies or food intolerance, be able to recognize symptoms, and know what to do in an emergency.
5. A suggested snack list will be sent home to each parent (Elementary School ONLY), with the emphasis that this is just a suggestion and that labels still need to be read for any ingredients that need to be avoided.
6. Avoid cross contamination. Be sure students wash their hands with soap and water after eating/handling.
7. Work with the food allergy or food intolerant student to not accept food from anyone, except a staff member. The "no trading" of food in the cafeteria Policy will be enforced.
8. Review lesson plans that involve food, making sure supplies are non-allergenic.
9. Keep information about each food-allergic or intolerant student, including the student's name, in your class roster/substitute folder so that substitute teachers will be aware.
10. Review plans for field trips and plan ahead how to handle eating situations.
11. The school nurse will work with classroom teachers to plan for field trips, instructing the teacher on emergency medication for students with food allergies.

Responsibilities of Students with Allergies:

1. Students will not trade food with others.
2. Students should not eat anything with unknown ingredients or known to contain any allergen.
3. Students should be proactive in the care and management of their food allergies or intolerances and reactions.
4. Students should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Parent Responsibility:

1. Parents will inform the school of any food allergy or intolerance.
2. Parent(s) will have a physician complete a Food Allergy Action Plan before the start of school or upon enrollment.
3. Parent(s) will provide the school with any medication needed for the treatment of an allergic reaction.
4. Parent(s) will inform the school of any changes in allergy or medications.

ALLERGIES, SERIOUS (*Policy 210.2*)

It is District Policy to provide a school environment that is reasonably safe for students, employees and others. These rules pertain to allergies that pose a significant health or safety risk to students while attending school or school sponsored events in their capacity as students. These rules do not apply to: (i) persons who are not students enrolled in the District, (ii) District students who may be attending events on District premises or in District facilities in a capacity other than as a student; or (iii) students with other medical conditions, such as asthma.

1. DEFINITIONS:

- a. “An allergy(ies) that poses a significant health or safety risk.” For purposes of this Policy, these rules and any accompanying administrative regulation, the phrase “an allergy(ies) that poses a significant health or safety risk” means an allergy or allergies where exposure to nuts or other allergens will likely result in one or more of the following symptoms or conditions: (a) deterioration of consciousness; (b) difficulty breathing whether due to swelling in the throat or to asthma; (c) anaphylaxis or anaphylactic shock, from either obstruction to breathing or extremely low blood pressure; (d) swelling in the throat causing difficulty in swallowing or breathing; (e) the effects resulting from any of the foregoing; and/or (e) any other illness or disease that is not transitory or *di minimus*. Effects of exposure to nuts or other allergens that do not fall within the definition of a serious risk of health or safety include the following when none of the foregoing symptoms or conditions are likely to occur: (a) tingling feelings; (b) itchy nettle rash; (c) hives; (d) itching; (e) or any other symptom that is transitory and will not lead to any serious adverse health condition.
- b. “Anaphylaxis.” Anaphylaxis means serious and rapid allergic reactions usually involving more than one part of the body which, if severe enough, can kill.

2. APPLICABILITY OF POLICY, RISK ASSESSMENT: A risk assessment shall be conducted as part of the Section 504 evaluation process to determine if this Policy and related administrative guidelines shall apply to any child with an allergy or allergies. At a minimum, the risk assessment shall consist of the following steps:

- a. Allergy Identification. This is the process of determining whether exposure to an agent will likely lead to adverse health outcomes. This assessment is to be based on a consideration of relevant evidence as may be considered by the District or offered by the parents. Ordinarily, it will require adequate medical documentation from a treating physician, or a physician retained by the District, or any other expert with appropriate qualifications.
- b. Assessment of Likely Adverse Health Outcomes. This is the process of determining the nature of the reaction to exposure to the allergen. Ordinarily, it will require adequate medical documentation from a treating physician, or a physician retained by the District, or any other expert with appropriate qualifications.

3. DUTIES AND RESPONSIBILITIES

- a) The Superintendent shall take such action as is reasonably prudent to ensure a reasonably safe school environment and compliance with applicable law. These actions shall include the promulgation, adoption and enforcement of administrative guidelines or protocols that include, at a minimum, the following:
 - 1) Training of staff;
 - 2) Education of staff on the prevention of serious allergic episodes;
 - 3) Procedures for emergencies;
 - 4) Procedures to minimize the potential for serious allergic reactions;
 - 5) Communication with affected students and their families;
 - 6) Promotion of public awareness;
 - 7) Identifying students who have allergies that pose a significant risk to the health or life of the student; and
 - 8) Conformity to applicable law, including Section 504, the ADA, and Chapter 15 of regulations of the State Board of Education.

- b) Compliance with Law. The terms and conditions applicable to a student's right or privilege to carry medication and/or self-administer emergency medication, (Including Asthma Inhalers and Epinephrine Auto-Injectors) and the conditions, if any, under which a child may lose such rights or privileges, shall be set forth in the Section 504 Service Agreement.

The District is not responsible for training outside organizations that use District facilities. The District accepts no responsibility for any harm caused by allergic incidents that occur on school property to people engaged in activities conducted by outside organizations, including incidents that may happen in spaces designated as allergen free.

ASSEMBLIES AND SHOWS

Students' behavior during assemblies shall be respectful, refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students are expected to enter in a quiet, orderly manner, and to keep conversation to a minimum. Immediate attention must be given to the person(s) in charge. Students and teachers are assigned seats in assemblies. Seating for assemblies will be supervised by the teachers and/or Administrators.

Assembly is a place for students to practice courtesy. Hand clapping is a way of showing appreciation. Unacceptable conduct may include but is not limited to whistling, uncalled for clapping, boisterousness, shouting, and talking during a program. Students removed during an assembly for conduct reasons may face disciplinary action and may be barred from future assembly programs.

All students must attend assemblies as assigned or scheduled, unless excused by the Principal or his/her designee. Students who fail to report to assemblies will be considered as "cutting class" and will receive appropriate disciplinary action.

Upon being called to an assembly program via the intercom, students should proceed to the auditorium/ gymnasium directly without stopping elsewhere. Upon entering the auditorium, the students should proceed to the front row and fill each row completely. They will be assisted by faculty monitors, who will insure that all seats in each row are occupied.

ATTENDANCE (*Policy 204*)

School-aged pupils enrolled in District's schools must attend school regularly in accordance with applicable law. The educational program offered by District is generally predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. Students are to be in attendance during the days and hours in which school is in session, except when the student is excused for temporary absences in accordance with these rules and as outlined in Policy 204.

Students involved in extracurricular activities or athletics **MUST** be in attendance by 10:30 a.m. on the day of a scheduled activity or athletic contest and remain in attendance until dismissal in order to participate, unless excused for any lawful reason other than illness. No student may participate in interscholastic athletics that has not been in attendance on the day of the athletic event or practice. If additional rules are imposed by governing authorities, such as the Pennsylvania Interscholastic Athletic Association, those rules as applicable will be enforced.

Excused absences, tardiness, and early dismissals are for clearly established legitimate reasons only. The District considers the following urgent reasons to constitute reasonable cause for excusal from school attendance:

1. Illness of student, including when a student is dismissed by designated District staff during school hours for health-related reasons.
2. Quarantine of student.
3. Recovery from accident by student.
4. Required court attendance of student.
5. Death in the student's family, limited to five (5) days per occurrence.
6. Impassable/hazardous roads.
7. Weather so inclement as to endanger the health of the student.
8. Excused pursuant to a farm or domestic service emergency permit.
9. To receive professional health care or therapy services rendered by licensed practitioners of the healing arts in any state, commonwealth, or territory of the United States of America.
10. Pre-approved educational trips or tours in accordance with Policy 204.2.
11. Pre-approved college visits, for students in Grade 11 and 12, limited to five (5) days per year, upon receipt of satisfactory evidence of such visit.
12. Suspensions from school.
13. All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused when requested. (Please refer to Policy 204-Attachment – Religious Holidays – for a list of Board-approved holidays.) No student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test or any other schoolwork given on that day.
14. Participation in school sponsored activities.

15. The Board of Education shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.
16. Exceptionally urgent reasons such as affect the student, as well as circumstances related to homelessness, foster care and other forms of educational instability, but which ordinarily would not include work at home.

The following students may be **temporarily** excused from the requirements of attendance at District schools:

1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age students unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Unexcused/Unlawful Absences, Tardiness and Early Dismissals: Types of unacceptable reasons for an absence include, but are not limited to: absent through parental neglect, babysitting, missing the bus, loss of school bus riding privilege, running errands, appointments that are not of a health care or legal nature, oversleeping/fatigue, hunting, fishing, attendance at games (unless it is a school sponsored activity), working, family or educational trips not approved in advance, visiting, car trouble, taking a driver's test, shopping, truancy, or any reason not listed as an "excused absence".

Required Documentation upon Return to School: A written excuse for each absence of their child must be submitted by parent(s) within three (3) days of the absence or the child's return to school. Failure to provide such a written excuse may result in the absence being permanently recorded as unexcused/unlawful. Whenever a pupil is absent from school, the parent(s) is/are required to send a written excuse to the school containing the following: (1) student's first and last name; (2) date of absence; (3) reason for absence; and (4) signature of parent. Students violating this policy shall be subject to disciplinary consequences as outlined in this Code of Student Conduct and parents/students may be further subject to any penalties by law. In the case of a medical appointment, written confirmation of the student's visit to the medical facility should be submitted upon his or her return to school.

Employment-related Absences: Student absences due to employment are subject to the rules governing such absence as prescribed by the Child Labor Laws and the Pennsylvania Department of Education. In order for an eligible student to be released from attending school

for reasons of full-time employment, he/she must show proof of having acquired a job of not less than thirty-five (35) hours per week.

Early Dismissal: Students should submit a written notice to the office during morning homeroom to receive a pass for the dismissal. Any child who is excused early from a regular school day must be picked up at least 30 minutes prior to the regularly scheduled dismissal time.

Students may not leave the school before dismissal time unless the School Administration has received a written parental/guardian request they be allowed to do so. The request must include the student's name, date, time, reason for request, parental/guardian signature, and a telephone number at which the parent can be reached. In case of an elementary student, the request will be honored only if the parent and/or parent's/guardian's designee comes to the school to pick up the child at the requested time of release. No student may be released on the basis of an invalidated telephone call. Children of divorced or estranged parents may be released from school only with the permission of the parent and/or person who has legal custody or de facto custody of the student. Such permission, which should always be in writing, should be addressed to the school Principal, not to an individual teacher. If there is a dispute concerning which parent or parent's/guardian's designee has custody of the student, the Superintendent should be contacted, but if he/she is unavailable, then the District's solicitor may be contacted.

Making Up Work: Students are responsible for making up work missed due to absences or early dismissals within the time required, whether the absence is excused, unexcused, unlawful, or undocumented.

Parental Documentation: A maximum of ten (10) cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days shall require an excuse from a licensed practitioner of the healing arts. After ten (10) consecutive missed days, students may be dropped from the rolls, unless circumstances compel otherwise.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Enforcement of Compulsory Attendance Requirements: When a student has accumulated 3 or more days of unexcused or illegal absences, notice shall be sent in the mode and language of communication preferred by the person in parental relation and be sent within ten (10) school days of the student's third unexcused absence. If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, District staff shall offer a School Attendance Improvement Conference.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate District staff.

When a student continues to be habitually truant, District staff shall refer the student to the local children and youth agency and file a citation in the office of the appropriate District Magisterial Justice against the person in parental relation who resides in the same household as the student. Whenever a student has been unlawfully absent to the extent that his/her parent(s) have received a letter of notification of three (3) unlawful absences and been unlawfully absent for any additional day or more, including those minutes of unlawful tardiness that, when added, make up a school day, the parent may be prosecuted for non-compliance with the compulsory attendance laws of the state. If the absence continues, a new citation shall be issued in accordance with the specific provisions of law.

“Runaway Child:” When a “runaway child” of compulsory school age has been absent from school for three (3) days, the first offense unlawful absence notice shall be served on the parent. If it is apparent that the parent has made every effort possible to locate the whereabouts of such child and return him/her to school, no further action need be taken. The student, however, should be kept on the active roll and marked unlawfully absent until such time as he/she returns or legal requirements are satisfied. If it is believed that the parent(s) knows where the child is, and is making no effort to locate him/her, proceedings shall be entered against them, as provided in the Public School Code. Ten (10) days after the police have been notified of the absence by the parent or the District, the child shall be taken off the rolls.

Additional Requirements for Attendance:

Tardiness: Students are expected to be in school at the regularly scheduled times. Students who are late to school must report directly to the designated sign-in location. It is the student’s responsibility to collect and complete all academic work unfinished due to tardiness. Excessive tardiness may result in a lack of academic progress and could result in disciplinary action.

Students are expected to report to class in a timely manner. If a student has been detained in the office or by a teacher, the student must obtain a pass from the person who detained them before going to the next class, or the student will be marked as late.

**AUDIO/VIDEO RECORDING ON SCHOOL PROPERTY AND
SCHOOL DISTRICT BUSES/VEHICLES (*Policy 826*)**

The Board of Education has determined that the use of audio and/or video surveillance can help to discourage misconduct, assist in the maintenance of safety and order on School Property, School District-owned, operated, or contracted School Buses and School Vehicles and aid in the identification, apprehension and possible prosecution or punishment of persons violating applicable laws and School District rules, regulations and policies.

Therefore, as an exception to Pennsylvania’s Wiretapping and Electronic Surveillance Act, the School District is authorized by Board Policy 826, to intercept oral communications for

disciplinary or security purposes, or both, on a School Bus or a School Vehicle, without prior court approval.

Electronic devices that have the capability to record audio and/or video shall not be used for such purposes by students unless granted permission to do so in writing by the principal or his/her designee. Students are prohibited from recording audio and/or video in violation of any applicable law or Board Policy #815—Acceptable Use of the Computers, Network, Internet, Electronic Communications, Information, and Technology.

BUS RULES AND REGULATIONS

Students shall NOT be permitted to ride school buses other than the bus or buses assigned. Students identified as “walkers” will NOT be permitted to ride the school buses to and/or from the assigned “home” school. Changing of buses will be permitted only for urgent reasons such as medical and family emergencies, and requests for change must be submitted to the Principal. Changes of buses will only be permitted under the following circumstances:

1. A parent changes residence during the school term; however, remains within the area of their zoned school (includes court-ordered dual custody situations);
2. A student was mistakenly assigned to an incorrect bus or buses at the start of the school term;
3. A parent changes daycare providers;
4. A student is reassigned to a new school because of the required educational program; or
5. An emergency develops relating to the family of the student where no one would be at the residence to send the student to school or to receive the student at the end of the school day and there are no other parent arrangements that can be made for safe transportation other than by school bus. (An “emergency” is defined as death in the family or unanticipated medical condition.)

The District reserves the right to modify student bus assignments, bus routes and pickup/drop off times.

Kindergarten Students—The District requires a parent to be present at the bus stop when Kindergarten students disembark their school bus. If a substitute parent (parent proxy) or sibling is authorized to pick up a Kindergarten student from the bus, Form 810P must be completed in advance and provided to the school bus driver. The driver will provide a copy to the school that your child attends. Any parent proxy must be 18 years of age; or a sibling, at least 12 years of age. Students will not be discharged to unauthorized persons. Valid photo ID may be required. If the parent and/or parent proxy is not at the bus stop, the child will be returned to the school where he/she will wait for a parent/proxy to pick him/her up.

This Policy has been developed and will be used to gain a consistent level of operation from one school to another within the District; to help insure the safety of all students assigned to the various schools within the District; and to have a more accurate method for identifying the location of students during the times of school bus transportation.

All students of the District share in the responsibility to provide a safe, efficient, and wholesome atmosphere on District buses. Students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students shall cooperate fully with the bus drivers and the instructions and directives of the bus driver. The following rules apply to all students riding school buses:

1. Arrive at the assigned bus stop ten (10) minutes before scheduled pick-up times. Parents are responsible for their child/children meeting the bus schedule and their safety to and from pick-up points. Parents/ Guardians are responsible for their child's conduct at the bus stop both before and after school. The bus will not wait for those students who are regularly tardy or who wait for the bus inside their homes.
2. Ride only on your assigned bus and board and depart only from your assigned bus stop, unless the District has approved a change.
3. Sit in assigned seats that are designated by the bus driver and obey the driver's seating instructions.
4. Remain in your seat while the bus is in motion. Heads, hands, and feet must be kept inside the windows at all times.
5. Speak in a normal tone of voice while on the bus. No shouting.
6. Do not fight, push, or trip at any time on the bus.
7. Do not throw or project paper, water, or other objects on the bus or from the bus at any time.
8. The same discipline rules applied in school apply on the bus. In other words, any conduct prohibited or any act or conduct required by this Code of Student Conduct in school is prohibited or required on the buses and vehicles of the School District.
9. A "no eating and drinking" Policy will be followed on all buses.
10. No objects that would block the aisles or emergency door exits are allowed on the bus. No items can be placed in the driver's compartment, doorway or aisle of the bus, or under seats. These areas must be kept clear to exit in case of emergencies.
11. Large musical instruments or school projects are not permitted on the bus unless they can be held on the student's lap.
12. Skis, ski poles, snowboards, ski boots or golf bags are NOT permitted on the bus.
13. Seatbelts must be worn at all times on those buses or school vehicles fitted with seatbelts.

SCHOOL BUS RIDERSHIP IS A PRIVILEGE AND NOT A RIGHT. Misconduct by bus passengers will result in having transportation privileges suspended. District reserves the right to suspend disruptive students from bus transportation, and students who misbehave may be denied the privilege of riding the bus, in which case parent(s) must make alternate arrangements to transport their children to school. Students may also be disciplined for poor conduct while riding the bus. **SUSPENSION FROM THE BUS IS NOT AN EXCUSE FOR BEING ABSENT FROM SCHOOL**, unless the infraction is of a serious nature, in which case a school suspension may be assigned in addition to the bus riding suspension. Parent will be held liable for any damages or destruction caused by their child to any property of another student or any part of the bus.

DISCIPLINE INFRACTIONS OCCURRING ON A SCHOOL BUS MAY RESULT IN A LOSS OF RIDING PRIVILEGE, AS SET FORTH IN POLICY 810.

The Principal is authorized to move directly to any offense when a criminal offense occurs such as assault, drug-related offenses, destruction of public property, possession of weapons, and similar acts. In this instance, the student will be disciplined in accordance with the decision of the Superintendent of schools.

Attention Monroe Career and Technical Institute (MCTI) students: The shuttle buses to the MCTI leave promptly at the same time each day. It is each student's responsibility to be on the bus on time. **Any student who misses the bus to the MCTI must report directly to the main office.** Anyone missing the bus and not reporting to the main office may be suspended from school and/or reported to the MCTI for truancy.

COMPUTER AND INTERNET USE AND PROHIBITIONS (*Policies 815, 815AR1, 815AR2, 815AR3, 815.1, 816, 816.1*)

ACCEPTABLE USE POLICY STUDENT CODE OF CONDUCT STATEMENT

The East Stroudsburg Area School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, Information, and Technology Policy, # 815, ("Acceptable Use Policy") accompanying Administrative Regulations #815-AR ("Administrative Regulation"), #815-AR-2 Student Laptop Use and Security Procedures, #815-AR-3 iPad Use and Security Procedures, Website Policy 815.1, Social Media Policy, #816, and 816.1 Cloud Computing include important requirements for you to know as you use the Internet, computers, networks, electronic systems, software, information, and technology devices. The requirements are in effect any time *School District resources* are used, whether on School District property or elsewhere, including without limitation, when using mobile-commuting equipment, telecommunication facilities (in protected and unprotected areas or environments), at home, or through another Internet Service Provider, and if relevant, when you use *your own or another entity's or person's resources*, including without limitation, computers, electronic communication devices, networks, systems, servers, and media.

The Acceptable Use Policy, Administrative Regulations and Social Media Policy are always available in an electronic format on the School District's web site at www.esasd.net (under "Policies"), provided in paper format in the School District's Policy Manual and Administrative Regulation Manual and a copy of the Acceptable Use Policy, Administrative Regulations and Social Media Policy will have been given to you. **THE ACCEPTABLE USE POLICY, ADMINISTRATIVE REGULATIONS AND SOCIAL MEDIA POLICY ARE FULLY INCORPORATED INTO THIS STUDENT HANDBOOK AS IF THEY WERE STATED HEREIN THEIR ENTIRETY.**

Someone from the School District will have reviewed the Acceptable Use Policy, Administrative Regulations and Social Media Policy with you and you will have been given the opportunity to obtain information from the School District and from your parent(s) about anything that you do not understand. If you have any further questions it is your responsibility to access the Acceptable Use Policy, Administrative Regulations and Social Media Policy, and/or ask your teacher and/or, school librarian and/or, and/or your parents.

You must sign an Acknowledgement and Consent Form stating that you received, read, understand and will comply with the Acceptable Use Policy, Administrative Regulations and Social Media Policy. If you violate the Acceptable Use Policy, Administrative Regulation and/or Social Media Policy you will be subject to the consequences provided in the Acceptable Use Policy, Administrative Regulations and Social Media Policy, the additional School District policies, including the School District's Discipline Policy and Code of Student Conduct. Additionally, the School District will cooperate with Internet Service Providers, local, state, and federal officials to the extent required by law.

If for any reason you do not receive a copy of the Acceptable Use Policy, the accompanying Administrative Regulations, Social Media Policy and/or the Acknowledgement and Consent Form it is your responsibility to ask your teacher and/or school building Principal for a copy.

CONFIDENTIAL COMMUNICATIONS OF STUDENTS (*Policy 207*)

Some oral or written communications between students and school personnel are confidential, subject to lawful exceptions. School personnel must comply with all federal and state laws, regulations and Board Policy concerning confidential communications of students. Information that is expressed as confidential or received in confidence by a staff member from a student may be revealed to or by the Principal, the student's parent, or other appropriate authority, including law enforcement personnel, when the health, welfare or safety of the student or other persons is clearly in jeopardy.

COPYRIGHT (*Policy 814*)

Students shall not violate copyright or engage in conduct that violates copyright rules.

DANCES AND SOCIAL EVENTS (*Policy 231*)

The value of student social events in enhancing and enriching the school experience for students is recognized. Permission to hold dances and other social events must be secured from the Principal's office in advance of the date scheduled for the event where school facilities and/or staff must be provided. For social events which take place outside school facilities, approval is required by the Board upon the recommendation of the Superintendent.

As voluntary participants in school social events, students shall be held responsible for compliance with District policies and rules, and infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program. Participation in school social events is not a right and may be denied to any students who have demonstrated disregard for the policies and rules of District, or who have not been in attendance on the day of the event.

Dances– Regulations and rules of conduct pertaining to school dances are the same as the regulations and rules of conduct regarding any school activity with the following additions:

1. Students absent from school may not attend a dance scheduled on the same day of their absence unless permission is granted by the Principal. Students externally suspended from school are prohibited from attending dances.
2. At all times, there must be adequate lighting during the course of the dance.
3. Adequate supervision will be assigned as per administration.
4. Dances are closed to the general public. Only students currently enrolled in the school sponsoring the dance will be admitted to that dance. Students may be required to present identification. No outside guests will be permitted, with the exception of the Prom. Pupils in grades K through 8 will generally not be permitted to attend dances or parties at the High School level. Exceptions may be made through the Principal's office in advance. If a student wishes to bring a guest from outside the student body or an alumnus, the student must obtain a guest pass in advance from the High School office after purchasing a ticket for the guest, and the names of the guest and the sponsoring student must appear on the guest pass.
5. Only those purchasing tickets will be admitted. Submittal of permission slips and associated activity fees must meet all deadlines to allow for proper planning.
6. The organization sponsoring the dance shall ensure that all equipment, scenery, etc. is removed immediately following the dance so there is no interference with the normal school day or other activities requiring the use of the area in which the dance was held.
7. Classes or clubs and their sponsors will be held responsible for property damage, return of property borrowed, and for the general conduct of the dance or party.
8. For all school-sponsored dances (on or off the school premises) and parties, once people have entered the building for the dance, they may not be allowed to leave the building and re-enter.
9. No student or guest will be permitted to enter a dance after one-half of the time elapsed.
10. Students attending the dance are not permitted to wander around the building.
11. Dances will not be scheduled during weeknights when school will be in session on the following day.
12. Dances will not be scheduled during times that school is in recess as per the school calendar.
13. An appropriate Dress Code may be established for the event by the faculty advisor of the sponsoring group or class in cooperation with the Principal.
14. Glow-lites are not permitted at any school-sponsored dances.

DRESS AND GROOMING (*Policy 221*)

The Board recognizes the right of every student to freedom of expression both in speech and the wearing of apparel as guaranteed by the U.S. Constitution and the U.S. Supreme Court.

The Board also recognizes its paramount obligation to provide for the health, safety, and welfare of the students who attend its schools.

The Board further recognizes its responsibility to maintain a positive learning environment in the schools under its jurisdiction and to minimize the opportunity for student distraction and/or disruption.

In accordance with Policy 221 Dress and Grooming, the Board believes that the Dress & Grooming policy will address the issues related to the health, safety, and welfare of the students attending its schools and will further aid in the maintenance of a positive learning environment and promote school pride and school spirit.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education classes, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The Board authorizes and directs the school principal or designee to monitor student dress and grooming, and to enforce Board Policy and school rules regarding student dress and/or grooming. Please consult Policy 221 for specific guidelines with regard to student dress and grooming.

At no time shall students dress or groom themselves in a manner which could:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement.

The Board directs district staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Board policy or school rules related to dress and grooming.

The Superintendent shall develop procedures to implement this policy, which designates the building principal to monitor student dress in his/her building to ensure this Policy is enforced.

DRIVING AND PARKING (*Policy 223*)

Students in 11th and 12th grade who are licensed drivers may apply for a parking permit from the School Police to drive onto school grounds and park in designated areas. Motor vehicles must be registered, inspected and insured in order to receive a parking permit. The student parking permit fee is \$10 per vehicle.

The use of mini-bikes, dirt bikes, skateboards, rollerblades, snowmobiles and other unregistered motor vehicles are prohibited on school property.

The District is not responsible for privately-owned motor vehicles or bicycles which are lost, stolen or damaged and for theft or vandalism of their contents.

The privilege of student driving will be extended to students on a first-come, first-served basis, beginning with seniors. The high school Registration of a Motor Vehicle Form must be completed, including required information. All students must present a valid driver's license,

state vehicle registration card and insurance card at the time of registration, along with the make, model and license plate number of the car.

Students who fail to display a valid permit are subject to applicable disciplinary consequences including a documented verbal warning for the first offense and a \$5 per-day school issued District parking summons for each additional offense. Permits will not be issued to students who have outstanding fines or obligations.

All students parking on school property shall adhere to the following rules and regulations, and failure to do so may result in revocation of parking privileges and/or other discipline:

1. Parking permits may not be shared and are not transferable.
2. Parking tags must be displayed on the lower right-side windshield of the vehicle.
3. All vehicles driven to school by students must be parked in the designated parking/space lot unless otherwise directed by Administration. Parking is permitted only in spaces provided.
4. Students who park on the school's property not designated for student parking are subject to the Trespass Laws of the State of Pennsylvania and possible disciplinary consequences, which could include the vehicle being towed at the owner's expense.
5. Cars are not to be visited or moved during the school day unless permission is obtained from an Administrator and escorted by school personnel.
6. Students are expected to report to school on time. Any student driver who is chronically tardy, absent, or cutting classes may have their driving privilege revoked.
7. Any indication of unsafe, reckless or discourteous driving may result in suspension and/or revocation of driving privileges.
8. Speed limits as posted and other driving laws of the State of Pennsylvania are in effect.
9. Sitting in cars is not permitted during school hours for any reason. Students must exit vehicles, lock their vehicles, and enter the building upon arrival at school.
10. Student must report lost or stolen permits as soon as possible to School Police.
11. Parking off school property, illegally, may result in actions taken by private property owners and/or possible citation or arrest for violation of PA Motor Vehicle Code.

Proper use and operation of a motor vehicle is a serious responsibility. Any violation of applicable rules may result in the loss of the parking permit without refund and possible prosecution for violations of the PA Motor Vehicle Code.

ELECTRONIC COMMUNICATION DEVICES (*Policy 237*)

The Board prohibits Electronic Communication Devices and Personal Electronic Communication Devices from being visible, used, or turned on by students during the school day in School District buildings, on School District property, on school buses and while students are attending School-District-sponsored activities during regular school hours. Electronic Communication Devices and Personal Electronic Devices must be turned off upon entering any School District building and remain off until the student leaves the School District building, and for numerous reasons the Electronic Communications Devices must remain off during a school evacuation due to safety and security of all individuals.

However, appropriate student use of *School District-owned Electronic Communications Devices* may be permitted when the educational, safety, emergency, medical, or security use of the device is approved by the building principal (or designee), or the student's Individuals Education Program (IEP) is approved by the IEP team. School District-owned Electronic Communication Devices are also subject to the School District's Acceptable Use Policy #815.

Personal Electronic Communication Devices must not be visible, used or turned on during the school day unless prior permission has been granted by the building principal (or designee) for educational, safety, emergency, medical, or security use and the student is supervised by a School District professional. Connection to the internet by way of anything other than the School District's network is a violation of this Policy and the School District's Acceptable Use Policy. Personal Electronic Communication Devices, where relevant, are also subject to the School District's Acceptable Use Policy #815.

See also, **Medication Section**.

EMERGENCY DRILLS EVACUATION (*Policy 805*)

The following rules of conduct and behavior are imposed in addition to all of the rules that are applicable in school:

1. Students must follow directions of the Principal, teacher or other adult in charge.
2. Students must remain silent, unless complying with the directions of an adult.
3. Students shall evacuate the building as directed.
4. Students shall not return to the building until directed to do so.
5. Students must be in the proper area.

FINANCIAL RESPONSIBILITY AND LIABILITY

Students and parents shall be responsible for the financial losses or damage caused by their acts or omissions in accordance with applicable law.

FINES AND OBLIGATIONS (*Policy 222 & 224*)

Fines may be levied on students and/or their parents as needed to cover the cost of a student's excessive use of or physical damage to District real or personal property or loss of District property. Obligations are any debt owed to the school by a student, including but not limited to, students who willfully cause damage and/or deface school property, unpaid library or parking fines, lost or damaged textbooks, Chromebooks, and/or athletic equipment. Possession, use, or sale of tobacco, or other nicotine/drug delivery service will result in a citation being issued by the school district to appear before the magistrate. Upon conviction, the pupil may be sentenced to a \$50 fine and court costs or an adjudication alternative in lieu of fine. Fines and obligations incurred by students shall be paid in a timely manner. Unpaid fines or obligations may result in exclusion from participation in school activities, including participating in High School graduation ceremonies. All overdue fines and obligations will be referred to the District Magistrate.

FLAG SALUTE, PLEDGE OF ALLEGIANCE AND OPENING EXERCISES

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Opening exercises may also include a brief period of silent prayer or meditation, a period of silence, appropriate music and/or prose or poetry. Silent prayer or meditation shall not be conducted as a religious service or exercise.

FREE AND REDUCED PRICED SCHOOL MEALS

Free/reduced priced school meals are available to students from households that meet Federal Income Guidelines. Applications are available on the School District website, are sent home with students at the start of every school year and are provided upon registration.

FUNDRAISING (*Policy 229*)

For purposes of these rules, fundraising is any event designed or intended to generate revenue. Student fundraising is the solicitation and collection of money by students for an expressly authorized school-sponsored or student activity, and shall include the collection of money by students for donations to charitable organizations or in exchange for tickets, advertising or any other goods or services. Collection of money by approved school organizations may be permitted by the Principal. Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent and/or designee. Fundraising activities must have the prior approval of the Superintendent and/or designee. The Superintendent and/or designee shall consider the merits of each application and base approval or rejection on these merits. The Superintendent and/or designee may refuse to approve the type of fundraising or the items to be sold, may require contact to be made with a representative of the firm or manufacturer of the items to be sold, and/or may require additional financial documentation to be submitted.

Fundraising Procedure:

1. All students must have signed parent permission forms to engage in solicitation. Students in grades K-5 must have signed parent permission forms prior to beginning any fundraising activity including assembly presentations.
2. The application form of this Policy must be completed and provided to the school Principal at least thirty (30) days prior to the initiation of any requested fundraising activity.
3. The Principal shall approve or deny each application no later than 1 week prior to the beginning of the proposed activity

No student may collect money in school, on school property or at any school-sponsored event for his/her personal benefit or for a fundraiser not sponsored by the District or the school. Door-to-door fundraisers may not be used by any student organization or group. Fundraisers shall not interfere with the educational program of the District.

School groups that involve students in fundraising activities shall review appropriate safety considerations with fundraiser participants prior to the activity. There shall be a minimum of two (2) adult chaperones, in a ratio of at least one (1) chaperone for every ten (10) students participating in a fundraising activity, for that activity to be approved.

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

HALL PASSES

To maintain the best possible atmosphere in the school, unnecessary hall traffic must be kept to an absolute minimum. If students need to be in the hallway during class time, they must secure a pass from a classroom teacher or Principal. Students using a hall pass should report directly to the destination written on the pass. When traveling in the hallway during class time, students should expect teachers and/or Administrators to ask to see the pass.

Intermediate/High School

For lavatory use when class is in session, students must secure a hall pass from their teacher and sign out/in on the designated form. For all other errands when class is in session, students must secure a hall pass from their teacher and sign out/in on the designated form. No hall passes will be issued during the first and last twenty minutes of the school day except for extreme emergencies. There will be no group passes. Each individual student must carry his/her own pass. Abuse of hall passes will result in the student receiving a disciplinary consequence.

ID CARDS (*Policy 221*)

Each student shall be provided with an identification (ID) card on an annual basis. This card shall be on one's person at all times and shall be produced when requested by District staff upon entrance into school activities or at any time when a student's identity is in question. The card remains the property of the school, must not be defaced and must be surrendered, upon request, to any staff member.

An ID card may be required for the following:

- Admittance to school events (dances, athletics, etc.)
- Admittance to the library and checkout of materials
- Food Services
- Lavatory use
- Bus admittance
- Senior Release
- As specifically directed by a District official

INTERSCHOLASTIC ATHLETIC PROGRAM REQUIREMENTS

(Policy 123)

The District recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all District students and as a conduit for community involvement. For purposes of this Policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games, or events involving individual students or teams of students when such events occur between schools within the District or outside this District. It shall be the Policy of the District to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations. The District shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this District, properly safeguard both players and spectators and are kept free from hazardous conditions. The District shall provide an **Athletic Handbook** that outlines expectations and guidelines to be followed and enforced as an extension of the *Code of Student Conduct*. **Participation in athletics is a privilege, not a right.**

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

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

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

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

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

GUIDELINES FOR ATHLETICS

The East Stroudsburg Area School District has adopted the eligibility standards as set in the ESASD Athletic Handbook in addition to those set by the Constitution of the Pennsylvania Interscholastic Athletic Association (PIAA). The District directs that no student-athlete may participate in interscholastic athletics that has not:

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

Rules at Athletic Events

As members of the Eastern Pennsylvania Conference (EPC), ESASD is firmly committed to the belief that athletic competition is a vital part of our educational program. The East Stroudsburg Area School District expects its spectators to exhibit only the highest standards of sportsmanship.

1. ESASD BAG POLICY --CLEAR BAGS ONLY OR SMALL CLUTCH/WRISTLET NO LARGER THAN 6.5" x 4.5". ALL OTHERS SHALL BE SUBJECT TO SEARCH AT ATHLETIC EVENTS.
2. No alcoholic beverages or use thereof are permitted at any athletic contests.
3. Players, coaches, and spectators are asked to refrain from use of foul, abusive, and/or abrasive language.
4. The throwing of objects onto the playing area is strictly prohibited.
5. Anyone intoxicated or exhibiting behavior unbecoming a sports fan will be ejected from the playing area.
6. Anyone who is ejected from the gym/playing area due to lack of compliance with any of these rules will not be granted a refund and may be subject to police investigation.
7. It is expected that all spectators will extend every possible courtesy to both teams competing by exhibiting good sportsmanship throughout the contest.
8. Home and visiting spectators are asked to remain in designated areas.

9. All spectators are to keep off the playing surface or competition area either before, during, or after an event. Failure to comply will result in immediate removal from the event and the offender will have to meet with administration/athletic personnel, face permanent removal for remainder of season, and/or face a citation for disorderly conduct.
10. No one will be allowed to leave the school building/stadium and return once a varsity contest begins without permission.
11. Any kind of food and beverages must be consumed in designated areas.
12. As per P.I.A.A. guidelines, noisemakers and signs are not allowed in a gym during any athletic contest.
13. At any time that it becomes necessary due to lack of compliance with these rules by a large number of fans, the playing area will be cleared of spectators (without refund of admission price), and the contest will be concluded in closed session.

LIBRARY SERVICES

Parents have the ability to review the full Library Catalog of books and resources available to their child(ren) in Grades K-12. Any parent wishing to restrict access to certain books and/or resources can complete a Library Resource Opt-Out Form. This online form can be found on the district's website under District News>Library Resource Opt Out Form>Library Catalog.

If assistance is required with this process and/or a hard copy of the form is required, please contact the appropriate school's main office at (570) 424-8500; opt 7.

LOCKERS

Each student may be assigned a locker where available. Each student at the secondary level will be assigned a hall locker and combination lock. Students are permitted to access their lockers at times designated by their school or teacher. Student lockers are equipped with a combination lock for security. Locker combinations will not be given out to anyone other than the person to whom the locker is assigned. Students must present their ID when requesting information about their assigned locker.

ALL LOCKERS ARE AND SHALL REMAIN THE PROPERTY OF DISTRICT, AND DISTRICT RETAINS POSSESSORY CONTROL. AS SUCH, STUDENTS SHALL HAVE NO EXPECTATION OF PRIVACY REGARDING THEIR LOCKERS OR THE CONTENTS OF THEIR LOCKERS. THE ADMINISTRATION HAS THE RIGHT TO SEARCH LOCKERS AND THE CONTENTS OF LOCKERS AT ANY TIME. LOCKERS ARE SUBJECT TO GENERAL AND RANDOM SEARCHES BY AUTHORIZED SCHOOL PERSONNEL WITH OR WITHOUT THE ASSISTANCE OF POLICE PERSONNEL AND/OR A DRUG DETECTION DOG.

Students are to keep their assigned lockers closed and locked against incursion by other students. No student may use a locker as a depository for a substance or object which is prohibited by law or District regulations, or which constitutes a threat to the health, safety, welfare of the occupants of the school building or the building itself.

Students are discouraged from storing items of value in lockers due to the potential for theft and vandalism. The school is not responsible for stolen items; students should refrain from leaving valuable items unattended in their locker and keep their lockers locked at all times.

Students are responsible for maintaining the condition of the locker issued to them and for reporting any problems to the office immediately. Students are encouraged to keep their assigned lockers clean and orderly. Students will be assessed appropriately for repair or replacement for acts of vandalism, graffiti, or other damage.

If a lock needs to be replaced, students must purchase a school lock in the amount of \$10 at the Main Office. Only school-issued locks are permitted on assigned lockers, except in locker rooms where lockers are provided for short-term use. Personal locks will be removed from any assigned lockers.

LUNCH/BREAKFAST PROGRAM – CAFETERIA RULES

The following rules apply in the cafeteria:

1. Report to assigned lunch period on time unless in possession of a signed pass. Failure to do so will be dealt with as a class cut.
2. Remain in the cafeteria. Students are not permitted to eat outside of the school building or in any other area of the building without teacher or Principal permission.
3. When directed, line up inside the cafeteria for the food services lines.
4. Do not cut in line. Students observed “cutting the line” will be sent immediately to the rear of the line. Under no circumstances will any student, or group of students, be given preferential treatment unless an emergency situation exists, and it is permitted by Building Administration.
5. After the completion of the meal, and when directed, place trays in the designated areas. Discard trash in the proper receptacles.

Students who do not obey cafeteria rules will be issued consequences or may be prohibited from eating with their peers in the cafeteria. In all matters regarding the conduct during the cafeteria lunch hours, the Principal may be consulted.

Students returning to class from the cafeteria are expected to be on time to class. Students are NOT allowed to purchase or deliver lunches to the teachers. Students may NOT have outside food delivered to the school. Students are not allowed to bring glass bottles into the school building.

Students are given a Personal Identification Number (P.I.N.) number to access their accounts in the Point of Sale (POS) System, which is used to purchase a school meal. Parents may deposit money in their child’s account regardless of the child’s status: free, reduced, or full pay. Cash or personal checks are accepted before classes in the morning or before the first lunch period. Monies will be accepted in the lunch line during the serving times. Printed envelopes are available for your convenience and to insure monies are being credited to the student’s account for lunch or a la carte items.

East Stroudsburg's Cafeteria also offers an internet based service called MySchoolBucks. This service is a website where you can pay for breakfast, lunch, and snack items using your Visa, MasterCard, Discover or American Express. Participation in this service is voluntary; you may enroll at any time.

There is a fee charged by MySchoolBucks. This website fee covers all costs involved with this service, such as website maintenance, personnel, support, processing, electronically transferring payments to school bank accounts and infrastructure costs.

Information for enrolling in this program is available on the district website under the Departments>Food Services tab.

MEDICATION (*Policy 210*)

The administration of prescribed medication to a student during school hours in accordance with the direction of a person in parental relation and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student and/or the student would not be able to attend school if the medicine were not available during school hours.

Whenever possible, medications should be administered at home, either before or after school hours. Every effort should be made by the person in parental relation and their licensed prescriber to schedule the administering of medication, whenever possible, at times during which the student is not in school; thus eliminating disruption to the student's school day and maximizing his/her participation in the learning process.

For purposes of this Policy, medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines. Over-the-counter medications, will be administered only upon written order from a licensed prescriber and in accordance with this Policy. All requests shall be reviewed by the Certified School Nurse ~~(CSN)~~.

Before any medication may be administered to or by any student during school hours or at school-related activities the Board shall require an "Authorization for Medication During School Hours/School Activities" form be completed by the licensed prescriber and signed by the person in parental relation, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of the medication. ~~In~~ In the absence of this form, there must be a written order from the licensed prescriber and a note from the person in parental relation requesting administration of the medication. These written permissions from the person in parental relation/licensed prescriber must be submitted on an annual basis.

Medication orders are valid from the date of issuance through the day prior to the first student day of the next school year. New orders must be obtained by the person in parental relation and submitted to the Certified School Nurse or other licensed school health staff (RN/LPN), each school year from the individual's licensed prescriber by the person in parental relation prior to any medication being accepted and/or dispensed by the Certified School Nurse ~~(CSN/RN/LPN)~~ or other licensed school health staff (RN/LPN). The Certified School Nurse may accept a verbal order from the student's physician only in a life threatening situation.

The “Authorization for School Medication Authorization during School Hours/School Activities” form should include:

1. Name of student.
2. Date.
3. Diagnosis.
4. Medication and/or monitoring equipment name, dosage, time schedule and duration.
5. Special conditions to observe.
6. If student is qualified and able to self-carry and administer the emergency medication.
7. Instructions for field trips.
8. Licensed prescriber’s name, signature, and phone number.
9. Signature of person in parental relation.

The following guidelines shall be followed when storing or dispensing medication:

1. Medication must be in a properly labeled container (by the licensed prescriber or pharmacy).
2. Over the counter medication must be provided in an original/unopened container.
3. All medications shall be brought to the nurse’s office by the person in parental relation or another adult designated by the person in parental relation. Medication(s) shall not be accepted at the school by anyone other than the Certified School Nurse/~~RN/LPN~~or other licensed health staff (RN/LPN).
4. Medications are kept in a designated locked area in the nurse’s office or, when necessary, in the refrigerator. The District shall not store more than a 30-day supply of an individual student’s medication.
5. Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, time medication received, name of the person in parental relation or designated adult delivering the medication and the name of the school health personnel receiving the medication.
6. Unused medications are to be picked up by the person in parental relation no later than the last day of the school year; medications which are not picked up will be destroyed fourteen (14) days after the close of the school year.
- ~~7. The Certified School Nurse has primary responsibility for the administration of medication including:~~
 - ~~a. Reporting to licensed prescriber and/or person in parental relation.~~
 - ~~b. Conferring with the licensed prescriber and/or person in parental relation.~~
 - ~~c. Informing, when appropriate, school staff regarding a student’s medication requirements.~~
 - ~~d. Administering and recording of medication data.~~
- ~~8. Documentation of the administration of medication will be kept. These records will include the student’s name, the name of the medication, the dosage, the time and date of dispensations, and the full name of the licensed person administering the medication.~~
- ~~9.7.~~ The Certified School Nurse may refuse to administer any type of medication. The person in parental relation will be notified of this action.
- ~~10.8.~~ In the absence of the Certified School Nurse, the other licensed school health staff (RN, LPN) is responsible for the administration of medication.

- ~~11.9.~~ If it is necessary to administer emergency medication, the Certified School Nurse RN/LPN or other licensed school health staff (RN/LPN) can administer only those medications for which the chief school physician or individual student's licensed prescriber has authorized standing or emergency orders.
- ~~12.10.~~ The person in parental relation is responsible for informing the Certified School Nurse or other licensed school health staff (RN/LPN) of any change in the health and/or medication of students. When changes occur, the person in parental relation must return a new medication order form to the Certified School Nurse or other licensed school health staff (RN/LPN). Medication, including over-the-counter medications, will be administered only upon written order from the licensed prescriber.
- ~~13.11.~~ All medications must be kept in the nurse's office. Students are not allowed to self-carry emergency medications and/or monitoring equipment with them unless licensed prescriber's order states that they must do so and all appropriate paperwork has been completed and necessary approvals have been gained. Violations may be considered for appropriate disciplinary consequences.
- ~~14.12.~~ Students in possession of over-the-counter, prescription or other types of medications which have not been registered with the Certified School Nurse or other licensed school health staff (RN/LPN). Will be considered to be in violation of the District's controlled substances Policy and will be subject to the disciplinary action as set forth therein.
- ~~15.13.~~ The District will incur NO liability for the use of unauthorized drugs or medications.
- ~~16.14.~~ This Policy is in effect for all District sponsored activities and field trips.

Student Self-Administration of Asthma Inhaler/Epinephrine Auto-Injector/Diabetes Medication and/or Monitoring Equipment: Any student who wishes to carry an asthma rescue inhaler, epinephrine auto-injector, diabetes medication and/or monitoring equipment must submit a properly completed "Authorization to Carry/Self-Administer Prescribed Medication" form to the Certified School Nurse or other licensed school health staff (RN/LPN). In addition, the student must demonstrate the capability for self-administration and for responsible behavior in the use thereof and to notify the Certified School Nurse or other licensed school health staff (RN/LPN) immediately following each use. Determination of competency for self-administration shall be based on age, cognitive function, maturity and demonstration of responsible behavior. Abuse or misuse and/or failure to follow any District Policy or related to the use of such may lead to confiscation, a loss of privilege to carry, and appropriate disciplinary consequences.

(FOR DETAILS AND ADDITIONAL REQUIREMENTS, PLEASE REFER TO POLICY 209.2 DIABETES MANAGEMENT AND POLICY 210.1 FOR POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTOR.)

In cases where the person in parental relation requests that their child be permitted to carry/self-administer emergency medication as per the order of the licensed prescriber, the medication must be in a properly labeled pharmacy container and the person in parental relation must accept the legal responsibility should the medication/monitoring equipment be lost, given to or taken by a person other than their child. The person in parental relation must also acknowledge that District has no legal responsibility to ensure that the medication is taken or when the above-named

student administers his or her own medication and bears no responsibility for the benefits or consequences of the administration of the medication.

Administration of Medication During Field Trips: The “Authorization for School Medication Administration During School Hours Form” must be completed by person in parental relation when medication administration is required for a student during a field trip or other District sponsored activity.

Non-Aerosol Sunscreen Use: Students may, in accordance with Section 1414.10 (2) of the PA School Code, use a non-aerosol topical sunscreen product in school if:

1. The product is approved by the Food and Drug Administration,
2. The person in parental relation submits a Parent-Guardian Sunscreen Form allowing the student to use the topical sunscreen, and
3. The student submits a Student Sunscreen Form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately.

The school entity may rescind or restrict the use of the sunscreen in writing if the student does not follow the school rules and/or the student is unwilling or unable to keep the non-aerosol sunscreen product guarded from other students’ use.

Discipline: Students possessing or using prescription or non-prescription medication outside the health room may be in violation of District’s Drug Awareness Policy and may be subject to discipline and police intervention.

PHYSICAL EDUCATION

1. Physical Education is required for all students.
2. Students in Grades 6-12 are required to change and participate in class for daily credit.
3. Each student is required to wear clothes that are appropriate for co-ed physical activity and are other than what the individual wore to school. Appropriate clothes include: tee shirt, shorts, sweat shirt, loose-fitting sweatpants, warm-ups and sneakers with non-marking soles. Students are expected to dress appropriately for class, which may include outdoor activities. Students are encouraged to monitor the weather to determine appropriate dress.
4. Where locker rooms/lockers are available for students to change into appropriate attire, students shall be responsible for providing their own locks to secure their personal belongings during class. Students must remove all belongings and personal locks at the end of each class period. **ALL LOCKERS ARE AND SHALL REMAIN THE PROPERTY OF DISTRICT, AND DISTRICT RETAINS POSSESSORY CONTROL. AS SUCH, STUDENTS SHALL HAVE NO EXPECTATION OF PRIVACY REGARDING THEIR LOCKERS OR THE CONTENTS OF THEIR LOCKERS. THE ADMINISTRATION HAS THE RIGHT TO SEARCH LOCKERS AND THE CONTENTS OF LOCKERS AT ANY TIME. LOCKERS ARE SUBJECT TO GENERAL AND RANDOM SEARCHES BY AUTHORIZED SCHOOL PERSONNEL WITH OR WITHOUT THE ASSISTANCE OF POLICE PERSONNEL AND/OR A DRUG DETECTION DOG.**
5. For the safety of the student and others, jewelry shall be removed or appropriately covered prior to participating in PE class. All jewelry should be placed in a secure area.

6. Parent notes requesting excusal will only be accepted for one six-day cycle per marking period. Notes from a physician will only be accepted thereafter and shall remain in effect until rescinded or modified by the physician or expired. Excusal from the regular physical education program for more than four weeks warrants placement in an adaptive physical education program.
7. Students who do not participate may not bring book bags or schoolwork unrelated to physical education or health to class.

PLAYGROUND RULES

Any school that has playground areas and equipment available for student use, shall have applicable playground rules posted.

POSTERS AND SIGNS (*Policy 220*)

Prohibitions: The following prohibitions apply to posters and signs:

1. Posters, signs and banners related to school-sponsored activities are not to be placed in any school without first receiving permission from the Principal.
2. Posters, signs and banners must not be posted on glass doors restricting vision and creating a safety hazard.
3. Posters, signs and banners not related to school-sponsored activities and programs must be pre-approved by the Superintendent's Office. All non-school-related posters, signs and banners must include the District's disclaimer.

Generally, the District does not endorse or advertise any non-school related organizations or events. Students wishing to post information about activities or events unrelated to the District or school must comply with the Policy regarding dissemination of such items, which can be found under **STUDENT EXPRESSION**.

PROM

The Prom is a formal school-sponsored activity. Therefore, all participants are subject to all applicable rules and school regulations, in addition to the following eligibility requirements.

A student enrolled in the school and grade level hosting the event must have:

1. No more than 24 demerits in a school year.
2. No more than nine (9) unexcused days of absence in either semester. Exceptions will be made for cases of documented severe illnesses or other extenuating circumstances. Only the Principal or his/her designee can grant these exceptions.
3. No more than nine (9) unexcused tardies to school and/or to class in either semester.
4. All student obligations from previous ESASD school years fulfilled prior to permission being granted to attend the prom.

All Prom guests must be between the ages of 14 to 20 years of age or enrolled in the East Stroudsburg Area School District in grade 9 or above.

Students attending an alternative placement setting or are on homebound instruction for disciplinary reasons at the time of the Prom will not be permitted to attend the Prom as either a student or a guest.

Students and/or guests who display inappropriate behavior will be removed from the Prom and subject to applicable disciplinary action.

RECESS (Elementary)

During the school day, weather permitting, students may have outdoor, supervised recess.

SCHOOL TRIPS

Field Trips (*Policy 121*)

The field trip is an instructional opportunity to enrich and extend the educational experiences of School District students through participation in a school-related activity outside of the traditional classroom setting. For the purpose of this policy, a field trip shall be defined as any journey by students away from the school premises, under the supervision of a teacher, coach, advisor, director and/or other approved individual(s), which is accessory to an approved course of study in accordance with the students' respective grade level(s) and/or venue of competition/participation conducted for the purpose of affording a first-hand educational experience not available in the regular classroom and/or playing field and/or arena of performance. In furtherance, interscholastic sporting events are not considered field trips unless an overnight stay is involved and/or other extenuating/extraordinary circumstances warrant such.

All field trips generally fall into one of the following categories:

1. Curriculum/Instruction based field trips.
2. Club/Organizational field trips.
3. Contest/Competition field trips.

Social Events and Class Trips (*Policy 231*)

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students. Participation in social events and class trips is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the School District or the school. Social events and class trips include all other events and trips not included in the definition of field trips above, such as proms, picnics, amusement parks, etc.

Rules: The following rules apply to students attending all School Trips:

1. All rules applicable to student conduct and behavior at school apply during the trip.

2. In addition to all other applicable rules applicable to student conduct and behavior, the following additional rules apply with respect to the trip:
 - a. Students are responsible for all class work missed while attending trips.
 - b. Students must have written parental permission to attend a trip.
 - c. Students participating in a trip must return a permission form to the teacher prior to the date of the trip. Parental permission is required for student-athletes if an overnight stay is part of the trip. The return of the signed permission slip signifies an obligation on the part of the student to meet all responsibilities connected with the trip.
 - d. No student shall be permitted to transport him/herself and/or any other student to or from the site of a trip. Students are expected to travel to and from the trip with the teacher leading the trip. Students are not permitted to leave the trip on their own.
 - e. Teachers must never send a student home alone, even for disciplinary reasons.

Field trips constitute an important part of the academic program, and the District recognizes the value of class trips in enhancing and enriching the school experience. Many departments engage in school trips as a means of enriching the curriculum and providing students with experiences that go beyond the classroom. The following criteria have been established as a basis for student participation on all school trips.

All school trips must be approved by the Principal, the Assistant Superintendent for Curriculum and Instruction, and the Superintendent. The staff member requesting the field trip will provide detailed information regarding the purpose of the field trip, its connection to the curriculum and the expected outcomes for students, and a statement of procedures to be followed by staff members prior to and during all school trips.

Parent Responsibilities:

Parent(s) desiring to take their children home before a school trip ends must submit a note to the teacher of such arrangements in advance of the trip. The District assumes no liability for students who are, for any reason, transported by parents in private cars.

When school trips are scheduled on Saturdays, departing before school hours, or returning after school hours parents are responsible for transportation to and/or from school. In these cases, punctuality is most important.

Parent chaperones are expected to involve themselves in all activities occurring as part of the school trip. To focus their attention to the school trip program, parent(s) are asked not to bring any children with them that are not part of the group eligible to participate in the trip. Parents must refrain from smoking during the entire school trip.

Eligibility to Participate In Class Trips:

Participation in class trips is NOT a right and may be denied to any students who have demonstrated disregard for the policies and rules of the District or the school.

Student participation in class trips is based on the following criteria:

1. No more than nine (9) unexcused days of absence in either semester. Exceptions will be made for cases of documented severe illnesses or other extenuating circumstances. Only the Principal or his/her designee can grant these exceptions.
2. No more than nine (9) unexcused tardies to school and/or to class in either semester.
3. All student obligations from previous ESASD school years fulfilled prior to permission being granted to attend the class trip.

School Planning:

School trips must be well planned and supervised. A ratio of ten (10) students per chaperone is required for every trip. All school trips shall have a minimum of two (2) chaperones. The Principal can increase the number of chaperones allowed or required. Teachers and chaperones must not schedule any unsupervised time for students and must supervise students at all times during the trip. Approval by the Principal must be obtained for all non-school personnel acting as chaperones. A list of chaperones participating in a trip must be submitted to the Principal on the appropriate form at least two (2) weeks prior to the date of the trip. Chaperones must be, at minimum, twenty-one (21) years of age.

Medical or Health Conditions:

When a student otherwise eligible to participate in a trip has a medical condition for which accommodations are needed in order to participate in the trip, accommodations as may be required in applicable law shall be provided. If a student has a Service Agreement in accordance with Section 504 of the Rehabilitation Act and Chapter 15 of the Regulations of the State Board of Education, 22 Pa. Code, Chapter 15, the accommodations are services stated in the Service Agreement for trips, if any, must be fulfilled. If a student has an IEP under the Individuals with Disabilities Education Act (“IDEA”) and Chapter 14 of the Regulations of the State Board of Education, 22 Pa. Code, Chapter 14, that contains specially designed instruction (“SDI”) or related services that must be provided during a trip, if any, the SDI and/or related services stated must be provided. If a student is not covered by a Service Agreement or an IEP, but has a medical condition that does not constitute a disability as defined in applicable law that must be addressed during the trip, an appropriate staff member, certified school nurse, health room nurse, licensed volunteer, and/or parent/designated guardian should accompany such a school trip if the District determines that there is a sufficient medical need as prescribed by proper medical documentation. Such a determination should be made in consultation with the certified school nurse, classroom teacher, any applicable supervisor, and the Principal.

Ultimately, the Principal will be responsible for assigning and/or obtaining any necessary staff. Additionally, the following procedures shall be observed:

1. Written parental permission will be obtained prior to the scheduled school trip.
2. If a certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian is to accompany a school trip, it is the responsibility of the staff member(s) in charge and certified school nurse, health room nurse, licensed volunteer and/or parent/designated guardian to predetermine a location where the school nurse, health

room nurse, licensed volunteer and/or parent/designated guardian can be easily located in the event of an emergency and/or for medication administration.

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

STUDENT EXPRESSION (*Policy 220*)

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, or discipline, safety and order on school property or at school functions; threatens serious harm to the school community; encourages unlawful activity; and/or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Dissemination Of Non-School Materials At School

Non-school materials are any printed, technological or written materials, regardless of form, source or authorship, that are not prepared as part of the curricular or extracurricular program of

District. This includes, but is not limited to, such things as fliers, invitations, announcements, pamphlets, posters, online discussion areas and digital bulletin boards, personal web sites and the like. *Non-school materials* do not include school newspapers, school magazines, school yearbooks, other material funded by, sponsored by or authorized by the school, or any activity that is school or curriculum related and that is directed by a school official or teacher.

Students who wish to disseminate *non-school materials* at school or on school grounds must first submit the materials to the Principal or his/her designee for approval at least one (1) week in advance of the desired dissemination. The Principal shall forward a copy to the Superintendent. The material, as submitted, must bear the name of the sponsoring organization and the name of at least one individual who can be contacted immediately. All material must be approved by the Principal prior to the dissemination. District may require that a disclaimer be included on any materials to be disseminated on school property prior to any display, posting, or distribution. Students will not be permitted to be absent from class to disseminate materials.

Students who disseminate non-school printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Any student who violates Policy regarding *non-school materials* shall be subject to discipline.

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials are submitted for prior review in the same manner as if the students were going to disseminate them. Such materials shall be officially dated, and District may remove the materials within ten (10) days of the posting or at another reasonable time.

School Newspaper and Publications

School newspapers and publications shall conform to the following:

1. Students have a right to report the news and to editorialize within the provisions of this Policy.
2. School officials shall supervise student newspapers published with school equipment, and remove obscene or libelous material and edit materials that would materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.
3. School officials may not censor material simply because it is critical of the school or its Administration.
4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and disseminated to all students.

THREAT ASSESSMENT TEAM (Policy 236.1)

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, school employees, school facilities, the community or others.

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a threat assessment team at each school building in the district.

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration; school security personnel; and law enforcement agency representatives.

The Superintendent or designee may develop and implement administrative regulations to support the threat assessment process.

Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:

1. Notify the District School Safety and Security Coordinator who will notify the Superintendent or designee of the reported threat.
2. Notify the building administration of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat. When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the District Safety and Security Coordinator who will notify the appropriate law enforcement agency and school administration.

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.

STUDENT DISCIPLINE (*Policy 218*)

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of District, to provide just punishment, to afford adequate defense to future violations, to protect students from further violations, and, when appropriate, to provide the student with needed educational programming. However, except for those matters referred to the Board for resolution, the determination of the level of discipline shall be made solely by the appropriate Administrators and/or staff, taking into consideration the aforesaid purposes of discipline, the nature and extent of the harm done, the age and maturity of the child, the educational and disciplinary record of the child, the degree of culpability, and any mitigating or aggravating circumstances deemed relevant. Race, sex, national origin, creed, and socio-economic status of the student shall not be considered in determining discipline. In the case of an exceptional student, the Administration, or the Board, as applicable, shall take all necessary steps to comply with the Individuals with Disabilities Education Improvement Act, 20 U.S.C. §1400 *et seq.*

Corporal punishment to discipline students for violations of District policies, rules, or regulations is strictly prohibited.

However, reasonable force may be used by teachers, Administrators and other school authorities under any of the following conditions: (1) to quell a disturbance; (2) to obtain possession of weapons or other dangerous objects; (3) for self-defense; or (4) for protection of persons or property.

Disciplinary Actions

When students elect to disregard their responsibilities or to impinge upon the rights of others within the school community, corrective measures are in order. Three (3) types of disciplinary action are used: Intervention, Detention, and Exclusion.

Type 1: Interventions

An intervention is the natural or logical result of breaking a classroom or school rule. Teacher-led disciplinary actions are most frequently of an interventional nature. However, Administrators or the Board may also impose interventions on a referred student. Interventions can include, but are not limited to: warnings, teacher/student discussion, time-out and/or isolation from other students, parent/teacher call or conference, or loss of student privilege (activity, etc.).

Type 2: Detention

Teachers and the Administration may assign detentions. The number of detentions can depend upon nature and/or frequency of the infraction and the previous disciplinary record of the student.

2.1 Teacher Detention: With the Administrator's approval, teachers may impose and conduct lunch, and/or after-school detentions for Disciplinary infractions

2.2 Detention Hall: Each school may operate an after-school Detention Hall.

1. DETENTION MUST BE SERVED ON THE DAY FOR WHICH IT IS ASSIGNED.
2. Students may take a late bus, if available, or will be required to arrange for their own transportation home.
3. All students, who are required to stay after school to make up time or work, will be given at least 24-hour notice so they may make arrangements for transportation.
4. Failure to report for a detention shall result in an in-school suspension (ISS) unless excused or previously rescheduled. Repeated offenses will result in out-of-school suspension (OSS).
5. Students who are absent from school on the day of an assigned detention must make up the detention on the day of their return to school. If there is a problem with this date, arrangements for alternate dates of make-up detentions must be made with the Principal or designee on the day of the student's return to school. Failure to take detention upon return to school without prior approval shall result in the disciplinary actions outlined above in item number 4.
6. Detentions take precedence over any clubs or activities, including athletics. Work and school activities are not acceptable excuses for not reporting to detention.
7. A student serving detention MUST report on time and MUST have school work to do. Sleeping or "loafing" will not be tolerated and will result in additional disciplinary consequences as outlined in the disciplinary charts included in this Code of Student Conduct.
8. No food or drink is allowed in the detention hall.

Type 3: Exclusion

Exclusion represents the most severe disciplinary action of the District and will not be imposed without due process. Exclusion removes the student from the classroom and revokes all of his or her school and social privileges during the period of the exclusion. Exclusion from school may take the form of in-school suspension ("ISS"), out-of-school suspension ("OSS"), or expulsion. District Administrators and the Board have the right to impose and use any combination of

school exclusions necessary to address the misconduct. Students have the responsibility to complete work missed during their exclusion.

IT IS THE RESPONSIBILITY OF A STUDENT WHO HAS BEEN SUSPENDED TO OBTAIN WORK MISSED. HE/SHE WILL BE ALLOWED THE SAME NUMBER OF SCHOOL DAYS IN WHICH TO COMPLETE THE CLASSWORK, EXAMINATIONS AND OTHER MISSED ASSIGNMENTS, AS THE NUMBER OF SCHOOL DAYS FOR WHICH HE/SHE WAS UNDER SUSPENSION. IF SCHOOL IS CLOSED FOR INCLEMENT WEATHER OR OTHER EMERGENCY ON THE DAY OF THE ASSIGNED SUSPENSION, THE STUDENT'S SUSPENSION WILL CARRY OVER TO THE NEXT SCHOOL DAY.

3.1 ISS. In-school suspension is the removal of a student from his/her scheduled classes and placement in a supervised study area for up to the full school day. In-school suspensions may be imposed by the Principal, other Administrators in charge of the building, or members of the Central Administration. No student may be suspended until the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. Prior notice, however, is not required where it is clear that the health, safety, or welfare of the school population is threatened. The parent of the student shall be informed of the action taken by the school. When the in-school suspension exceeds ten (10) consecutive school days, an Administrative Review by the Principal shall be offered to the student and parent. Such informal hearing shall take place prior to the eleventh day of the in-school suspension. The Administrative Review shall follow the due process requirements set forth in 3.2.

Students receiving ISS will report to the ISS room promptly at the beginning of homeroom each day of their assigned suspension. The ISS monitor will take attendance. Students will be required to remain in the ISS room until dismissal. The only legitimate excuse for a student not reporting to, or being dismissed from ISS, will be determined by a building Administrator. Students may carry their lunch on days of suspension or order lunch from the cafeteria. Lunch orders will be taken by the ISS monitor.

1. Students absent from school during any of the days assigned to ISS will report to the ISS room immediately upon their return to school.
2. Failure to report to ISS without prior administrative approval will result in out-of-school suspension.
3. Students who are tardy to school on days of assigned suspensions must still report to ISS after signing in at the designated sign-in area.
4. Students are instructed to bring all their textbooks and a pencil and paper to the ISS room immediately. It is the responsibility of the student to obtain work from his/her teachers prior to the assigned suspension. Assignments will be provided by their assigned teacher. These assignments will be returned to the respective teacher by the ISS teacher the next day the student is in class. Only school-approved materials will be permitted in the room. Students will be provided with additional instructional material if time permits. Students will receive the appropriate credit for work completed in the ISS room.
5. No talking or other form of communicating is allowed in the ISS room except when the student is addressed by a staff member. Students are required to be courteous and cooperative at all times. Disruptions will not be tolerated.

6. Students cannot leave the room for any reason unless they are escorted by the nurse, a counselor, a security officer, or an Administrator. Each student will be given lavatory privileges in the morning and in the afternoon for five (5) minutes duration. Lavatories closest to the ISS room must be used. This means no loitering in the halls. Students may not use lavatories during the change of classes. Students will be escorted to and from the lavatories by the ISS monitor.
7. Students are responsible for the condition of their work area(s). No forms of vandalism and/or graffiti will be tolerated.
8. No sleeping or putting heads on desks is allowed.
9. No gum chewing is allowed.
10. No eating or drinking is allowed until the designated lunch time. Students may bring their own lunch (including drink) to school or purchase a lunch from the school cafeteria. No glass bottles are allowed in the ISS room.
11. Students may not leave their seats unless permission is granted by the monitor.

VIOLATION OF ANY OF THE ABOVE REGULATIONS WILL RESULT IN ADDITIONAL DISCIPLINARY ACTION. STUDENTS RECEIVING EXTERNAL SUSPENSION FOR VIOLATING ANY OF THE ABOVE REGULATIONS MAY NEED TO RE-SERVE THEIR IN-SCHOOL SUSPENSION.

3.2 OSS: 10 days or less. Out-of-school suspension is removal of a student from school for a period of one (1) to ten (10) consecutive school days. The Principal, other Administrators in charge of the building, or members of the Central Administration may assign OSS to a student and shall immediately notify the parent and the Superintendent in writing when the student is suspended. No student may be suspended without notice of the reasons for which he/she is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. Suspensions may not be made to run consecutive beyond the ten (10)-school day period.

When the out-of-school suspension exceeds 3 school days, the student and the student's parent will be given the opportunity for an Administrative Review with the designated school official. Such informal hearing shall take place as soon as possible after the suspension is imposed, and the District shall offer to hold it within the first five (5) days of the suspension. Administrative Reviews under this provision shall be conducted by the Principal. Delay of the Administrative Review shall not operate to delay return to school. The purpose of the Administrative Review is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

The following due process requirements are to be observed in regard to the Administrative Review: (a) notification of the reasons for the suspension shall be given in writing to the parent(s)/guardian and to the student; (b) sufficient notice of the time and place of the Administrative Review shall be given to the parent(s)/guardian and to the student; (c) the student has the right to question any witnesses present at the Administrative Review; (d) the student has the right to speak and produce witnesses on his/her own behalf.

3.3 Expulsion: Exceeding 10 days. Expulsion is exclusion out-of-school by the Board for a period exceeding ten (10) consecutive school days, and may be permanent expulsion from the District for any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board or a qualified hearing examiner appointed by the Board, and upon action taken by a majority vote of the Board after the hearing.

A formal hearing shall be required in all expulsion actions, unless an agreement to expel a student has been properly entered into or a written waiver of the hearing has been executed by the parent and student.

The following due process requirements shall be observed with regard to the formal hearing. The Student and the parent(s) of a student subject to expulsion shall receive notification of the charges against the student by certified mail. At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion Policy contained herein and the hearing procedures shall be included with the hearing notice, along with notification that legal counsel may represent the student at the hearing. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension. If the student requests that the hearing be rescheduled, this request must be in writing to the Superintendent and must include the reason for the request. The hearing shall be held in private unless the student or student's parent(s) requests a public hearing. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent(s) attend the hearing. The student has the right to be presented with the names of witnesses against the student, and copies of the written statements and affidavits of those witnesses. The student has the right to request that the witnesses against the student appear in person and answer questions or be cross-examined. The student has the right to testify and present witnesses on his or her own behalf. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

The formal hearing shall be held within fifteen (15) school days of the date of the notification of charges, unless another date is mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible: (i) laboratory reports are needed from law enforcement agencies; (ii) evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act, 20 U.S.C.A. §§ 1400 *et seq.* ("IDEA"); or (iii) in cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim. If, after the formal hearing, the student is expelled by the Board, the Superintendent shall provide the student with the Board's expulsion decision and notice of the student's right to appeal the results of the hearing.

During the period between the end of the student's suspension and the hearing and decision of the Board, the student shall be placed in his normal class; except, if it is determined after an Administrative Review that the student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than ten (10) school days. A student may not be excluded from school for longer than fifteen (15) school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Any student under eighteen (18) years of age who is expelled has forfeited his or her right to an education in the schools of District, but has not been excused from compliance with compulsory attendance statutes. Parents or guardians of expelled students under 18 years of age shall provide the expelled students with an education, through placement in another school, tutorial, correspondence study or another educational program approved by the Superintendent. Within 30 days of the date of expulsion, parents or guardians of expelled students under 18 years of age shall submit to the Superintendent written evidence that the required education is being provided to the student or a written letter indicating that they are unable to provide the required education. If the parents or guardians are unable to provide the required education, District shall then make provisions for the student's education within ten (10) days of receipt of the parents' or guardians' notification. If the parents fail to provide or continue to provide the approved educational program, the District may take action in accordance with 42 Pa. C.S. Chapter 63 to ensure that the child will receive a proper education. A student with a disability shall be provided educational services as required by IDEA, or other applicable law.

The following provisions are guidelines for disciplinary action, and are not intended to be all-inclusive. Other disciplinary responses for violations can be found throughout this Code. The severity and frequency of the offense(s), combination of offenses, repetitious nature of the offense, as well as the age and maturity of the student, dictate and/or influence the Administrator's choice of disciplinary action. District Administrators shall exercise discretion in making judgments regarding specific behavioral problems, whether addressed in the Code or not, unless prohibited by applicable law. Disciplinary actions may be used independently or in combination. When appropriate or required by law, local law enforcement authorities, the State Police, the District Attorney, the County Department of Children, Youth, and Family Services and/or another appropriate agency will be notified.

ALCOHOL (Policy 227-Controlled Substances)

Students shall not bring alcohol, alcoholic beverages, or over-the-counter medicine containing alcohol, to school, to school activities or events. Students shall not possess alcohol or alcoholic beverages in school, on school property, at school events, or coming to or going from school or school events. Students shall not consume alcohol or alcoholic beverages at school, at school activities or events, or coming to or returning from school or school events. Students shall not have measurable or detectible alcohol in their breath or blood while in school, on school property, at a school activity or coming to and returning from school or a school activity. Reasonable suspicion alcohol testing is authorized.

Notwithstanding anything herein to the contrary, prescription medication containing alcohol shall be governed by the rules set forth in the Code pertaining to medication.

To provide for the safety and welfare of students, an alcohol breath analyzer may be utilized at the Intermediate and High School and all major student activities at the High Schools throughout the school year. Students will be subject to testing in accordance with applicable law. **Students who test positive will be subject to discipline.**

BULLYING/CYBERBULLYING (*Policy 249*)

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all School District schools. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying/Cyberbullying behavior disrupts the educational or learning process, and may present an obstacle to the academic, vocational, social, emotional, and other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated.

Bullying/Cyberbullying – means an intentional electronic, written, verbal or physical act, or series of acts (a) directed at another student or students which occurs in a school setting, (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:

1. Substantially interfering with a student's education;
2. Creating a threatening environment; or
3. Substantially disrupting of the orderly operation of the school.

School setting - means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the School District.

The Board prohibits all forms of bullying/cyberbullying by District students.

The Board encourages students who believe they have been bullied/cyberbullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Title IX Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full

participation of the Compliance Officer and the Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Bullying/Cyberbullying Prevention, Intervention, and Education Programs

The School District shall educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Bullying/Cyberbullying prevention, intervention, and education programs shall also be provided that consists of school-wide actions, classroom-level activities, individual interventions, and community involvement.

- a. School-wide actions include, but are not limited to, training for school staff and students and adoption of the following District-wide anti-bullying rules:
 1. We do not bully/cyberbully others.
 2. We help students who are bullied/cyberbullied.
 3. We include students who are left out.
 4. We tell an adult at school and an adult at home when somebody is being bullied/cyberbullied.
- b. Classroom level activities include, but are not limited to, consistent interventions, use of rules, and reinforcement of pro-social behavior and incorporation of bullying/ cyberbullying themes.
- c. Individual interventions include, but are not limited to, follow up with both victims and bullies/cyberbullies that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.
- d. Community involvement encourages partnerships with families, community organizations and agencies to implement the School District's bullying/cyberbullying prevention, intervention, and education programs.

Complaint Procedure

~~Guidelines and associated forms for filing a complaint can be found in Policies 103, 103.1, and 104.~~

CHEATING/PLAGIARISM/FORGERY

Cheating and plagiarism of any type will result in failure of the evaluation or paper/project for the student cheating and any student providing the information voluntarily. Failure of the course for the marking period may result in extreme cases. Discipline shall be imposed for cheating or plagiarism.

A student who forges a parent, teacher and/or Administrator's note or signature shall be disciplined.

CLASS CUTTING

Students are required to attend all scheduled classes, study halls, and lunch, (referred to hereinafter individually or together as "class") unless properly excused. "Cutting" is defined as being absent from an assigned area or class without the knowledge of the person(s) charged with responsibility for that area. A "cut" of any class may result in a grade of zero for all work missed, a denial of school privileges up to and including a suspension from school. This Policy on cutting will be strictly enforced. Class cuts may be added to previous cumulative absences which could cause possible credit loss for individual subjects.

CONTROLLED SUBSTANCES (*Policy 227*)

If any student is found to be in violation of the Medication and/or Controlled Substances Policy, the student may be required to participate in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs, in addition to any discipline that may be taken against the student. However, no student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and/or parent.

Any staff member who observes students displaying bizarre/unusual behavior patterns or suspecting students of using a controlled substance as defined by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania and/or the Liquor Code of the Commonwealth of Pennsylvania shall notify the proper school personnel as designated by the school Principal who will ensure that all appropriate means of action and services are implemented.

In addition to any other applicable disciplinary consequence, the following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from participating in school athletics.

FIGHTING

Fighting is prohibited!

Fighting is defined as a student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. Mutual participation in a fight including physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, physical aggression or other minor altercations.

Any student who engages in fighting will be suspended from school, at a minimum. Harassment is not an excuse to initiate physical contact. Both students will be suspended for fighting and may be issued citations for disorderly conduct or based on the extent of the fight a referral to juvenile court (if under 18) for simple assault, or aggravated assault.

GANGS (*Policy 218.4*)

Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited. Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process.

Under authority in the School Code, the District will impose corrective action ranging from short-term suspension to long-term suspension and, in extreme cases, the student could be recommended to the Board for expulsion.

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, or which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

For the purposes this Policy, the term “gang” means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

“Gang Activity” Defined: The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a gang, whether real or implied, and/or which has, through past experience in the District, been shown to be a danger to the school environment, its staff and students, and to substantially disrupt the District’s educational programs. “Gang activity” is, therefore, strictly prohibited.

Any incident involving initiations, intimidation and/or similar or related gang activity at school during school hours, en route to school or a school-sponsored event, en route from school or a

school-sponsored event, or anywhere while in attendance at a school-sponsored event or activity, will hereby be considered actions which present the danger or likelihood of: bodily injury or physical harm; substantially disrupting the school's education programs; and/or substantially interfering with the educational rights of other students and are, therefore, strictly prohibited.

Any student wearing, carrying, distributing, or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or otherwise engaging in gang activity will be subject to disciplinary action including suspensions and/or permanent expulsion.

Principals shall ensure that:

1. Information about gang affiliation and activities is included in printed rules and regulations provided to staff, students and parent(s).
2. Students identified as possibly being involved in gang-related activities receive counseling to enhance self-esteem, encourage interest and participation in character-building activities, and promote membership in authorized student organizations.
3. Parent(s) will be notified of the school's concerns.
4. Staff in-service training regarding gang activities, methods of operation, and current methods of identification are available to staff.
5. All gang affiliation or gang-type incidents are referred to the appropriate law enforcement agency.
6. Staff, students and parent(s) are informed that affiliation with a gang, gang activities and/or claiming gang membership is considered a serious form of misconduct and is/are subject to the following corrective actions:
 - a. Gang membership activities:
 - i. Minimum: Short-term suspension.
 - ii. Maximum: Expulsion.
 - b. Claimed gang membership for the purpose of intimidation:
 - i. Minimum: Short-term suspension.
 - ii. Maximum: Expulsion.
7. Any student suspended for gang activities and/or affiliation is required as appropriate to sign a Behavior Plan between the student, parent and School District before the student will be re-admitted to school upon serving the assigned disciplinary consequence.
8. Building Administrators have the authority to reduce a long-term suspension to a shorter duration provided the building Administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.
9. Students who have been expelled and/or suspended for gang-related activities may be subject to emergency expulsion and may lose their right to remain in school during the appeal process, subject to their procedural rights under applicable Department of Education regulations

The Principal shall ensure that students are offered membership in authorized school groups and activities as an alternative to at-risk students.

Recognizing that organized gang activities are a community/school problem which may involve or lead to criminal behavior, the School District will involve and inform the appropriate

authorities in each of the communities/townships of any school-observed gang activity and develop a working relationship to suppress and combat gang activities.

The District will immediately involve parents, and other community agencies, as appropriate, to abolish gang activities and promote prevention and intervention programs.

This Policy is to be interpreted and applied by the District Administration in a constitutional manner, consistent with the preservation of students' constitutional rights.

HAZING (*Policy 247*)

All forms of hazing are prohibited at all times.

The purpose of these rules is to maintain a safe, positive environment for students that is free from hazing. Hazing activities of any type are inconsistent with the education goals of District. Each student is responsible for respecting the rights of his/her fellow students and to ensure a school atmosphere free from all forms of hazing.

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including whipping, beating, branding, calisthenics or exposure to the elements.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by a student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Willing participation in hazing activities is strictly prohibited, and those students identified as willing participants will be subjected to disciplinary consequences.

When a student believes that they, or others, have been subjected to hazing they should promptly report such incident to the Principal or designee. The District shall investigate promptly all complaints of hazing and will administer appropriate discipline to any individual who violates this Policy. Students, Administrators, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the Principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Complaint Procedure

Guidelines and associated forms for filing a complaint can be found in Policies 103, 103.1, and 104.

INAPPROPRIATE CARE OF SCHOOL PROPERTY (*Policy 224*)

The Board believes that schools should help students learn to respect property and develop feelings of pride in community institutions. Each student is responsible for the proper care of school property, supplies and equipment entrusted to his/her use. Students who willfully damage school property or deface school property shall be subject to disciplinary measures, prosecution and punishment as allowable under applicable law. Parents shall be held accountable for student actions, which could include cost of restoration and cost for any reward money offered. The Superintendent may report any student whose damage of school property has been serious or chronic in nature to the appropriate authorities.

Any student or other person found committing the following may be subject to appropriate fines and/or prison terms:

1. Desecrating school buildings, structures, grounds, or other property of the District.
2. Breaking into a school building.
3. Gaining entry to a school building or property by trick or deception or secretly remaining in the building.
4. Knowingly remaining on school property that is posted or who is given notice of trespass and refuses to leave.
5. Trespassing on school properties.

PROHIBITED ITEMS AND DEVICES

1. Prohibited Items. Items, devices, and/or materials which could interfere with the educational process are prohibited in school. Items not directly associated with the educational program and reasonably necessary for the student's participation in the school program shall

NOT to be brought to school or to any school activity or program. Prohibited items may include, but are not limited to the following:

- a) Skateboards; Roller blades, roller skates, Segways, or other non-prescribed personal transport devices;
- b) Toys, including but not limited to Yo-yos, Fidget spinners, playing cards;
- c) Cameras, except if a cell phone has a camera function;
- d) Nude or semi-nude photographs, whether in print or in digital format; and
- e) Food, drink and chewing gum in non-designated areas, etc.

2. Prohibited Items of a Dangerous Nature. Items, devices, and/or materials which are considered hazards to the safety of others or which could interfere with the educational process are prohibited in school. Items not directly associated with the educational program and reasonably necessary for the student's participation in the school program shall NOT to be brought to school or to any school activity or program. Prohibited items of a Dangerous Nature may include, but are not limited to the following:

- a) Incendiary devices;
- b) Flammable liquids;
- c) Aerosol sprays;
- d) Bath Salts;
- e) Medication, including Nicotine Patches unless the medication is brought to school and used in accordance with the medication rules stated later in this Code;
- f) Laser pens/pointers;
- g) Lighters; and
- h) Handcuffs and other personal restraint devices

3. Personal Electronic Devices--Including but not limited to: Cellular Phones/Smart Phones/Internet Phones/I-Pods/Tablets and similar devices (hereafter referred to as personal electronic devices). **Although students may bring personal electronic devices to school and to school functions; personal electronic devices shall not be visible, turned on or used by students during the school day.** Personal electronic devices that have the capability to access the Internet, take photographs or to record audio and/or video shall not be used for such purposes.

In addition to applicable discipline, failure to adhere to these rules will result in confiscation of the personal electronic device by school staff and a conference with the student prior to returning the device. Return of the device may be delayed in accordance with the rules stated in this Code. Such conferences could include a parent, and parents may be required to personally retrieve the confiscated device from the school. A student's refusal to turn over the device to staff shall be considered an act of insubordination, with the student receiving applicable and additional disciplinary consequences as per this Code.

The District is not responsible for personal electronic devices which are lost, stolen, or damaged.

In the absence of any aggravating circumstances, the disciplinary consequences for the violation of the personal electronic devices rules stated in this Code Include the following:

1. Use of any device by students that provides for a wireless, unfiltered connection to the Internet is prohibited on school property.
2. Prohibited items or items used inappropriately can be confiscated and returned following communication with the parent.

The District is not responsible for prohibited items which are lost, stolen, or damaged.

SEARCH AND SEIZURE (*Policy 226*)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles in certain circumstances and may seize any illegal or unauthorized materials discovered during the search. School officials have the right to conduct searches of student lockers, school property, student possessions, student vehicles and their persons in accordance with applicable law.

Searches by the Administration may include utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

Reasonable Suspicion – Reasonable suspicion may arise when one (1) or more of the following circumstances are present:

1. Heightened concern as to dangerous and/or illegal activity within the school setting such as:
 - a. Information received from unnamed students, teachers, family members.
 - b. Observations of suspicious or secretive behavior from students and teachers.
 - c. Suspicious activity by students, such as passing small packages between themselves in the hallways.
 - d. Call(s) from concerned parents.
 - e. Observation of a student being in possession of a large amount of money.
 - f. Observation of increased use of Electronic Communication Devices by a student.
 - g. Observance of a student exhibiting physical signs of substance or alcohol use.
 - h. Ongoing problems regarding the use, distribution, possession, and/or sale of controlled substances, the illegal possession of weapons or incendiary/explosive devices, other potentially dangerous or disruptive items, and/or disciplinary problems dealing with same.
 - i. Other reasons (the aforementioned list not all-inclusive and not limited to the above; other reasons may be considered).
2. Information is received pertaining to the possession of controlled substances, weapons, incendiary/explosive devices, other potentially dangerous or disruptive items which pose a threat to the health, welfare, and safety of the students, and the school.
3. Information is received indicating controlled substances, weapons, incendiary/explosive devices; other potentially dangerous or disruptive items are being transferred or sold within the school setting.

Canine Searches – Canine searches are searches involving the use of trained dogs to search property. General inspections of school property with trained dogs may be conducted upon

authorization of the Superintendent. Such searches shall be conducted to protect the health, safety, and welfare of those in the school setting. Approved searches of school property by trained dogs shall be made only by certifiably trained dogs and trained handlers. During a search using dogs, students and teachers shall be segregated from the search area, and the dogs shall not come into contact with students and staff unless a clear and present danger has been established or if a proper search warrant has been secured from a proper legal agent. Only appropriate law enforcement agents and/or school officials shall participate in searches of the school.

Personal Searches – A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present. Any student who refuses to being searched, will be disciplined for the reason behind the search as well as brazen insubordination.

Locker, Desk or Cubbie Searches – All lockers, desks and cubbies (collectively referred to as “locker”) are and shall remain the property of District, and students shall not have an expectation of privacy in these locations. Administration may inspect a student’s locker at any time for the purpose of determining whether it is being improperly used for the storage of contraband, illegally possessed substances or objects, or any material that poses a hazard to the safety and order of the schools. Except in an emergency situation, reasonable steps shall be taken to ensure that the student whose locker is to be searched is notified and given an opportunity to be present during the search. However, the student’s consent and/or the student’s presence is not required for the search. Where school officials have a reasonable suspicion that the locker contains controlled substances and/or alcohol, and/or weapons and/or incendiary/explosive devices, and/or other potentially dangerous or disruptive items which pose a threat to the health, welfare, and safety of those in the school setting and/or the setting itself, the student’s locker may be searched without prior warning. Whenever the search of a student’s locker is prompted by the reasonable suspicion that the contents of the locker create an emergency, Administration may open the locker as soon as it is necessary to do so to discharge his/her duty to protect the persons and property in the school. Administration has sole authority to order the search, shall be present whenever a student locker is inspected, shall remand to the school police for the safe-keeping and handling any substance, object or material found to be improperly stored in a student’s locker, and for the prompt written recording of each locker inspection, including the reason for the search, persons present, items found and their disposition. If a locker search request is made by a law enforcement officer, Administration shall comply with the request only upon presentation of a search warrant or upon the intelligent and voluntary consent of the student.

Motor Vehicle Searches – Students are permitted to park on school premises as a matter of privilege, not of right. District may conduct patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that controlled substances, alcohol, weapons, look-a-like weapons, incendiary/explosive devices, and other potentially dangerous or disruptive items is/are in the possession of a student and/or is/are being concealed by a student. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Computer and Electronic Storage Devices – Students have no expectation of privacy while using school technology devices and/or network. Periodic general inspections of computers and electronic storage devices may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. *See Computer and Internet Use and Prohibitions.*

A student's failure to permit searches and seizures as provided above will be considered grounds for disciplinary action. Any illegal or contraband materials shall be turned over by the Principal or his/her designee to the proper legal authorities for ultimate disposal.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Electronic Devices/Smart Phones/ Internet Phones/I-Pods/Tablets and similar devices—A device may be confiscated whenever there is reasonable suspicion that the device may contain evidence of a violation of this Code or reasonable suspicion that the device may contain contraband in accordance with applicable law.

SEXUAL MISCONDUCT

Students shall not engage in any sexual act(s) at school, at any school event or activity, on School District property, on a School District vehicle, or coming to or going from school.

TERRORISTIC THREATS (*Policy 218.2*)

The District recognizes the danger that terroristic threats by students present to the safety and welfare of students, staff, and community. In a continuing effort to provide a safe and secure environment within school buildings, on school property, on school buses, at any school activity, event or function before, during or after school hours for all District students, all professional and non-certificated District employees and all legitimate visitors to the District, pursuant to the law, the Board acknowledges the need for an immediate and effective response to the situation involving such a terroristic threat.

Students are prohibited from communicating terroristic threats directed at any student, employee, Board member, community member, visitor or property owned, leased or being used by the district.

A *terroristic threat* is: (1) a threat to commit any crime of violence communicated with the intent to terrorize another, to cause evacuation of a building, place of assembly or facility of the public and District transportation or with the intent to otherwise cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience; (2) the intentional communication, without factual basis or knowledge, of the existence or potential existence of a weapon of mass destruction; or (3) the intentional threat to place or set a weapon of mass destruction. To *communicate* means to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex or similar transaction. A *weapon*

of mass destruction is a bomb, biological agent, chemical agent or nuclear agent as those terms are defined by 18 Pa. C.S. § 2715.

The Safety and Security Coordinator or designee and the threat assessment team, shall react promptly and appropriately to information or knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations, the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan. The Superintendent may develop administrative regulations to implement this policy. Any written site-specific procedures and guidelines will be available in each site's administrative offices.

Staff members and students must immediately inform the administration/threat assessment team about any information or knowledge relevant to a possible or actual terroristic threat. The school Principal shall immediately inform the Superintendent or designee and the School Safety and Security Coordinator upon receiving a report of such a threat in accordance with Board policy and administrative regulations.

Where an investigation conducted by the Administration indicates a reasonable suspicion that the commission of such (an) act(s) has/may occur(red), the following guidelines shall be applied:

1. In an effort to preserve a safe school environment, the student involved in the commission of the threat shall be subject to a search by the school Principal or designee, in the presence of a witness. Such a search could include the student's locker, clothing, book bag(s), vehicle, or other property. Should the student object to being searched, either verbally or physically, the school Principal will continue with the search out of the concern for the well-being and safety of the school population under the doctrine of *in loco parentis*.
2. The school Principal shall promptly report the incident to the Superintendent.
3. The school principal may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to law enforcement officials, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
4. The school Principal shall immediately suspend the student.
5. The Administrator shall notify the parent/guardian of any student directly involved in an incident involving terroristic threat as a victim or suspect immediately or as soon as practicable. The Administrator shall inform the parent/guardian whether or not law enforcement has been or may be notified of the incident. The Administrator shall document attempts made to reach the parent/guardian.
6. The Administrator will coordinate the Administrative Review procedures that pertain to the investigation and charges, securing written statements that include witness statements and anecdotal records substantiating or refuting the charges.
7. The Superintendent or designee shall develop a public statement and determine the most effective method of informing school personnel, should there be such a need.
8. An Administrative Review, shall be convened before the Superintendent, who may recommend expulsion of the student to the Board.
9. An elementary school student (K-5) who is found to have violated this Policy shall be subject to disciplinary action up to and including expulsion from District. The age of

the student and the nature of the violation may be considered in determining appropriate disciplinary action.

10. If a student is expelled for making terroristic threats, the Superintendent and/or Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to himself/herself or to others.
11. If a student is expelled for making terroristic threats, upon return to school, the student shall be subject to random searches.
12. In the case of exceptional students, District will take all steps necessary to comply with the applicable laws.

TOBACCO (*Policy 222*)

The Board recognizes that tobacco, and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.

NOTE: *This exception shall be governed by Board policy relating to Medications.*

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product market as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building and on any property, school buses, vans and vehicles that are owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

In accordance with state law, the Superintendent shall annually, by July 31, report all -incidents of possession, use and sale of tobacco and vaping product, including Juuls or other e-cigarettes, in violation of this policy by any student on school property to the Office of Safe Schools.

A student convicted of possessing, using or selling tobacco in violation of this Policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

TITLE IX SEXUAL HARASSMENT/ DISCRIMINATION (*Policy 103*)

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course, of district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/ Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Discriminatory Harassment

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Title IX Sexual Harassment

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. *Dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. *Domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- c. *Sexual assault* means a sexual offense under state or federal law that is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. *Stalking*, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent for Curriculum and Instruction as the district's Compliance Officer and the Director of Administrative Services as the district's Title IX Coordinator.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy. Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer and Title IX Coordinator, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures.

USE OF METAL DETECTORS (*Policy 709.1*)

The Board recognizes the need to establish and maintain safety on school district property for all students, staff members, and visitors. No student, staff member or visitor should be subject to the inherent danger of a weapon or other dangerous contraband on school property, and it is the objective and direction of the Board that such dangers shall be minimized to the extent possible in keeping with the law. The use of metal detectors may, and it is intended to deter individuals from possessing weapons and other contraband and minimize the risk of such dangerous objects being found on district property and/or in district facilities. Random and/or daily metal detector screenings of individuals is expected to enhance safety and security procedures within the district. Therefore, all persons entering district property and/or facilities are subject to metal detector screening.

Metal detector - any handheld or walk-through metal detecting device.

Metal detector screening - the use of metal detectors, walk-through units or handheld wand-style units, on persons and/or their belongings entering district property and/or facilities. All persons entering district property and/or facilities are subject to metal detection. Furthermore, all persons who cause the metal detector to alarm will be subject to a progressive search until the reason for the alarm is discovered.

Random screenings - Random screenings are screenings that are not conducted on a regularly-scheduled basis, and are not necessitated by or premised upon a particular safety concerns or special events. The Superintendent or his/her designee or a building administrator may authorize metal detector screenings on randomly chosen days during a specified period of the day. ESASD Employees will conduct random screenings. Any combination of walk-through units and/or handheld wands may be utilized to conduct random screenings. Random metal detector screenings are an effective and necessary means of detecting and deterring the possession of weapons, and preventing its consequences, principally, student violence, from occurring on school premises.

As-needed screenings - the Superintendent or his/her designee or a building administrator may authorize metal detector screenings on days chosen to address particular safety concerns such as (by way of example only and not limitation) recent violence in the area of the district or on days when special events are held. As-needed screenings shall not require any particularized suspicion or reason to suspect a specific individual's violation of the school's weapons policy or possession of contraband, and as-needed screenings shall be conducted in a random, nondiscriminatory manner. ESASD Employees will conduct such screenings. Any combination of walk-through units and/or handheld wands may be utilized to conduct as-needed screenings.

Daily screenings - the Superintendent or his/her designee or a building administrator may authorize daily metal detector screenings. Daily screenings shall not require any particularized suspicion or reason to suspect a specific individual's violation of the school's weapons policy or possession of contraband, and the screenings shall be conducted in a random, nondiscriminatory manner. ESASD Employees (as defined previously) will conduct such screenings. Any combination of walk-through units and/or handheld wands may be utilized to conduct daily screenings.

Refusal of Detection Process

In the event an individual refuses to cooperate with metal detector screening procedures, appropriate action will be taken, including but not limited to the involvement of law enforcement authorities and denial of admission to an event on school property and/or, if the individual is a student, appropriate discipline.

Reasonable Suspicion Search

If a ESASD Employee has reasonable suspicion that a particular individual is in possession of an illegal or unauthorized weapon or contraband, an administrator may authorize or conduct a specific, non-randomized search of the individual and his/her personal effects which may use, but is not limited to, a hand-held or walk-through metal detector.

WEAPONS (*Policy 218.1*)

The District recognizes the importance of safe and secure schools to provide students, teachers, and staff members with an opportunity to go about daily activity in a positive atmosphere. The District will endeavor to provide a safe and secure environment within school buildings, on school property, on school buses, at any school activity, event or function before, during, or after school hours for all District students, all professional and non-certificated District employees and all legitimate visitors in the District, pursuant to law.

Students shall not possess or bring weapons or replicas of weapons into any District buildings, onto District property, to any school-sponsored activity, or onto any public conveyance providing transportation to or from school or to a school-sponsored activity or while the student is coming to or from school.

A “weapon” is defined as an instrument of any type which can be used to cause harm to an individual. While not all-inclusive, a weapon shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, handgun, rifle, spring gun, air gun, sling shot, bludgeon or club, metal or artificial knuckles, sword, machete, pellet gun, nightstick, ax handle, explosive device, ammunition, dangerous chemical, razor, any other tool, instrument or implement capable of inflicting serious injury; any look-alike knife, shotgun, rifle or gun; and/or an instrument which, in the judgment of the Administration, could be used as a weapon or mistaken for one. This includes, by way of example and not limitation, pocketknives of all sizes and designs, box cutters, Swiss army knives, nail cutters and work tools that could constitute a weapon. An imitation or replica of any of the foregoing may be considered a “weapon.”

Any instrument, tool, implement, or substance while being used by a student participating in an educational and/or vocational process or program approved by a school, as determined by a(n) Administrator, teacher and/or other Board-authorized adult supervisor, will not be defined as a weapon as long as that instrument, tool or implement is being used for its educationally and/or vocationally defined purpose. Should a classroom project or demonstration involve a need to bring an item that could be classified as a weapon to school, the student is required to obtain written permission from the classroom teacher who will notify the Principal of the need.

Any student who brings a weapon onto, or possesses a weapon on or at, any school property, any school-sponsored activity or any public conveyance providing transportation to or from a school or school-sponsored activity or while the student is coming to or from school, shall be subject to an Administrative Review before the Superintendent. Such student will be suspended from school for a period of ten (10) school days, and such suspension may be continued pending an expulsion hearing before the Board or a committee of the Board in the event that it is determined by the Superintendent or his/her designee that the student’s presence in his/her normal class assignment would constitute a threat to the health, safety, morals or welfare of others and it is possible to hold a formal hearing within the ten (10) day initial suspension period.

A student is in “possession” of a weapon when the weapon is found on the person of the student, in the student’s locker or assigned storage area, desk, backpack, or in the student’s vehicle and the weapon is under the student’s control while the student is on school property, on property

being used by the school, at any school function or activity, at any school-sponsored activity held away from the school, on any conveyance providing transportation to or from a school or school-sponsored activity, or while the student is on his/her way to or from school.

If a student violates these rules, the Board shall expel the student for a period of not less than 1 year following a hearing. However, the Superintendent has discretion to recommend modifications of this expulsion requirement on a case-by-case basis, and, in the case of an exceptional student, shall comply with applicable law. If a student is expelled, the District may make an alternative assignment or provide alternative educational services during the period of expulsion.

Violations of these rules will be reported to the police or other law enforcement agency.

Any professional staff member or other school employee who has reason to believe that a student is in possession of and/or is transporting and/or transmitting a weapon or look-alike weapon, shall immediately inform the Principal who will conduct the complete investigation. Upon investigation and/or confiscation of any weapon and/or look-alike, the Principal may immediately notify and/or summon:

1. The District School Police
2. The local police
3. The Superintendent
4. The parent of any and all students involved in the incident

The Safety and Security Coordinator or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student immediately to the administration/school police, and then, to the threat assessment team, in accordance with applicable law and Board policy.

Upon determining that a reasonable suspicion of possession of a weapon exists, and in an effort to preserve a safe school environment, the Principal may search a student(s) locker, clothing, book bag(s), vehicle and/or other property in the presence of a witness. Should the student refuse or resist such a search, verbally and/or physically, the Principal may continue with the search to protect the well-being and safety of the school population under the doctrine of in loco parentis. The parent is/are to be notified as soon as possible.

The Principal will cooperate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel, as necessary. The Superintendent, subject to confidentiality and due process requirements, may inform the Board of an incident as soon as measures have been taken to eliminate any immediate danger associated with such incident.

The Principal will coordinate with the Administrative Review procedures which pertain to the investigation, securing information, such as witness' statements and anecdotal records substantiating the alleged violation.

The Principal will assist in the informational and notification requirements for the Administrative Review before the Superintendent and for the recommendation before the Board for expulsion in accordance with the Pennsylvania School Code.

If a student is expelled for a violation of this policy, the Superintendent and/or Board may require, as a condition of readmission, that the student provide acceptable proof, whether in the form of a psychiatric/psychological report or otherwise, that he/she does not pose a risk of harm to himself/herself and/or others.

A student who is suspended and/or expelled for violating these rules, upon return to school, shall be subject to random searches.

The Superintendent shall report all incidents relating to expulsion for possession of a weapon to the Department of Education. The Superintendent shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Acts of violence or possession of a weapon in violation of this Policy shall be reported to the Office for Safe Schools on the required form at least once each year.

The Principal shall inform all students and parents/guardians of this Policy and the consequences for violation of this Policy prohibiting weapons as well as their personal responsibility to guard the health, safety and welfare of the school community, and to protect school property. Information within this Policy is to be given to students within the first three (3) days of the beginning day of each school year. New students shall be informed of this Policy upon application for admission. Reminders of this Policy are to be provided to students periodically throughout the school year.

An exception to this Policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement acting in their official capacity are permitted.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

When the District receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the District may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

CONSEQUENCES FOR INFRACTIONS MAY CARRY OVER TO THE BEGINNING OF THE NEXT SCHOOL YEAR OR A STUDENT'S RETURN TO MEMBERSHIP.

IN ADDITION, LAW ENFORCEMENT MAY BE CONTACTED WHEN THE INFRACTION CONSTITUTES A CRIMINAL ACT. PLEASE SEE GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION ON PAGES ~~69-80~~70-80.

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EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION

Glossary of Disciplinary Infractions

<p>Abuse of Pass/Loitering - A person not arriving and/or returning from a designated location in a timely fashion or one making purposeless stops, veering off course from a destination or errand.</p>	<p>Disciplinary Action/Demerits -- (See accompanying footnote page for Level 1* Action Tier along with additional disciplinary action steps – Grades K-12) Grades K-5 – See Level 1* Grades 6-12 – 1 Detention (1 Demerit)</p>
<p>Aggravated Assault on Staff/Student - An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting, spitting, etc.</p>	<p>Grades K-5 – 10 Day OSS ▼ Grades 6-12 – 10 Day OSS (45 Demerits) ♦ ▼</p>
<p>Aggravated Indecent Assault - Refer to associated Crimes Code Citation for specific details -- §3125 Aggravated Indecent Assault.</p>	<p>Grades K-5 – 10 Day OSS ▼ Grades 6-12 – 10 Day OSS (45 Demerits) ♦ ▼</p>
<p>All Other Forms of Harassment/Intimidation - Repeatedly commits acts with intent to harass, annoy or alarm another person.</p>	<p>Grades K-25 – N/A See Level 1* <u>Grades 3-5 – 1 After-School Detention</u> Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p>Arson - The unlawful and intentional damage or attempt to damage any real or personal property by fire or incendiary device. Setting a fire (by match, lighter, fireworks, firecrackers, trashcan fires, Molotov cocktails, or any other incendiary device) providing aid, counsel or pay toward same. This category does not include a simple act of lighting a match.</p>	<p>Grades K-5 – 10 Day OSS ▼ Grades 6-12 – 10 Day OSS (45 Demerits) ♦ ▼</p>
<p>Attempt/Commit Murder/Manslaughter - When a person intentionally, knowingly, recklessly, or negligently attempts to cause the death of a human being.</p>	<p>Grades K-5 – 10 Day OSS ▼ Grades 6-12 – 10 Day OSS (45 Demerits) ♦ ▼</p>
<p>Bomb Threat - A person who communicates, either directly or indirectly, a bomb threat to: (1) commit any crime of violence with intent to terrorize another; (2) cause evacuation of a building, place of assembly or facility of public transportation; or (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term “communicates” means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.</p>	<p>Grades K-5 – 10 Day OSS ▼ Grades 6-12 – 10 Day OSS (45 Demerits) ♦ ▼</p>
<p>Brazen Insubordination - Bold, shameless and continual defiance of authority; refusal to obey orders. Any student who refuses a search will be disciplined for brazen insubordination.</p>	<p>Grades K-25 – See Level 1* 1 Day Lunch Detention <u>Grades 3-5 – 1 Day After-School Detention</u> Grades 6-8 – 1st Offense – 2 Day ISS (3 Demerits) 2nd Offense – 2 Day OSS (8 Demerits) 3rd Offense – 3 Day OSS (10 Demerits)</p>

EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION

<p>Grades 9-12 – 1st Offense – 3 Day OSS (15 Demerits) 2nd Offense – 5 Day OSS (20 Demerits)</p>	
<p>Grades K-25 – See Level 1* <u>Grades 3-5 – 1 Day After-School Detention</u> Grades 6-8 – 3 Day OSS (10 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>	<p>Bullying/Cyberbullying - By law, "bullying" shall mean an intentional electronic, written, verbal or physical act, or a series of acts: (1) directed at another student or students; (2) which occurs in a school setting; (3) that is severe, persistent or pervasive; and (4) that has the effect of doing any of the following: (i.) substantially interfering with a student's education; (ii.) creating a threatening environment; or (iii.) substantially disrupting the orderly operation of the school; and "school setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyberbullying is being used to describe bullying behavior which occurs on the Internet or via Social Media. The term bullying should not be used when there is a mutual confrontation between two students or groups of students. Behavior is clearly bullying when: (1) there is intent to harm - the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior and (2) there is intensity and duration - the taunting continues over a period of time, and is not welcomed by the target.</p>
<p>Grades K-5 – 5 Day OSS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>	<p>Burglary - The unlawful entry into a building or other structure with the intent to commit a felony or theft. It is not necessary that force be used in gaining entry, neither is it necessary that property loss occur. Attempts to unlawfully enter a structure without expressed permission are also counted in this category.</p>
<p>Grades K-5 – See Level 1* Grades 6-8 – 1st Offense – 0% on grade 2nd Offense: 0% grade/1 Detention (1 Demerit) 3rd Offense: 0% grade/1 Day ISS (2 Demerits) Grades 9-12 – 1st Offense – 0% grade 2nd Offense – 0% grade/1 Day ISS (5 Demerits)</p>	<p>Cheating - Obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.</p>
<p>Grades K-5 – See Level 1* Grades 6-8 – 1st Offense – 1 Detention (1 Demerit) 2nd Offense – 1/2 Day ISS (1 Demerit) 3rd Offense – 1 Day ISS (2 Demerits) Grades 9-12 – 1 Day ISS (5 Demerits)</p>	<p>Class Cut - Absent oneself from a class or other, mandatory event.</p>
<p>Grades K-5 – See Level 1* Grades 6-8 – 1st Offense – 1 Detention ▲ (1 Demerit)</p>	<p>Classroom Disruption - Is generally regarded as a behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class.</p>

EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION

	<p>2nd Offense – 1/2 Day ISS (1 Demerit) 3rd Offense – 1 Day ISS (2 Demerits) Grades 9-12 – 1 Detention▲ (1 Demerit)</p> <p>Grades K-5 – 5 Day OSS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p> <p>Grades K-5 – 1 Day ISS Grades 6-8 – 2 Day OSS (8 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p> <p>Grades 3-8 – 1 Day ISS (Excludes K-2nd Grade) (2-Demerits) Grades 9-12 – 1st Offense – warning/reschedule 2nd Offense – reschedule detention/add 1 (2 detentions) (1 Demerit) 3rd Offense – 1 Day ISS (5 Demerits) 4th Offense – 1 Day OSS (5 Demerits) 5th Offense – Brazen Insubordination</p> <p>Grades K-5 – See Level 1* Grades 6-8 – 1st Offense – 1 Detention ▲ (1 Demerit) 2nd Offense – ½ Day ISS (1 Demerit) 3rd Offense – 1 Day ISS (2 Demerits) Grades 9-12 – 1 Day ISS (5 Demerits)</p> <p>Grades K-5 – See Level 1* Grades 6-12 – 1st Offense-1 Day ISS (2 Demerits/Gr. 6-8) 5 Demerits/ Gr. 9-12) 2nd Offense-1 Day OSS (5 Demerits)</p> <p>Grades K-5 – 1 Day OSS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p> <p>Grades K-5 – See Level 1* Grades 6-8 – 1st Offense – 1 Detention ▲ (1 Demerit) 2nd Offense – ½ Day ISS (1 Demerit) 3rd Offense – 1 Day ISS (2 Demerit) Grades 9-12 – 1 Detention▲ (1 Demerit)</p>
<p>Criminal Trespass - Intentionally entering or remaining unlawfully on school property, without authorization.</p>	
<p>Cyber Harassment of a Child – Actions that harass, annoy or alarm, the person engages in a continuing course of conduct by electronic means directly to a child or by publication through an electronic social media service, use of school issued technology and/or has a proven nexus to school.</p>	
<p>Detention Cut - Not reporting to assigned after-school detention nor securing prior permission to reschedule.</p>	
<p>Dishonesty – Characterized by lack of truth, honesty, or trustworthiness.</p>	
<p>Disobedience - Not following direction of school official or someone in authority.</p>	
<p>Disorderly Conduct - Intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she: (1) engages in fighting or threatening, or in violent or tumultuous behavior; (2) makes unreasonable noise; (3) uses obscene language, or makes an obscene gesture; or (4) creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.</p>	
<p>Display/Public Affection - Acts of physical intimacy such as kissing in the view of others.</p>	

EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION

<p>Disrespect to Staff- Acting rude, impolite, and lacking courtesy for a staff member.</p>	<p>Grades K-25 – See Level 1* <u>Grades 3-5 – 1 Day Lunch Detention</u> Grades 6-12 – 2 Day OSS (8 Demerits)</p>
<p>Dress Code Violation - A student found to be in violation of Policy 221 will be removed from class and sent to the office. The student will be issued a written warning and given the opportunity to change from non-compliant clothing into compliant clothing. If the student does not have compliant clothing to change into, the parent will be contacted to bring such clothing for the student. A student may change from non-compliant clothing to compliant clothing provided by the school, when available. If the parent cannot be contacted and/or is unable to bring such clothing, the student may be removed from class for the remainder of the day for offensive items (Grades 6-12). Violations in excess of the 5th offense in any one school year will also carry the infraction of “Brazen Insubordination” and shall be issued disciplinary consequences.</p>	<p><u>Grades 6-12 only:</u> Students can change or spend day in ISS</p>
<p>Encourage/Instigate Fight - Prompting, provoking, influencing, and/or triggering a fight.</p>	<p>Grades K-2 – See Level 1* Grades 3-5 – 1 Day ISS<u>After-School Detention</u> Grades 6-12 – 2 Day OSS (8 Demerits)</p>
<p>Extortion - The gaining of property or money by any kind of force, or threat of 1) violence; 2) property damage; 3) harm to reputation; or 4) unfavorable action.</p>	<p>Grades K-2 – See Level 1* Grades 3-5 – 1 Day ISS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p>Failure to Disperse Upon Official Order - Refusing or failing to disperse when ordered to do so by School Police, School Staff/Official engaged in enforcing or executing the law.</p>	<p>Grades K-2 – See Level 1* Grades 3-5 – 1 Day ISS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p>Failure to Produce and/or Display ID Badge (K-5) – Not producing an ID upon request of a school official. ID Badge required to be worn during school time (Grades 6-12).</p>	<p>Grades K-5 – See Level 1* Grades 6-12 – 1 Detention (1 Demerit)</p>
<p>Fighting (Mutual Altercation) - A student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. Mutual participation in a fight involving physical violence, where there is no one main</p>	<p>Grades K-2 – See Level 1* <u>▼</u> Grades 3-5 – 2 Day OSS <u>▼</u> Grades 6-8 – 5 Day OSS/<u>Citation</u> (15 Demerits) <u>▼</u></p>

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<p>offender and no major injury. This does not include verbal confrontations, physical aggression or other minor altercations.</p>	<p>Forgery - Falsely making, completing, signing or altering a written document.</p>	<p>Grades 9-12 – 10 Day OSS/<u>Citation</u> (45 Demerits)◆▼</p>
<p>Gambling - The activity or practice of playing at a game of chance for money or other stakes.</p>	<p>Gang Membership Activities - The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a gang, whether real or implied, and/or which has, through past experience in the District, been shown to be a danger to the school environment, its staff and students, and to substantially disrupt the District’s educational programs.</p>	<p>Grades K-2 – See Level 1* Grades 3-5 – 1 Detention (4 Demerits) Grades 6-8 – 1 Day ISS (2 Demerits) Grades 9-12 – 1 Day ISS (5 Demerits)</p> <p>Grades K-5 – See Level 1* Grades 6-8 – 1 Day ISS (2 Demerits) Grades 9-12 – 1 Day ISS (5 Demerits)</p>
<p>Gang Membership Claimed for the Purpose of Intimidation - Claiming association with a group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.</p>	<p>Gang Policy Violation - Using hand signals, written or oral comments, stances, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation which means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, whether real or implied, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students.</p>	<p>Grades K-5 – 10 Day OSS▼ Grades 6-12 – 10 Day OSS (45 Demerits)◆▼</p> <p>Grades K-5 – 5 Day OSS▼ Grades 6-8 – 5 Day OSS (15 Demerits)▼ Grades 9-12 – 5 Day OSS (20 Demerits)▼</p>
<p>Homicide (Murder or Manslaughter): Occurs when a person intentionally, knowingly, recklessly, or negligently causes the death of a human being. Homicide is classified as</p>	<p>Grades K-5 – 10 Day OSS▼ Grades 6-12 – 10 Day OSS (45 Demerits)◆▼</p>	<p>Grades K-5 – 10 Day OSS▼ Grades 6-12 – 10 Day OSS (45 Demerits)◆▼</p>

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<p>murder, voluntary manslaughter, or involuntary manslaughter. Inappropriate Article - Items not directly associated with the educational program and reasonably necessary for the student's participation in the school program shall NOT to be brought to school or to any school activity or program.</p>	<p>Grades K-5 -- See Level 1* Grades 6-12 -- 1 Detention ▲ (1 Demerit)</p>
<p>Inappropriate Conduct - Engaging in behavior that a reasonable and sensible person would not do, thereby violating the Code of Student Conduct, including but not limited to inappropriate care of school property, inappropriate expression/action, and/or profanity, <u>including in hallways and cafeteria.</u></p>	<p>Grades K-2 -- See Level 1* Grades 3-5 -- 1 Lunch Detention Grades 6-8 -- 1 Day ISS (2 Demerits) Grades 9-12 -- 1 Day ISS (5 Demerits)</p>
<p>Inappropriate Use of Electronic Communications Devices -- Devices that are visible, used or turned on during the school day without prior permission being granted by the building principal (or designee), this includes students talking, <u>emailing</u>, texting and/or airdropping, <u>or watching inappropriate videos</u> on any device during the day.</p>	<p>Grades K-5 -- See Level 1* Grades 6-8-- 1st Offense -- 1 Day ISS (2 Demerits) 2nd Offense -- 3 2 Day ISS (3 Demerits) 3rd Offense -- Brazen Insubordination Grades 9-12-- 1st Offense -- 1 Day ISS (5 Demerits) 2nd Offense -- 3 Day ISS (5 Demerits) 3rd Offense -- Brazen Insubordination</p>
<p>Indecent Assault - Refer to associated Crimes Code Citation for specific details -- §3126 Indecent Assault.</p>	<p>Grades K-5 -- 10 Day OSS ▼ Grades 6-12 -- 10 Day OSS (45 Demerits) ◆ ▼</p>
<p>Indecent Exposure - A person that exposes his or her genitals in any public place or in any place where there are present other persons under circumstances in which he or she knows or should know that this conduct is likely to offend, affront or alarm.</p>	<p>Grades K-2 -- N/A Grades 3-5 -- 5 Day OSS Grades 6-12 -- 10 Day OSS (45 Demerits) ◆</p>
<p>Insubordination -- Continued refusal to comply with school rules and regulations or refusal to obey directions or instructions of school personnel.</p>	<p>Grades K-5 -- See Level 1* Grades 9-12 -- 2 Day OSS (8 Demerits)</p>
<p>Involuntary Deviate Sexual Intercourse - Refer to associated Crimes Code Citation for specific details §3123 Involuntary Deviate Sexual Intercourse.</p>	<p>Grades K-5 -- 10 Day OSS ▼ Grades 6-12 -- 10 Day OSS (45 Demerits) ◆ ▼</p>
<p>Kidnapping/Interference with Custody of Child - The removal, restraining or confinement of an individual by another through force, threat, or deception or (if person is under 14 years) without consent of a parent, guardian or school. Kidnapping/abduction includes hostage taking. A parent taking a child in violation of a court order, although it may be a crime, is not kidnapping for this purpose.</p>	<p>Grades K-5 -- N/A Grades K-8 8 -- 5 Day OSS (15 Demerits) ▼ Grades 9-12 -- 5 Day OSS (20 Demerits) ▼</p>
<p>Minor Altercation - An incident which involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the</p>	<p>Grades K-2 -- 1 Lunch Detention Grades 3-5 -- 1 Day ISS</p>

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<p>incident does not elevate to a more severe type of incident such as a fight or assault (e.g., “Student A” strikes “Student B” resulting in little injury and “Student B” does not retaliate).</p>	<p>Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 10 Day OSS (45 Demerits)♦</p>
<p>Obscene & Other Sexual Materials and Performance - A motion picture show or other presentation or performance which, in whole or in part, depicts nudity, sexual conduct, or sadomasochistic abuse.</p>	<p>Grades K-2 – 1st Offense – 1 Day ISS See Level 1* 2nd Offense – 1 Day OSS Grades 3-5 – 1st Offense – 1 Day OSS 2nd Offense – 23 Day OSS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p>Open Lewdness - Any lewd act which he/she knows is likely to be observed by others who would be affronted or alarmed.</p>	<p>Grades K-2 – See Level 1* Grades 3-5 – 1st Offense – 1 Day OSS 2nd Offense – 3 Day OSS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p>Physical Aggression/Altercation – Any physical act intended to cause harm to another person or a group of people.</p>	<p>Grades K-2 – See Level 1* Grades 3-5 – 1 Day – 1 Day After-School Detention Grades 6-8 – 3 Day OSS (10 Demerits) Grades 9-12 – 3 Day OSS (15 Demerits)</p>
<p>Plagiarism - The practice of taking someone else’s work or ideas and passing them off as one’s own.</p>	<p>Grades K-5 – See Level 1* Grades 6-8 – 1st Offense – 0% grade 2nd Offense – 0% grade/1 Day Detention 3rd Offense – 0% grade/1 Day ISS (2 Demerits) Grades 9-12 – 1 Day ISS (5 Demerits)</p>
<p>Positive Behavior/Merit Earned - Any exemplary act of community or school service of at least 10 hours, evidenced by the written recommendation of the administration or faculty, for which a student makes proper application. Merit may also be earned for a record of exemplary conduct without disciplinary referral for a period of 45 consecutive school days.</p>	<p>Grades K-5 – N/A Grades 6-12 – See Principal for specific guidelines.</p>
<p>Possession of Alcohol - Any alcohol or malt beverage. Examples include, but are not limited to, beer, wine, and liquor. <u>Includes:</u> Possession of Alcohol Using/Sale/Distribution or Acting Under the Influence of Alcohol</p>	<p>Grades K-5 – 10 Day OSS Grades 6-12 – 10 Day OSS (45 Demerits)♦ ▼</p>

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EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION

<p>Possession of a Controlled Substance - Any drug listed in the Controlled Substance, Drug, Device and Cosmetic Act or the Comprehensive Drug Abuse Prevention and Control Act or PA Drug Device and Cosmetic Act, as a controlled substance, chemical abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter mood. Examples include but are not limited to, marijuana, hashish, chemical solvents, glue, "look alike" substances, and any capsule or pill not registered with the school nurse, annotated within the student's health record and then given in accordance with the District's Policy for the administration of medication to students in school. Drug Paraphernalia—Any utensil or item which, in the school's reasonable judgment, is commonly associated with the use of drugs, alcohol or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls.</p> <p>Includes: Possession of a Controlled Substance; Using/Sale/Distribution or Acting Under the Influence of a Controlled Substance</p>	<p>Grades K-2 <u>K-2</u> – 1 <u>1</u> Day <u>ISS</u> ▼</p> <p>Grades K3-5 <u>K3-5</u> – 105 <u>105</u> Day <u>OSS</u> ▼</p> <p>Grades 6-12 – 10 Day <u>OSS</u> (45 Demerits) ◆▼</p>
<p>Possession of A Weapon - Possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to and from any elementary or secondary publicly-funded educational institution. A weapon is defined as: Any firearm or explosive device; force-impacting device; knife or sharp-edged or sharp-pointed utensil, device or tool; or any article, instrument or substance which can or is likely to produce death or great bodily harm.</p> <p><u>Include but are not limited to Possession of:</u> BB/Pellet Gun Rifle/Shotgun Cutting Instrument (Razor, box cutter, etc.) Other Firearm or Weapon Replica Explosive (Bomb, Missile, etc.) Knife Handgun Other Weapon</p>	<p>Grades K-5 – 10 Day <u>OSS</u> ▼</p> <p>Grades 6-12 – 10 Day <u>OSS</u> (45 Demerits) ◆▼</p>
<p>Possession/Use of OTC THC Product - Includes THC and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction, including, delta-7 THC, delta-8 THC, delta-9 THC or any structural, optical or geometric isomers of tetrahydrocannabinol, cannabis flower, concentrate and cannabis-infused edible and nonedible products.</p>	<p>Grades K-2 – 1 Day <u>ISS</u></p> <p>Grades 3-5 – 3 Day <u>OSS</u></p> <p>Grades 6-12 – 1st Offense —Up to 5 Day <u>ISS</u> (2015 Demerits) & referred to School Police for Disposition (Return sooner upon completion of vaping course)</p> <p>2nd Offense – 5 Day <u>OSS</u> (20 Demerits)</p> <p>3rd Offense – 10 Day <u>OSS</u> (45 Demerits)</p>
<p>Possession, Use, or Sale of Tobacco or Other Nicotine/Drug Delivery Service - Tobacco includes a lighted or unlighted cigarette, cigar, pipe, or other smoking/vaping product or materials; and smokeless tobacco in any form (snuff, chewing tobacco, etc.). <u>Drug</u></p>	<p>Grades K-2 – 13 <u>13</u> Day <u>ISS</u></p> <p>Grades 3-5 – 35 <u>35</u> Day <u>ISS</u></p> <p>Grades 6-12 – 5 Day <u>ISS</u> (15 Demerits) & \$50 Citation/Fine</p>

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<p><u>Paraphernalia</u> – Any utensil or item which, in the school's reasonable judgment, is commonly associated with the use of drugs, alcohol or mood-altering substances. <u>Examples include, but are not limited to, roach clips, pipes, and bowls.</u></p>	<p>as per 18 Pa. C.S.A. 6306.1 if applicable (Return sooner upon completion of vaping course-Grades 3-6-12.)</p>
<p>Prohibited Item of a Dangerous Nature - Items, devices, materials which are considered hazards to the safety of other or which could interfere with the educational process are prohibited in school. Items not directly associated with the educational program and reasonably necessary for the student's participation in the school program shall NOT to be brought to school or to any school activity or program.</p>	<p>Grades K-2 – See Level 1* Grades 3-5 – 1 Detention Grades 6—12 – 1 Day OSS (5 Demerits)</p>
<p>Propelling a Projectile - A fired, thrown, or otherwise propelled object.</p>	<p>Grades K-2 – 1 Lunch Detention See Level 1* Grades 3-5 – 1 Day Lunch Detention Grades 6-8 – 1 Day ISS (2 Demerits) Grades 9-12 – 1 Day ISS (5 Demerits)</p>
<p>Racial/Ethnic Intimidation - Students commit the offense of ethnic intimidation toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals.</p>	<p>Grades K-2 – 1st Offense – 1 Day ISS See Level 1* 2nd Offense – 1 Day OSS Grades 3-5 – 1st Offense – 1 Day OSS ISS 2nd Offense – 13 Day OSS 2nd Offense – 13 Day OSS 2nd Offense – 13 Day OSS Grades 6-8 – 5 Day OSS (15 Demerits) 2nd Offense – 15 Day OSS Grades 9-12 – 5 Day OSS (20 Demerits) 2nd Offense – 20 Day OSS</p>
<p>Rape - Refer to associated Crimes Code Citation for specific details -- §3121 Rape.</p>	<p>Grades K-5 – 10 Day OSS 2nd Offense – 10 Day OSS (45 Demerits) 2nd Offense – 10 Day OSS</p>
<p>Reckless Endangering - Conduct which places or may place another person in danger of death or serious bodily injury.</p>	<p>Grades K-5 – 5 Day OSS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p>Rioting - Taking part in a violent public disturbance.</p>	<p>Grades K-5 – 5 Day OSS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p>Robbery - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.</p>	<p>Grades K-5 – 10 Day OSS 2nd Offense – 10 Day OSS (45 Demerits) 2nd Offense – 10 Day OSS</p>
<p>Sexual Assault - Refer to associated Crimes Code Citation for specific details -- §3124.1 Sexual Assault.</p>	<p>Grades K-5 – 10 Day OSS 2nd Offense – 10 Day OSS (45 Demerits) 2nd Offense – 10 Day OSS</p>
<p>Sexual Harassment-Title IX - Discrimination against a student based on the student's</p>	<p>Grades K-5 – 5 Day OSS</p>

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<p>submission or rejection of sexual advances and/or requests or creating an atmosphere of harassment based on sexual issues/activity. The unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender based harassment which has the purpose or effect to interfere with the individual performance, work environment, or participation in school sponsored activities, or creates an intimidating, hostile, or offensive educational environment.</p>	<p>Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p><u>Sexual Activity</u> – Students engaging in sexual activity on school grounds, in school vehicles or any activity sponsored, supervised, or sanctioned by the school district.</p>	<p>Grades 6-12 – 10 Day OSS (45 Demerits) ♦ ▼</p>
<p><u>Simple Assault on Staff/Student</u> - The unlawful physical attack by one student upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.</p>	<p>Grades K-5 – 10 Day OSS See Level 1* ▼ Grades 3-5 – 3 Day OSS ▼ Grades 6-12 – 10 Day OSS (45 Demerits) ♦ ▼</p>
<p><u>Stalking</u> - A person engages in a course of conduct or repeatedly commits acts towards another person, including following the person without proper authority, with the intent to place such person in reasonable fear of bodily injury or to cause substantial emotional distress.</p>	<p>Grades K-5 – 5 Day OSS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p><u>Statutory Sexual Assault</u> - Refer to associated Crimes Code Citation for specific details -- §1322.1 Statutory Sexual Assault.</p>	<p>Grades K-5 – 10 Day OSS ▼ Grades 6-12 – 10 Day OSS (45 Demerits) ♦ ▼</p>
<p><u>Tardy to Class</u> - Arriving after the bell to class without a pass from previous teacher.</p>	<p>Grades K-5 – See Level 1* Grades 6-8 – 1st Offense – 1 Detention ▲ (1 Demerit) 2nd Offense – ½ Day ISS (1 Demerit) 3rd Offense – 1 Day ISS (2 Demerits) Grades 9-12 – 1 Detention ▲ (1 Demerit)</p>
<p><u>Terroristic Threat (excluding bomb threat)</u> - A person communicates a threat to: (1) commit any crime of violence with intent to terrorize another; (2) cause evacuation of a building, place of assembly or facility of public transportation; or (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term “communicates” means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.</p> <p><u>Includes:</u> — <u>Indirect Terroristic Threat (does not specify the means and is simply a generalized statement of threat)</u></p>	<p>Grades K-5 – 10 Day OSS ▼ Grades 6-12 – 10 Day OSS (45 Demerits) ♦ ▼</p>

EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION

<p><u>Direct Terroristic Threat</u> (describes the means and the specific individual(s) targeted)</p>	
<p>Theft - A person unlawfully takes, or exercises unlawful control over, property of another with intent to deprive him thereof.</p>	<p>Grades K-2 – See Level 1* Grades 3-5 – 1 Day ISSLunch Detention Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p>Threatening School Staff/Student - To unlawfully place another person in fear of bodily harm through verbal threats or intimidation (physical, verbal, written, or electronic (e.g., internet) threat or intimidation) without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included. <u>Includes:</u> Threatening School Staff</p>	<p><u>Grades K-2 – 5 Day OSS</u> Grades 3K-5 – 10 Day OSS Grades 6-12 – 10 Day OSS (45 Demerits)♦</p>
<p>A THREAT ASSESSMENT MUST ALSO BE COMPLETED IN ADDITION TO THE DISCIPLINARY ACTION</p>	<p><u>Grades K-2 – 2 Day OSS</u> Grades 3K-5 – 5 Day OSS Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p>Unauthorized Solicitation - Any request or appeal, either oral or written, or any endeavor to obtain, seek or plead for funds, property, financial assistance or other thing of value, including the promise or grant of any money or property of any kind or value.</p>	<p>Grades K-5 – See Level 1* Grades 6-12 – 1 Day OSS (5 Demerits)</p>
<p>Unexcused Tardy to School - Arriving after the start of the school day.</p>	<p>Grades K-5 – See Level 1* Grades 6-8 – See Level 1* Grades 9-12 – 1 Detention▲ (1 Demerit)</p>
<p>Unlawful Restraint - When one person knowingly and intentionally restrains another person without that person's consent and without legal justification.</p>	<p>Grades K-5 – N/ASee Level 1* Grades 6-8 – 5 Day OSS (15 Demerits) Grades 9-12 – 5 Day OSS (20 Demerits)</p>
<p>Unprepared For Class - Not having the proper instructional materials including, but not limited to: books, and supplies, and/or charged Chromebook needed so as to participate fully in class.</p>	<p>Grades K-5 – See Level 1* Grades 6-8 – See Level 1* Grades 9-12 – 1 Detention▲ (1 Demerit)</p>
<p>Vandalism - The unlawful desecration of a building or other structure with the intent to commit damage.</p>	<p><u>-Grades K-2 – 1 Day ISS/Restitution</u> Grades 3K-5 – 1 Day OSS/Restitution Grades 6-12 – 5 Day OSS/Restitution (45 Demerits)</p>
<p>Verbal Aggression/Altercation - Any verbal act intended to cause harm to another person or a group of people.</p>	<p>Grades K-2 – See Level 1* Grades 3-5 – 1 Detention Grades 6-12 – 1 Day OSS (5 Demerits)</p>
<p>Violation of Audio & Video Recording on School Property and School District Buses/Vehicles –</p>	<p>Grades K-5 – 1st Offense – See Level 1* Verbal Warning</p>

EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY INFRACTIONS/ACTION

<p>Electronic devices that have the capability to record audio and/or video being used by students in violation of applicable law and Board Policy #815; including the misuse of devices that negatively impacts other people, or defames their reputation to include inappropriate recording and/or posting of staff and students within the school environment.</p>	<p>2nd Offense – 1 Day ISS 3rd Offense – 1 Day OSS Grades 6-8 – 1st Offense – 3 Day OSS (10 Demerits) 2nd Offense – 5 Day OSS (15 Demerits) 3rd Offense – 10 Day OSS (45 Demerits)♦ Grades 9-12 – 1st Offense – 3 Day OSS (15 Demerits) 2nd Offense – 5 Day OSS (20 Demerits) 3rd Offense – 10 Day OSS (45 Demerits)♦</p>
<p>Violation of Student Expression/Dissemination of Non-School Materials - Publicly disseminating non-school materials on school property or at school sponsored events, including, but not limited to, affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites, through other school district-owned technology and the like without receiving prior permission from the building Principal.</p>	<p>Grades K-2 – See Level 1* Grades 3-5 – 1 Detention (4Demerit) Grades 6-12 – 1 Day OSS (5 Demerits)</p>
<p>Violation of Bus Rules & Regulations – Any behavior deemed inappropriate, distracting, or unsafe in a moving environment. Any bus suspension connected to an OSS infraction is to start at the completion of the OSS. Any absence related to a student not being bused into school will be considered unlawful.</p>	<p>Grades K-12 -- 1st Offense – written warning 2nd Offense – 1 Day bus suspension 3rd Offense – 3 Day bus suspension 4th Offense & up – 5 Day bus suspension</p>

PLEASE NOTE: DISCIPLINARY ACTIONS ASSIGNED TO STUDENT WITH DISABILITIES MAY VARY BASED UPON THEIR SPECIFIC IEP AS PER 22 PA. CODE CHAPTERS 14.143, 711.61 AND IDEA 2004.

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EAST STROUDSBURG AREA SCHOOL DISTRICT-GLOSSARY OF DISCIPLINARY
INFRACTIONS/ACTION FOOTNOTE PAGE

**Level 1* Action Tier -- Grades K-58 (when noted as the Disciplinary Action
on pages ~~6970-80~~):**

- **1st Offense** – Documented warning/discussion of inappropriate behavior and parent contact within 24 hours, in addition to parent notification form.
- **2nd Offense** – Documented warning and teacher interventions including, but not limited to, conference with student, parent contact within 24 hours and/or conference with parent, in addition to parent notification form, conference with guidance staff, student lunch detention, modified instructional programming, specially designed assignment, behavior plan, denial of privileges.
- **3rd Offense** – Referral to administrator for parent contact and three lunch detentions.
- **4th Offense** – 1 Day ISS After-School Detention/SAP Referral

Additional Disciplinary Action Steps for Grades K-12:

- Detention at the elementary level shall include lunch and/or after-school detention. Detention at the secondary level shall be after-school.
- Bus suspension shall be in addition to any disciplinary action taken if the incident occurred on a school bus or school vehicle.
- Students who receive any type of suspension will be prohibited from attending and/or participating in activities both during and after school for the duration of the suspension. However, students receiving an internal suspension will be required to attend any scheduled after-school detentions. No student, during the time of an external suspension will be permitted on school grounds.
- For all offenses governed by the provisions of The Pennsylvania Public School Code, Article XIX-C, Disruptive Student Programs and/or the Pennsylvania Safe Schools and Possession of Weapons Act 26 of 1995, as amended the following actions shall apply: Ten-day external suspension; Assignment to an alternative educational setting; Police referral/action for all unlawful offenses; and Expulsion.
- ▲ – Following a documented warning/parent contact.
- ▼ – SUBJECT TO EXPULSION PROCEEDINGS.
- PLEASE NOTE: ANY STUDENT GRADES 6-12 WHO RECEIVES 25 DEMERITS IN A SCHOOL YEAR MAY BE EXCLUDED FROM SOCIAL EVENTS SUCH AS PROM AND CLASS TRIPS.
- ◆ - ACCUMULATION OF 45 DEMERITS OR MORE MAY RESULT IN AN ADDITIONAL 45/90/365-DAY OR PERMANENT EXPULSION BASED ON THE INFRACTION.

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Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends the East Stroudsburg Area School District, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At East Stroudsburg Area School District, we are very proud of our teachers for their commitment to provide every child with a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives support from a paraprofessional. If your child receives this support, you may also request information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's principal ~~or email~~ william-vitulli@esasd.net. Thank you for your continued support.

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SIGNATURE PAGE

Dear Parent(s)/Guardians(s) & Students:

You have read and understand all the rules and regulations of the 202~~43~~-202~~54~~ East Stroudsburg Area School District Code of Student Conduct.

This Code of Student Conduct contains important information that should be discussed with your child. **We ask that you sign and return this page within the first two weeks of school to indicate that you have received and reviewed the above information with your child/children.**

Student Name: _____
(Print)

(Signature)

Homeroom Teacher's Name: _____ **Grade:** _____

Parent's Name: _____
(Print)

(Signature)



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CRISIS, MENTAL HEALTH AND SERVICE RESOURCES

Student Assistance Program

The student assistance program (SAP) provides appropriate counseling and support services for students who are at risk for potentially harmful behaviors. The program is designed to assist school personnel to identify issues, including alcohol, drugs, mental health, abuse and others, that pose a barrier to a student's learning and school success. Student assistance is not a treatment program; it is a systematic process to mobilize school resources to remove learning barriers.

The core of the program is a professionally trained team, including school staff and liaisons from community agencies, who process issues based upon the state guidelines, professional standards and policies and procedures adopted by the local board of directors. Student assistance program team members are trained to identify problems and make recommendations to assist the student and the parent(s)/guardian(s). **To make a referral, please go to your child's building website and click on the Student Assistance Program under Links & Information.**

Multi-Tiered System of Supports

Pennsylvania's Multi-Tiered System of Support (MTSS) is a standards-aligned, comprehensive school improvement FRAMEWORK for enhancing academic, behavioral and social-emotional outcomes for ALL students.

Pocono Mountains United Way

The mission of Pocono Mountains United Way is to build partnerships to improve lives and provide solutions to those struggling with life's challenges. <https://poconounitedway.org/get-help/>

211 Pennsylvania Resource Directory

Pennsylvania's resource database for housing, food, mental health, legal, family, transportation services and more. Phone: 211 <http://nepa211.org/>

Mental Health in PA

The Department of Human Services provides an extensive list of mental health services and providers in PA. PA Support & Referral Helpline: 1-855-284-2494
<https://www.dhs.pa.gov/Services/Mental-Health-In-PA/Pages/default.aspx>

The Substance Abuse and Mental Health Services Administration (SAMHSA)

Resources for drug and alcohol treatment, disasters, violence, and traumatic events. SAMHSA's National Helpline: 1-800-662-4357 <https://www.samhsa.gov/find-help/disaster-distress-helpline/coping-tips>

Carbon-Monroe-Pike Mental Health and Developmental Services

24 Hour Mental Health Crisis Hotline Local: 570-992-0879/ Toll Free: 1-800-849-1868
<http://www.cmpmhds.org/>

Crisis Text Line

Text HOME to 741741 for free, 24/7 crisis counseling.
<https://www.crisistextline.org/>

National Suicide Prevention Lifeline

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals. Toll Free: 1-800-273-8255
<https://suicidepreventionlifeline.org/>

SAFE2SAY SOMETHING PROGRAM



The East Stroudsburg Area School District (ESASD) is committed to the safety and well-being of our students and educators. We believe this commitment includes the implementation of programs that involve parents, teachers, support staff, administrators, local law enforcement, mental health & wellness professionals, and elected officials to take meaningful action to protect our students, staff, and community.

As a part of that effort, ESASD is joining districts across the Commonwealth in rolling out the Safe2Say Something (S2SS) program. Recently mandated by Pennsylvania State law, S2SS is an anonymous reporting system designed to help students and staff to recognize the warning signs and signals (especially on social media) of individuals who may be a threat to themselves or others. The S2SS program trains students and school staff members to treat every warning sign seriously and to act quickly to get help by talking to a trusted adult and/or by reporting it anonymously via phone, mobile app, or website to the Pennsylvania S2SS Crisis Center. District Administration will be trained to respond to and manage tips that are submitted in coordination with state and local law enforcement officials.

S2SS is based on a three-step system:

- An anonymous tip is submitted via one of the following options:
 1. Website: <https://www.safe2saypa.org/>
 2. **Tipline: 1-844-SAFE2SAY**
 3. Mobile App for Apple and Android Devices
- All calls and tips are received by the 24/7 S2SS Crisis Center.
 1. A S2SS Crisis Center analyst receives and reviews tip information.
 2. The tip is triaged and categorized as either life safety or non-life safety.
 3. The tip is then sent to school officials and law enforcement (as needed) via text, email, and/or phone call.
- School officials and law enforcement intervene and/or offer assistance
 1. School officials and law enforcement (as needed) investigate, assess, and intervene with reported at-risk individuals.
 2. School officials report their outcomes into the Safe2Say Something platform and close out the tip, ensuring accountability for every tip submitted.

The S2SS program is funded and managed by the Pennsylvania Attorney General's office through a partnership with Sandy Hook Promise, a national non-profit organization working to improve school safety.

East Stroudsburg Area School District
Position Description

Division/Department: Technology Services

Location: Administration Center

Job Title: Supervisor of Technology Services

Reports to: Director of Technology

Terms of Employment:

Twelve-month work year. Salary and work year are concurrent with the District's fiscal calendar. Salary and benefits shall be in accordance with the current Act 93 agreement.

Evaluation:

Performance of this position will be evaluated in accordance with provisions of Board Policy #313 Evaluation of Administrative Employees.

Qualifications:

1. Associate's or bachelor's degree in business, computer science, technology, related field or degree from technical school (preferred).
2. Network+, Security+, CySA, CISSP, CCNA, Microsoft Server, certifications (preferred).
3. Three to five years experience in a network or administration and/or network security position, preferably in education.
4. Experience with security products including, firewalls, network access control, EDR/MDR, & SIEM.
5. Experience using Microsoft Server.
6. Experience with technology that is compatible with district-wide systems, including a Student and Financial Information System, Microsoft Active Directory, as well as a work order system, and other relevant data management systems.
7. Advanced knowledge of computer networking including TCP/IP, DNS/DHCP, QoS, OSPF and related protocols.
8. Advanced knowledge of networking, wireless, voice and camera solutions.
9. Advanced knowledge of macOS and Windows operating systems.
10. Advanced knowledge of computer technology used in school settings, including data gathering, export and analysis.
11. Basic knowledge of Linux/Unix operating systems.
12. Basic knowledge of VMware vSphere.
13. A working knowledge of each application included in the Microsoft Office suite, as well as Google Workspaces including, but not limited to Gmail, Google Calendar, Google Docs and Google Sheets.
14. Current Act 34, Act 151 and FBI clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.

Primary Function:

The Supervisor of Technology Services will serve as a point-of-contact and provider of district-level technology services for cybersecurity matters, including safeguarding information system assets, supervising protective systems, assessing current and future threats, and coordinating responses to actual threats. The Supervisor of Technology Services will provide, update, and deploy plans for the implementation of cyber security systems, procedures, training, and updates. The position provides current information on possible and future threats, along with recommendations for responses as directed by the Director of Technology. In addition, the Supervisor of Technology Services will provide general oversight

for the technology services department support staff, as needed.

Essential Functions:

1. Manages the implementation, troubleshooting, and resolution of cyber security systems and events for the school district.
2. Supervises the implementation of cyber security monitoring services.
3. Documents all cyber security applications, procedures, security settings, update schedules, critical events, breaches, and threat resolutions. Stores copies of documentation in multiple online and offline locations as approved by the Director of Technology.
4. Prepares comprehensive, confidential cybersecurity status reports no less than twice a year for the Director of Technology and other reports as requested.
5. Prepares weekly reports and updates on cyber security for meetings with the Director of Technology.
6. Monitors cybersecurity conditions worldwide and includes them in the weekly report.
7. Reports emergency or critical threats forthwith to the Director of Technology along with a preliminary action plan.
8. Supervises the Network Analysts in the performance of their job functions.
9. Leads Network Analysts and Systems Analysts to develop recommendations for security settings for Active Directory, Cisco, Fortinet and other district systems and after obtaining all pertinent input from staff, and presents recommendations to the Director of Technology.
10. Maintains skills and knowledge levels on the latest cybersecurity products and threat prevention, resolution, and monitoring systems.
11. Coordinates the work of the Network Analysts, Server Analysts, Operations and Telecommunication Analyst for troubleshooting and resolving network-related server, voice, and video issues.
12. Assists the Director of Technology and Technology Coaches with cybersecurity training and awareness.
13. Creates and ensures the maintenance of systems standards.
14. Provides general oversight of the district technology asset inventory.
15. Directly supervises building-level information technologists.
16. Provides general oversight for the technology services department support staff employees.
17. Serves on the Information Risk Management Team, the District Safety Committee, and other various ESASD councils and committees that are necessary for the effective operation of the organization.
18. Maintains confidentiality of all security plans, along with student and staff information.
19. Serves as a liaison to appropriate groups outside ESASD as assigned.
20. Participates in professional associations and organizations as they relate to the position.
21. Assists the Director of Technology in developing, implementing, and maintaining policies and procedures in the management of the school district's technology.
22. Proposes and evaluates new technologies based on the analysis of the District's technology requirements.
23. Maintains an awareness of current trends in technology and technological skills through continuous professional development.
24. Completes performance evaluations for assigned support staff.
25. Performs other related duties and responsibilities as assigned by the Director of Technology and/or designee.

Position Specifications

<p><u>Physical Demands:</u></p> <ol style="list-style-type: none"> 1. The employee frequently is required to stand, walk and sit. 2. The employee is occasionally required to reach with hands and arms. 3. Able to push or pull objects as needed. 4. Able to carry objects (up to 50 lbs.) in arms or by other appropriate means. 5. Able to travel inside or outside the District as necessary for work related tasks. 6. Able to walk moderate distances inside and outside of facilities and able to climb steps. <p><u>Sensory Abilities:</u></p> <ol style="list-style-type: none"> 1. While performing the duties of this job, the employee is regularly required to talk or hear. 2. Specific vision abilities required by this job include close vision and depth perception. 	<p><u>Work Environment:</u></p> <ol style="list-style-type: none"> 1. Indoor/outdoor with travel <p><u>Temperament:</u></p> <ol style="list-style-type: none"> 1. Ability to deal courteously and tactfully with school personnel and the public. 2. Able to communicate clearly, concisely and effectively, both orally and in writing, with administrative, professional and support staff, as well as students, parents and the community. 3. Able to effectively deal with many types of situations and personalities. 4. Able to effectively deal with deadlines and stressful situations. 5. Able to perform repetitive tasks. 6. Able to make appropriate judgments as they pertain to the responsibilities of the position. 7. Ensures the highest degree of confidentiality appropriate to the position. <p><u>Specific Skills:</u></p> <ol style="list-style-type: none"> 1. A working knowledge of each application included in the Microsoft Office suite, as well as Google productivity applications including, but not limited to Gmail, Google Calendar, Google Docs and Google Sheets. 2. Excellent organizational skills and abilities. 3. Demonstrate the ability to present highly effective presentations. 4. Demonstrate proficient skills in social networking, social media marketing, video development and creating brand awareness online. 	<p><u>Cognitive Ability:</u></p> <ol style="list-style-type: none"> 1. Ability to perceive abstract patterns and connections in data and to generates new information from existing data. 2. Ability to judge the validity of data logically through collection and analysis based on rules and criteria. 3. Ability to analyze, organize and prioritize competing demands, projects and tasks 4. Able to perform numerical operations accurately and quickly. <p><u>License:</u></p> <ol style="list-style-type: none"> 1. Valid PA Driver's License
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East Stroudsburg Property And Confidentiality Requirements:
All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above, is the property of East Stroudsburg Area School District. It may not be used for personal profit or gain and will be relinquished to the East Stroudsburg Area School District upon termination of employment from the East Stroudsburg Area School District.

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

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

Adoptions:

Original adoption by the Board of Directors on :

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

Employee Signature

Date

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

SEPARATION AGREEMENT AND RELEASE

This Separation Agreement and Release (“Agreement”) is made and entered into this 20th day of May, 2024, by and between the East Stroudsburg Area School District (“School District” or “Board”) and William Riker (“Superintendent”) and sets forth the complete terms and conditions of the Superintendent’s separation from employment with the School District. The School District and the Superintendent shall be referred to collectively herein as “the Parties.”

Recitals

WHEREAS, the Superintendent is currently employed as Superintendent pursuant to an Employment Contract dated September 18, 2023, by and between the School District and the Superintendent for a term ending June 30, 2027 (herein referenced as “Employment Contract”) a copy of which is attached hereto as Appendix A; and

WHEREAS, the School District and the Superintendent desire an orderly and smooth transition to conclude the Superintendent’s employment with the School District and to resolve and satisfy all obligations between the Parties; and

WHEREAS, the Parties acknowledge and represent that a negotiated severance of employment agreement between a school district and its superintendent is limited in accordance with the formulas set forth in Section 1073 of the Commonwealth of Pennsylvania’s Public School Code of 1949, as amended (hereinafter referred to as “Public School Code”), 24 P.S. §10-1073; and

WHEREAS, the Parties hereto warrant and represent that the value of the severance compensation to the Superintendent falls within said applicable legal limit; and

WHEREAS, the School District and the Superintendent also mutually desire to resolve and settle any and all issues and potential issues or claims between them including, but not limited to, any and all differences arising from or in any way connected with the Superintendent’s employment with the School District;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, it is agreed by and between the School District and the Superintendent that these matters shall be settled and compromised on the following terms and conditions:

1. **Incorporation of Recitals.** The recitals set forth above are incorporated herein by this reference as if fully set forth herein.

2. **Separation Date.** The Superintendent’s employment as Superintendent of the School District will end effective the end of the day on July 31, 2024 (“Separation Date”). The Board may relieve the Superintendent of day-to-day administrative duties prior to July 31, 2024 in the event that a successor superintendent is available to perform the duties of the office prior to the Separation Date, but in no way would such occurrence alter the Separation Date as the Superintendent’s final day of employment.

3. **Termination of Employment by Mutual Consent.** The Superintendent shall receive all compensation, including his full salary and benefits as set forth in his Employment Contract and this Agreement through the Separation Date and beyond the Separation Date in the case of earned post-retirement benefits. Nothing in this Agreement should be read to, or is intended to, reduce or alter post-retirement benefits provided for in the Employment Agreement that have been earned by the Superintendent via his employment with School District through the Separation Date, all of which shall be retained by the Superintendent as set forth in the Employment Contract as if the Separation Date were the Superintendent's date of retirement. After the Separation Date, the Superintendent shall accrue no additional compensation or entitlement to additional benefits except as set forth in this Agreement or included as a post-retirement benefit in the Employment Contract.

4. **Payment for Unused Vacation Leave.** In accordance with the section on Vacation Leave in the Employment Contract, the School District shall pay the Superintendent the amount of Seventy-Two Thousand One Hundred Seventy-Two Dollars and Sixty-Two Cents (\$72,172.62), which is payment, at his current per diem rate of pay, for seventy-eight (78) days of unused vacation leave. This amount shall be reduced by Nine Hundred Twenty-Five Dollars and Twenty-Nine Cents (\$925.29) for each day of Vacation Leave the Superintendent uses between the date of this Agreement and the Separation Date. The payment required to be paid to the Superintendent under this Paragraph 4 shall be paid as set forth at Paragraph 7 below. The Parties agree that the Superintendent shall not be granted any additional vacation days for the 2024-2025 Contract Year.

5. **Payment for Unused Sick Leave.** In accordance with the section on Sick Leave in the Employment Contract, the School District shall pay the Superintendent the amount of Forty Thousand Nine Hundred Fifty Dollars (\$40,950.00), which is payment, at the rate of Five Hundred Twenty-Five Dollars (\$525.00), for seventy-eight (78) days of unused accumulated sick leave. This amount shall be reduced by Five Hundred Twenty-Five Dollars (\$525.00) for each day of Sick Leave the Superintendent uses between the date of this Agreement and the Separation Date. The payment required to be paid to the Superintendent under this Paragraph 5 shall be paid as set forth at Paragraph 7 below. The Parties agree that the Superintendent shall not be granted any additional sick days for the 2024-2025 Contract Year.

6. **Severance Payment.** In addition to the payments for unused leave as set forth in Paragraph 4 and Paragraph 5, the School District shall pay the Superintendent a severance payment in the amount of Two Hundred Forty-One Thousand, Five Hundred Dollars (\$241,500.00). The payment required to be paid to the Superintendent under this Paragraph 6 shall be paid as set forth in Paragraph 7 below.

7. **Timing and Nature of Payments.** The School District shall pay the Superintendent the payments set forth at Paragraphs 4 through 6, above, as follows:

a. A lump sum payment in the amount of One Hundred Ten Thousand Dollars (\$110,000.00) within fourteen (14) days of the Separation Date.

b. A lump sum payment in the amount of One Hundred Forty-Five Thousand Dollars (\$145,000.00) on January 15, 2025.

c. A final lump sum payment for all of the remaining amount due pursuant to this Agreement on June 30, 2025.

d. Each of the payments set forth in this Paragraph 7 may be paid to the superintendent directly, paid as a non-elective employer contribution to the Superintendent's 403(b) retirement program, paid into another tax-deferred account of the Superintendent, or divided between these options, all at the Superintendent's election, which election the Superintendent shall notify the Chief Financial Officer of the School District no less than thirty (30) days prior to the scheduled payment. Should the Superintendent fail to provide notice of his election to the Chief Financial Officer of the School District, the payments shall be made directly to the Superintendent. In any event, the School District shall withhold appropriate federal, state, and local taxes from each of the payments set forth in this Paragraph 7.

8. **Attendance at Meetings of the Board.** The Parties agree that the Superintendent shall not attend meetings of the Board, including meetings of Board Committees, after the date of this Agreement. The Superintendent may appoint an Assistant Superintendent or other senior administrator of the School District to attend meetings of the School Board to represent the administration of the school district.

9. **Return of School District Property and Retrieval of Personal Property.** The Superintendent shall return to the School District's Chief Financial Officer all keys, School District credit cards, and equipment belonging to the School District that are in his possession on or before the Separation Date. The terms of the Employment Contract concerning return of school district equipment survive this Agreement and are herein incorporated such that the Superintendent shall retain the right to purchase the Superintendent's cellular telephone, laptop computer and other technological devices from the School District pursuant to the terms of the Employment Contract.

10. **Per Diem Payments.** In the event that the Superintendent is called upon by the School District, or is obligated by any action of any court of law, to perform services on behalf of the School District, the Superintendent shall be compensated for each day of said service in the amount of Nine Hundred Twenty-Five Dollars and Twenty-Nine Cents (\$925.29).

11. **Section 409A Compliance.** This Agreement and its operation are intended to comply with all applicable law, including Section 409A of the Internal Revenue Code. The School District and the Superintendent intend that this Agreement shall be administered, interpreted and construed in a manner consistent with Section 409A of the Internal Revenue Code and the Treasury

regulations and guidance relating thereto so as not to subject the Superintendent to the payment of tax, interest and any tax penalty which may be imposed under Section 409A. To the extent that any payment or benefits pursuant to this Agreement is deemed to be deferred compensation subject to the requirements of Section 409A of the Internal Revenue Code, this Agreement shall be administered and interpreted in such a manner consistent with such intent and which complies with Internal Revenue Code Section 409A. For purposes of Section 409A, each payment provided under this Agreement shall be treated as a separate payment. The School District and the Superintendent shall cooperate to amend this Agreement as necessary to comply with the requirements of Section 409A of the Internal Revenue Code and preserve to the maximum extent possible the economic value of the relevant payments or benefits to the Superintendent under this Agreement.

12. **Mutual Releases.** In consideration of the promises and benefits extended by the School District to the Superintendent under the terms of this Agreement, and the promises and benefits extended by the Superintendent to the School District under this Agreement, The Superintendent and the School District expressly agree as follows:

a. The Superintendent knowingly and voluntarily releases and forever discharges the School District, and its successors and assigns, officers and directors, administrators, employees, insurance companies and attorneys, past and present, (collectively referred to throughout the remainder of this Agreement as “School District Released Party(ies)”), from any and all claims, demands, liabilities, causes of actions, damages, losses and expenses of every nature and kind whatsoever, known or unknown, which The Superintendent has or may have against the School District arising on or before the date of execution of this Agreement, out of or in connection with his employment by the School District, including but not limited to wrongful discharge, violation of his rights pursuant to the Civil Rights Act (42 U.S.C. §1983) or any other federal or state statute or regulation relating to civil rights, employment, or employment discrimination including but not limited to the Age Discrimination in Employment Act; the Family Medical Leave Act, the Americans with Disabilities Act; and the Pennsylvania Human Relations Act (all of the above collectively referred to as “Claims”). The Superintendent specifically agrees that the consideration given to him under this Agreement constitutes full relief for any and all Claims prior to the date of the execution of this Agreement he may have against the School District Released Parties, and waives the right to any further recovery of any other damages, costs, fees, or wages.

b. The School District, for itself and members of the Board of School Directors acting in their official capacities, and its successors and assigns knowingly and voluntarily releases and forever discharges the Superintendent and his heirs and assigns, collectively and individually, (“Superintendent Released Party(ies)”) from any and all claims, demands, liabilities, causes of action, damages, losses and expenses of every nature and kind whatsoever, known or unknown, which the School District has or may have against The Superintendent arising on or before the date of the execution of this Agreement, out of or in connection with The Superintendent’s employment by the School District, including but not limited to any federal or state statute or regulation relating to his employment, labor relations, wages or benefits (all of the above collectively referred to as “Claims”). The School District specifically agrees that the consideration

given to it under this Agreement constitutes full relief for any and all Claims it may have against Superintendent Released Parties and waives the right to any recovery of any other damages, costs, fees, or wages.

c. The Superintendent and the School District each expressly acknowledges that the mutual releases under this Agreement are intended to include in their effect, without limitation, not only claims that are known, anticipated, or disclosed, but also claims that are unknown, unanticipated and undisclosed, but which may nevertheless exist as of the date of this Agreement. The Superintendent and the School District each expressly waives any right to assert, after the execution of this Agreement, that any claim that existed on or prior to the effective date of this Agreement, through ignorance or oversight, or any other reason, has been omitted from the scope of this Agreement.

13. **Covenant Not to Sue.** The Superintendent agrees that he will not bring any civil action, suit, grievance, claim or administrative complaint against the School District or its officers, and directors, administrators and employees, collectively or individually, or contest the validity of this Agreement or attempt to negate it. The School District likewise agrees that it will not bring any civil action, suit, grievance, claim or administrative complaint against the Superintendent or his heirs and assigns, collectively or individually, or contest the validity of this Agreement or attempt to negate it. If either party files such a suit in violation of this Paragraph 13, it shall pay to the other applicable Released Party(ies) all attorneys' fees, costs and expenses incurred by the Released Party(ies) in defending themselves. Nothing in this Paragraph is intended to prevent either party from bringing an action to enforce the provisions of this Agreement.

14. **Acknowledgement of No Wrongdoing.** The School District acknowledges and certifies that there are no investigations or adverse employment actions against the Superintendent including, but not limited to, unsatisfactory evaluations, investigation reports, or negative documentation of any kind regarding the Superintendent and his performance as Superintendent of the School District. The School District further agrees that the Superintendent has not acted wrongfully to the best of the Board's knowledge, and states it does not intend to initiate any investigation of the Superintendent as of the date of this Agreement. The Superintendent acknowledges and agrees that the School District has not acted wrongfully so as to give the Superintendent a valid cause of action or claim against the School District in any manner whatsoever. Nothing in this Agreement shall in any way be construed or constitute any admission of wrongdoing or liability by the School District. Nothing in this Agreement shall in any way be construed or constitute any admission of wrongdoing or liability by the Superintendent.

15. **Obligation to Defend, Hold Harmless, and Indemnify the Superintendent.** The School District shall continue to defend, hold harmless and indemnify the Superintendent and his heirs from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his individual capacity as Superintendent and/or in his official capacity, as permitted by Pennsylvania law. The School District shall not take any action to interfere with or object to coverage by any insurer of the School District providing coverage to the Superintendent for any claims arising out of or allegedly arising out of his employment with the School District.

In no case shall individual Board members be considered personally liable for indemnifying the Superintendent against any such demands, suits, actions, and legal proceedings. The obligations of this Paragraph shall survive the termination of the Superintendent 's employment with the School District.

16. **Miscellaneous.**

- a. Except as otherwise provided for herein, the terms of this Agreement shall prevail if there is any conflict between it and the terms of the Employment Contract.
- b. Nothing in this Agreement is intended to or does prevent either party from bringing an action to enforce the provisions of this Agreement.
- c. The School District agrees to defend this Agreement in court if challenged by a third party, at its sole cost.
- d. In the event of the Superintendent 's death prior to the expiration of any period described herein, any benefit otherwise payable to him under this Agreement, shall be made to his surviving spouse or, if the Superintendent does not leave a surviving spouse, to his estate.

17. **Governing Law.** This Agreement shall be construed in accordance with and be governed by the laws of the Commonwealth of Pennsylvania.

18. **Modifications.** This Agreement sets forth the entire understanding of the Parties and cannot be amended or modified, except in writing signed by the Superintendent and an agent of the School District specifically authorized to sign on behalf of the School District in this matter.

19. **Integration Clause.** The School District and the Superintendent expressly acknowledge and confirm that: (1) the only consideration for signing this Agreement are the terms and provisions stated herein; and (2) no other promise or agreement of any kind, save those set forth in this Agreement, has been made by any person or entity whatsoever to cause the parties to sign this Agreement.

20. **Consultation with Counsel.** The Parties each acknowledge that they were given an opportunity to be represented by legal counsel skilled in this area of the law and that they were so represented.

21. **Counterparts.** If two or more counterparts of this Agreement are executed all such counterparts shall collectively constitute the same instrument.

22. **Headings.** The headings of this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation thereof.

23. **Construction.** The normal principle of contract construction whereby all ambiguities are to be construed against the drafter shall not be employed in the interpretation and construction of this Agreement.

24. **Severability.** If any provision of this Agreement is or shall be declared invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall not be affected thereby and shall remain in full force and effect. If any provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, the court may modify the provision in order to bring it into compliance with the applicable law.

25. **Board Certification.** The Board certifies that it has complied with all procedures and/or requirements imposed on it by its policies, regulations and/or operating procedures and otherwise required by law, necessary to enter into this Agreement, and that its signatory has authority to execute this Agreement on behalf of the School District.

IN WITNESS WHEREOF, and intending to be legally bound hereby, each of the Parties hereto has executed this Agreement as of the dates set forth below.

East Stroudsburg Area School District:

Michael Catrillo,
President, Board of School Directors

Date

ATTEST: _____
Patricia Rosado,
Secretary, Board of School Directors

Date

William Riker:

William Riker, Superintendent

Date

AFFILIATION AGREEMENT FOR A STUDENT TEACHING SITE

THIS AGREEMENT is made on the 20th day of MAY, 2024, by **ALBRIGHT COLLEGE** (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.

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.

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

School District: **EAST STROUDSBURG**

Authorized Signature

Date

Printed Name

Title

The University: **ALBRIGHT COLLEGE**



Authorized Signature

May 7, 2024

Date

Casandra R. Belizaire

Printed Name

Manager of Education Programs

Title

AFFILIATION AGREEMENT FOR A STUDENT TEACHING SITE

THIS AGREEMENT is made on the 20th day of MAY, 2024, by **EASTERN 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.

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- 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.

III. MUTUAL TERMS AND CONDITIONS

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- 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.

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

School District: **EAST STROUDSBURG SCHOOL DISTRICT**

Authorized Signature

Date

Printed Name

Title

The University: **EASTERN UNIVERSITY**



Authorized Signature

05/06/2024

Date

Rebecca Richard

Printed Name

Director of Student Teaching

Title

NORTHAMPTON COMMUNITY COLLEGE

AGREEMENT OF AFFILIATION

This agreement entered into on the ____ day of *Month & Year*, between Northampton Community College, 3835 Green Pond Road, Bethlehem, PA 18020 (hereinafter the "College") and *Name and Address of Partner School* (hereinafter the "Agency"), shall govern the use of the facilities of the Agency by the faculty and students enrolled in the College's Teacher Education Program.

WHEREAS, the College's Teacher Education Program seeks to use the facilities of the Agency for learning experiences for those students in such programs and requests the Agency to offer those facilities in use; and

WHEREAS, the Agency is willing to offer those facilities for such learning experiences for the College's students; and

WHEREAS, it is to the mutual benefit of the parties hereto to plan cooperatively for the administration and organization of the College's programs with respect to the Agency.

NOW, THEREFORE, it is agreed as follows:

RESPONSIBILITIES OF THE COLLEGE

The College shall arrange for the attendance of individuals or organized instruction groups for observation, fieldwork experience and/or internship in the Agency for periods of time and in a manner, as mutually agreed upon by the College and Agency. Changes in schedules or assignments shall be submitted by the College to the Agency, as soon as possible, so that appropriate alternative plans can be made.

The College shall prepare the student through classroom instruction and laboratory practice for

any/all observation, fieldwork experience and/or internship at the Agency, in accordance with nationally accepted Teacher Education standards.

The College agrees to remove a student from assignment at the request of the Agency, after it has been determined by the Agency and the College that such removal is in the best interest of the Agency. The Agency shall have the right at any time to take whatever action it deems necessary, including the barring of a student or faculty member from its premises, to ensure the safety and welfare of its children and families and to maintain the operation of its facilities free from disruption.

The College shall ensure that any faculty member participating at the Agency have PA State Police, FBI criminal background clearance and PA child abuse clearance.

All students will be required to have PA State Police, FBI criminal background clearance and PA child abuse clearance. ECE students will have a Health Assessment, TB Test and NSOR. Upon request, these clearances may be provided to the Agency.

Except as may be caused by action of the Agency, its employees, agents, affiliates, associates or officers, the College shall indemnify and hold harmless the Agency from any and all liabilities to third parties and losses, including counsel fees and other expenses, arising out of any claims, demands or suits against the Agency based upon any act or failure to act on the part of any student or faculty member assigned to or visiting the Agency. It is agreed that observation, fieldwork experience and/or internship shall be limited to only during that period when the faculty member or students is participating in the programs at the Agency and not while working (if applicable) for their own purposes.

The faculty educators of the College shall assume complete responsibility for the assignment, instruction and evaluation of the students assigned to the Agency for observation, fieldwork and/or internship assignments.

Orientation of the staff of the Agency to the College's program and planning conferences with the appropriate staff shall be arranged by the faculty of the College.

The College shall assume any and all obligations imposed by the Worker's Compensation Law of

the Commonwealth of Pennsylvania insofar as a member of its faculty may sustain injury or disability by reason of accident or occupational disease arising out of, or in the course of instruction by a member of the faculty.

Students will respect the confidential nature of all information which may be obtained during the course of their placement at the Agency.

RESPONSIBILITIES OF THE AGENCY

The Agency shall provide selected facilities for the observation, fieldwork experiences and/or internship. While the Agency may allow implementation of lesson plans to be rendered by students under the supervision of the fieldwork supervisor, overall responsibility for the child's/student's welfare lies with the Agency.

A general orientation to the philosophy, purposes and services of the Agency shall be provided to the College.

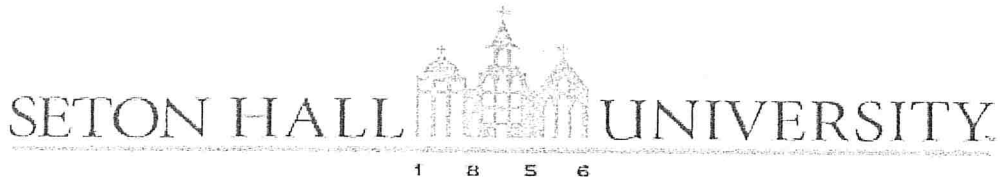
The College's faculty and students shall have access to the dining facilities of the Agency, if such facilities are available, but shall be individually responsible for the cost of meals. The Agency shall not assume responsibility for any compensation, medical, meal, travel or other incidental expenses incurred by students or faculty in connection with the College's Teacher Education Program.

JOINT RESPONSIBILITIES

The Directors of both the Agency and the College will communicate annually as needed to review and discuss any issues related to the program affiliation.

Information regarding major changes in the College's programs or the program or services of the Agency, which may affect the student's experience, shall be communicated to the other party as soon as possible.

Students (and faculty) shall be subject to the rules, regulations and policies of the department as



Affiliation Agreement

Seton Hall University

and

AGREEMENT made this _____ day of _____, 202____
between _____, located
at _____ (hereinafter the
"Site") and Seton Hall University, through its College of Human Development, Culture, and Media,
Department of Professional Psychology and Family Therapy, located at 400 South Orange Avenue,
South Orange, New Jersey 07079 (hereinafter the "University").

WHEREAS, the University offers graduate programs in counseling, psychology, and marriage
and family therapy and seeks to enter into an affiliation with the Site for purposes of providing clinical
experiences for University students in these degree programs; and

WHEREAS, the Site operates a facility at the above address and seeks to enter into an
affiliation with the University in order to provide the University's students an opportunity to obtain
clinical experience related to these programs (the "Practicum/Internship").

NOW THEREFORE, in consideration of the foregoing and the mutual promises and covenants
set forth herein, the parties agree as follows:

I. SITE RESPONSIBILITIES

1. Administrative Services and Support

The Site shall provide the following:

- a. Support. Administrative support including, but not limited to, resources and specific budgetary
resources for the Practicum/Internship as described herein.
- b. Orientation. Comprehensive orientation to the Site, including but not limited to, policies, philosophy,
procedures, protocols, rules and expectations.

- c. Role Models. Commitment to provide a variety of roles models that represent the diversity of professionals in the field. The Site will afford students the opportunity to interact with a diverse staff and client/patient population whenever feasible.

2. Supervision

The designated supervisor at the Site shall provide the following:

- a. Continuity. The supervisor shall be responsible for providing a continuity of supervision of the University's students and providing supervised activities and experiences as described herein. If the supervisor is no longer able to supervise or terminates his/her relationship with the Site, the Site administration is responsible for securing, in a timely manner, a supervisor who holds the credentials, training and experience required by the Practicum/Internship.
- b. Expertise. The supervisor shall be a clearly designated licensed or license-eligible professional appropriate to the degree program.
- c. Client welfare. The supervisor shall ensure that the Site personnel provide clinical direction and supervision to the students participating in the Practicum/Internship. Site personnel are responsible for all client/patient contact and patient care and all decisions regarding patient care. In the event of a difference of opinion concerning the care of a patient, the decision of Site personnel shall prevail and control all parties involved.
- d. Documentation. The supervisor shall monitor, verify or certify and approve the number of student hours and appropriate categories of client contact, based upon the student's documentation, to the Site and University.
- e. Disciplinary Actions. The supervisor will inform the student, Site administration, and Program Clinical Coordinator of potential disciplinary issues in a timely manner. The Ethical and Professional Guidelines of the respective accrediting bodies and Site and University policies and procedures shall serve as the bases for such issues.
- f. Evaluation. The supervisor shall provide evaluation(s) of each student at intervals specified by the degree program in which the student is enrolled.

3. Supervised Activities and Experiences

The Site shall provide supervised training activities/experiences that are:

- a. Integral to the regular performance of the Site's normal professional functions, duties and responsibilities.
- b. Affirming of, and demonstrating a high regard for, human dignity. Students shall not be required to participate in practices that restrict the exercise of civil or human rights of any person or which impair the quality and nature of professional training in psychology as defined by the respective accrediting entities.
- c. Continuous and sequenced in an organized manner and encompass a variety of presenting problems.

- d. Consistent with the fulfillment of minimum hours and categories of client/patient contact as required by the student's degree program.
- e. Facilitative of audio and videotaping of student interaction with clients, if appropriate to client welfare, and not prohibited by Site policy.
- f. Conducive to opportunities for research in applications of theory and practice, if possible and practical.
- g. Necessary to meet requirements established by state policy-making boards.
- h. No student shall be required to participate in any experience or activity that is contrary to the Catholic mission of the University.

4. Evaluation

- a. Each student will be evaluated according to clearly pre-defined criteria and a schedule as specified in a separate document provided by the University to the Site supervisor.
- b. Evaluations will be shared verbally with the student and provided in written form to the administration of the Site, the student and the Program Clinical Coordinator.

5. Data Security Requirements to Protect the Confidentiality of Student Education Records

- a. Protection of Confidential Data. The Site agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 CFR § 99.33 (a)(2)) and with the terms set forth below. 34 CFR 99.33 (a)(2) states that the officers, employees and agents of a party that receive education record information from the University may use the information, but only for the purposes for which the disclosure was made.
- b. Definition. Covered data and information (CDI) includes paper and electronic student education record information, including evaluations: 1) supplied by the University and/or the University's students to the Site or 2) created by the Site in connection with this Agreement between the parties.
- c. Acknowledgment of Access to CDI. The Site acknowledges that this Agreement allows the Site access to CDI.
- d. Prohibition on Unauthorized Use or Disclosure of CDI. The Site agrees to hold CDI in strict confidence. The Site shall not use or disclose CDI that it creates or is received from, or on behalf of, the University (or its students) except as permitted or required by this Agreement, as required by law, or as otherwise authorized in writing by the University. The Site agrees not to use CDI for any purpose other than the purpose for which the disclosure or creation was made.
- e. Return of CDI. Upon termination, cancellation, expiration or other conclusion of this Agreement, the Site shall return all CDI to the University or, if the CDI was provided by a student, the Site shall return the CDI to the student.
- f. Maintenance of the Security of Electronic Information. The Site shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI

received from, or on behalf of the University or its students, or created by the Site. These measures will be extended by contract to all subcontractors used by the Site and shall survive the termination or expiration of this Agreement.

- g. Remedies. If the University reasonably determines in good faith that the Site has materially breached any of its obligations under this Data Security Section, the University, in its sole discretion, shall have the right to terminate this Agreement immediately if cure is not possible.
- h. Reporting of Unauthorized Disclosures or Misuse of Covered Data and Information. The Site shall, within one (1) day of discovery, report to the University any use or disclosure of CDI not authorized by this Agreement or in writing by the University. The Site's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what the Site has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure and (v) what corrective action the Site has taken or shall take to prevent future similar unauthorized use or disclosure. The Site shall provide such other information, including a written report, as reasonably requested by the University.
- i. Indemnity. Notwithstanding anything to the contrary in this Agreement, the Site shall defend and hold the University harmless from all claims, liabilities, damages, or judgments involving a third party, including the University's costs and attorney fees, which arise as a result of the Site's failure to meet any of its obligations under this Data Security Section.

6. Insurance

- a. Throughout the term of this Agreement, the Site agrees to provide and maintain general liability insurance coverage in the minimum amounts of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate, per year, and licensed professional liability insurance coverage in the minimum amounts of one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in the aggregate, per year, for its own employees, staff and volunteers participating in the Program. The Site shall provide the University with evidence of such coverage upon request. The Site further agrees to include and list the University as an additional insured and shall not cancel said policies of insurance without providing the University thirty (30) days advance written notice thereof. The insurance coverage provided to the University as an additional insured shall be primary and non-contributory.
- b. The Site shall comply with any and all requirements under applicable workers compensation laws with respect to coverage for Site employees in connection with their activities under this Agreement.

7. Representation and Warranty

- a. The Site represents and warrants to the University that the Site and its members, directors, officers, employees, Site supervisors and agents (collectively "Personnel") (i) are not listed on the General Services Administration's Excluded Parties List System ("GSA List"), and (ii) are not suspended or excluded from participation in any federal health care programs, as defined under 42 U.S.C. § 1320a-7b(f), or any form of state Medicaid program (collectively, "Government Payor Programs"), and to the Site's knowledge, there are no pending or threatened governmental investigations that may lead to suspension or exclusion of Site or Personnel from Government Payor Programs or may be cause for listing on the GSA List.
- b. The Site shall inform the University if: (i) a claim or suit is brought against the Site supervisor for

alleged malpractice or professional liability; (ii) the Site supervisor's license has been suspended, revoked or placed on probation by a licensing board, board of examiners or any other governmental entity that regulates their profession; or (iii) the Site supervisor is convicted of a misdemeanor or felony.

- c. The Site agrees to notify the University of any suspension or exclusion from Government Payor Programs under Section 7.a. above or any allegation or action in connection with the Site supervisor under Section 7.b. above, within three (3) business days of the Site's first learning of it. The University shall have the right to immediately terminate this Agreement upon learning of any such suspension or exclusion.

8. Complaint Procedure

- a. It is the responsibility of the Site to provide and maintain a safe environment for students and any University faculty at the Site and to establish procedures by which University students or University faculty at the Site may report inappropriate actions occurring at the Site, including but not limited to claims of discrimination, sexual harassment, sexual misconduct, retaliation and/or whistleblowing. The Site shall take prompt and effective steps to investigate, eliminate and prevent both recurrence of any inappropriate actions and any retaliation against anyone involved in the review of any such claims. The Site shall keep the University apprised of its investigation and findings so that University can evaluate the actions taken in order to determine the University's course of action.

II. UNIVERSITY RESPONSIBILITIES

1. Administrative services and support

The University shall provide the following:

- a. Support. Appropriate administrative support for the Practicum/Internship as described herein.
- b. Orientation. General orientation to the Site supervisor regarding the degree program, its requirements, objectives and the purpose and nature of the Practicum/Internship experience, including but not limited to policies, philosophy, procedures, protocols, rules and expectations.

2. Supervision

The designated Program Clinical Coordinator (hereinafter "Coordinator") shall provide the following:

- a. Continuity. The Coordinator shall monitor supervision and supervised experiences by communicating with the Site supervisor and other relevant Site personnel and serving as the liaison among the Site supervisor, the University, the student(s) and the course instructor of the Practicum/Internship (if different from the Coordinator).
- b. Expertise. The Coordinator shall be a licensed or license-eligible professional appropriate to the degree program.
- c. Client contact. The Coordinator may recommend to the Site supervisor, appropriate categories of client contact.
- d. Documentation. The Coordinator shall maintain records of the number of each student's hours and categories of client contact, based upon each student's documentation, available to the Site and

University.

- e. Disciplinary Actions. The Coordinator will address disciplinary issues raised by either party to this Agreement. The Ethical and Professional Guidelines of the respective accrediting bodies and Site and University policies and procedures shall serve as the bases for such issues as well as University and Program policies.
- f. It is understood by the parties that the University will not be required to provide any on-Site supervision.

3. Insurance

- a. Throughout the term of this Agreement, the University agrees to provide and maintain general liability insurance coverage in the minimum amounts of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate, per year, and licensed professional liability insurance coverage for each student and faculty member participating in the required curriculum activities of the Practicum/Internship at the Site in the minimum amounts of one million dollars (\$1,000,000.00) per occurrence and one million dollars (\$1,000,000.00) in the aggregate, per year. The University shall provide the Site with evidence of such coverage upon request.
- b. The University shall comply with any and all requirements under the Workers Compensation laws of the State of New Jersey with respect to coverage for University employees in connection with their activities under this Agreement.

III. INDEMNIFICATION

- 1. University agrees to defend, indemnify and hold harmless the Site, its directors, trustees, officers, employees and agents from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of negligent acts or omissions of the University and/or its regents, trustees, officers, employees, students or agents in connection with their responsibilities under this Agreement.
- 2. In addition to its indemnity responsibilities in connection with data security under Section I.5, the Site agrees to defend, indemnify and hold harmless the University, its regents, trustees, officers, employees, students and agents from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of conditions existing at the Site or the negligent acts or omissions of the Site and/or its directors, trustees, officers, employees or agents in connection with their responsibilities under this Agreement. If the University incurs any expenses, including but not limited to attorneys' fees, in connection with enforcing the Site's obligation to defend, indemnify and/or hold the University and/or its students harmless, the Site agrees to reimburse the University for any and all such expenses.
- 3. Each party agrees that it shall give the other party prompt written notice of any claim, threatened or made, or suit instituted against it which could result in a claim for indemnification above.
- 4. Both parties agree that in the event that indemnification is sought under this provision, the party seeking indemnification shall furnish the indemnifying party, upon request, all information and assistance available to the indemnified party for defense against any such claim, suit or demand.

IV. JOINT RESPONSIBILITIES

1. It is mutually agreed and understood that nothing in this Agreement implies an employee/employer relationship between University instructors or students and the Site. The parties shall be independent contractors with respect to each other.
2. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Jersey.
3. The parties shall not discriminate on the basis of race, creed, color, religion, veteran's status, marital status, gender, pregnancy, age, national origin, ancestry, affectional or sexual orientation, disability, gender identity or expression, domestic partnership or civil union status, genetic information or membership in any other group protected by state or federal law.
4. All matters of material concern to the Site and University in connection with the Practicum/Internship and/or this Agreement shall be discussed by the parties as the need to do so arises.
5. All notices to the parties must be in writing, signed by the party giving it, and shall be deemed delivered when delivered in person or three (3) days after deposit in the United States mail, postage prepaid, addressed as follows:

University Representative

Bryan Crable, Ph.D.
Dean, College of Human Development, Culture, and Media
Dean's Suite, Jubilee Hall 4th floor
Seton Hall University
400 South Orange Avenue
South Orange, NJ 07079

Site Representative

Name & Title
Site
Address
City, State, Zip
Email

6. The term of this Agreement shall be from _____ until _____.
7. This Agreement may be terminated at any time by mutual consent of the parties or it may be terminated by either party upon thirty (30) days' written notice to the other party at the address provided above. In the event of a nonconsensual termination of this Agreement by either party, such termination shall not become effective until the students then involved in the Practicum/Internship have an opportunity to complete the current semester.

In witness hereto, the parties affix their signatures.

SETON HALL UNIVERSITY

SITE

By: _____
Erik Lillquist, J.D.
Interim Provost and Executive Vice President

By: _____

Print Name: _____

Date: _____

Date: _____

October 4, 2023

EAST STROUDSBURG SCHOOL DISTRICT

AND

EAST STROUDSBURG EDUCATIONAL SUPPORT PROFESSIONALS'
ASSOCIATION/PSEA-NEA

Memorandum of Understanding

The parties to this Agreement, the East Stroudsburg School District (hereinafter called the "District") and the East Stroudsburg Educational Support Professionals' Association/PSEA-NEA (hereinafter called the "Association") agrees to the following:

The Association agrees to Career Link student employees job shadowing our district employees under the following conditions:

- A. Start Date:** Determined by Career Link
- B. End Date:** Determined by Career Link but no later than Friday, August 23, 2024
- C. Hours:** Established by Career Link in conjunction with our available/assigned employment shift
- D. Pay Rate:** Any form of compensation is affiliated with Career Link
- E. Duties:** General work associated with preparing the school for the start of the new school year.
- F. Supervision:** The Association members will not be responsible for the supervision of Career Link student employees.

This Agreement shall not serve to reduce, replace, supplant nor affect the exclusivity of any bargaining unit work or positions.

This Agreement shall not set a precedent, constitute a past practice nor serve as a waiver of any Association Rights.

This Agreement shall terminate no later than close of the day Friday, August 23, 2024.

Stephen C. Zall 

3/13/24

East Stroudsburg School District

Date

Muam Biore

4-22-24

East Stroudsburg Educational Support Professionals' Association/PSEA NEA

Date



VOLUNTARY 11:00 a.m. - 7:30 p.m. CUSTODIAN POSITIONS Memorandum of Understanding

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

- A) The Association and District agree that 2 (two) itinerant custodians currently work the 11:00 a.m. - 7:30 p.m. shift as agreed upon in a prior Memorandum of Understanding. These hours were bargained specifically for itinerant custodians.
B) The Collective Bargaining Agreement does not currently have an 11:00 a.m. - 7:30 p.m. shift but in discussions with the district, the Association agreed to allow the district to request "volunteers" for the elementary buildings only to work an 11:00 a.m. - 7:30 p.m. shift.
C) This agreement would allow no more than three (3) "volunteers" in the bargaining unit in addition to the itinerant custodians to work the 11 a.m. - 7:30 p.m. shift at these schools. This would make for a total of five (5) members working the 1100 a.m. - 7:30 p.m. shift.
D) Any member volunteering on this shift will have first right of refusal to return to their prior shift and position previously held should it become available.
E) The 11:00 a.m. -7:30 p.m. hours are Monday through Friday with a second shift differential pay of \$.40 per hour.
F) This agreement can be reviewed for consideration in future negotiations between the Support Association and our School Board.

EAST STROUDSBURG AREA SCHOOL DISTRICT

Handwritten signature of Stephen C. Zall with initials SCZ

Handwritten date 4/22/24

Date: _____

EAST STROUDSBURG AREA EDUCATION SUPPORT PROFESSIONAL ASSOCIATION

Handwritten signature of Miam Dove

Handwritten date 4-22-24

Date: _____

**RESOLUTION IN SUPPORT OF CONSTITUTIONAL FUNDING OF PUBLIC
SCHOOLS AND OPPOSED TO PUBLIC FUNDING OF NON-PUBLIC SCHOOLS
BY THE BOARD OF DIRECTORS OF
THE EAST STROUDSBURG AREA SCHOOL DISTRICT**

WHEREAS on February 7, 2023 the Commonwealth Court of PA ruled that the General Assembly has failed to uphold its constitutional obligation to provide for “the maintenance and support of a thorough and efficient system of public education” because our current funding system deprives students in low income districts with the same opportunities afforded students in wealthier ones; and

WHEREAS the General Assembly has been mandated to ensure that “*all students* have access to a comprehensive, effective, and contemporary system of *public education*.”; and

WHEREAS the Basic Education Funding Commission (BEFC) was tasked with gathering input from stakeholders, analyzing and evaluating options and making recommendations for meeting the court ordered obligation; and

WHEREAS on January 11, 2024 the BEFC released both a majority report and a report from the minority with substantial overlap in their recommendations, including acknowledging the inadequacy of current education funding as well as support for: Cyber Charter reform, Career and Technical Education programs, facilities improvements, student mental health programs, addressing the teacher shortage, and early literacy programs, any and all of which could have significant impact on school budgets and student outcomes; and

WHEREAS both the ruling of the Commonwealth Court and ACT 51 of 2014, which created the BEFC, focused their mandates exclusively on public education funding; and

WHEREAS proposals have been put forward that use public funds to create scholarships for non-public schools with the stated intention of providing school choice opportunities for low-income students residing within the boundaries of low achieving schools; and

WHEREAS PA law already provides for public school choice opportunities in the form of charter schools; and

WHEREAS current proposals for non-public school scholarships allow for public funds to go to students that are neither low income nor residing within the boundaries of low achieving schools; and

WHEREAS a program already exists, in the form of the Educational Improvement Tax Credit (EITC)/ Opportunity Student Tax Scholarship (OSTC) that provides taxpayer supported scholarships for low and moderate income students to attend non-public schools; and

WHEREAS there have been no studies done to indicate whether students who receive public funds from the EITC/OSTS programs achieve better academic outcomes, and

WHEREAS current versions of the non-public school scholarship program provide for no meaningful reporting requirement or accountability for the academic progress of students who receive the scholarships, and

WHEREAS current versions of the non-public school scholarship program provide for additional funds for students with special needs, but do not require that those funds be used for special education services; and

WHEREAS any program that diverts public money away from public schools and into non-public schools would make the court ordered mandate for the fair funding of public schools more difficult to achieve.

THEREFORE, BE IT RESOLVED that the East Stroudsburg Area School District calls on Governor Shapiro and the General Assembly to work together to quickly enact legislation that builds upon the common ground provided in the two BCEF reports including specific adequacy funding targets and a timeline for implementation, and to forego discussion of any proposal that diverts additional public funds away from public education and into non-public schools until the court ordered mandate for fair funding has been met; and

BE IT FURTHER RESOLVED that the East Stroudsburg Area School District calls on the General Assembly to ensure that any program that has the effect of diverting public funds into non-public schools must have specific fiscal and academic reporting and accountability requirements, and only provides funds for the lowest income students located in the boundaries of low achieving public schools.

Adopted this 20th day of May, 2024.

Signed,

Richard Schlameuss, President

Patricia Rosado, Board Secretary

FINAL GENERAL FUND BUDGET

Fiscal Year 2024-2025

General Fund Budget Approval

Date of Adoption of the General Fund Budget:

President of the Board - Original Signature Required

Date

Secretary of the Board - Original Signature Required

Date

Chief School Administrator - Original Signature Required

Date

Peter T Bard

(570)424-8500 Extn : 10120

Contact Person

Telephone

Extension

peter-bard@esasd.net

Email Address

225

CERTIFICATION OF ESTIMATED ENDING FUND BALANCE FROM 2024-2025 GENERAL FUND BUDGET

24 PS 6-688

(10/2010)

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

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

Did you raise property taxes in SY 2024-2025 (compared to 2023-2024)?

Yes
No

If yes, see information below, taken from the 2024-2025 General Fund Budget.

Total Budgeted Expenditures	\$203584461
Ending Unassigned Fund Balance	\$5502739
Ending Unassigned Fund Balance as a percentage (%) of Total Budgeted Expenditures	2.70%

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

Yes
No

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

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

DUE DATE: AUGUST 15, 2024

<u>Val Number</u>	<u>Description</u>	<u>Justification</u>
1010	Budget Approval Date is required before submission on Contact Screen and cannot be a future date.	
1550	Tax Data: The difference between (a) Assessed Value Exclusion per Homestead multiplied by (b) number of Approved Homesteads/Farmsteads multiplied by real estate tax rate and (c) Approximate Dollar Value of Homestead Exclusions should be within 2% of (c) Approximate Dollar Value of Homestead Exclusions. (A x B x TR) - C: \$1,088,429.78 C x 2%: \$131,583.56	We are going to do the calculations before the June adoptions. Waiting for the information from the counties assessment office.
8060	Ending Fund Balance Entry and Budgetary Reserve: If 5900 Budgetary Reserve is not equal to 0, a justification must be entered below.	Budgetary reserve is set for potential expenditures that exist in particular for special education.
8080	Ending Fund Balance Entry and Budgetary Reserve: If 0850 Estimated Ending Unassigned Fund Balance is not equal to 0, a justification must be entered below.	Budgetary reserves are set for future expenses that may arise that the board may offset tax increases with their fund balance.
8150	Ending Fund Balance Entry and Budgetary Reserve: If 0830 Committed Fund Balance is not equal to 0, a justification must be entered below.	Budgetary reserves are set for future expenses that may arise that the board may offset tax increases with their fund balance.
8160	Ending Fund Balance Entry and Budgetary Reserve: If 0840 Assigned Fund Balance is not equal to 0, a justification must be entered below.	Budgetary reserves are set for future expenses that may arise that the board may offset tax increases with their fund balance.

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<u>ITEM</u>	<u>AMOUNTS</u>
Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year	
0810 Nonspendable Fund Balance	783,115
0820 Restricted Fund Balance	
0830 Committed Fund Balance	24,000,000
0840 Assigned Fund Balance	23,498,602
0850 Unassigned Fund Balance	2,985,911
Total Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year	<u>\$50,484,513</u>
Estimated Revenues And Other Financing Sources	
6000 Revenue from Local Sources	108,120,560
7000 Revenue from State Sources	69,153,442
8000 Revenue from Federal Sources	9,792,091
9000 Other Financing Sources	50,000
Total Estimated Revenues And Other Financing Sources	<u>\$187,116,093</u>
Total Estimated Fund Balance, Revenues, and Other Financing Sources Available for Appropriation	<u>\$237,600,606</u>

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	<u>Amount</u>
REVENUE FROM LOCAL SOURCES	
6111 Current Real Estate Taxes	89,227,053
6112 Interim Real Estate Taxes	64,000
6113 Public Utility Realty Taxes	100,000
6114 Payments in Lieu of Current Taxes - State / Local	115,000
6140 Current Act 511 Taxes - Flat Rate Assessments	75,000
6150 Current Act 511 Taxes - Proportional Assessments	5,500,000
6400 Delinquencies on Taxes Levied / Assessed by the LEA	10,000,000
6500 Earnings on Investments	1,500,000
6700 Revenues from LEA Activities	27,000
6800 Revenues from Intermediary Sources / Pass-Through Funds	1,227,507
6910 Rentals	35,000
6940 Tuition from Patrons	15,000
6980 Revenue from Community Services Activities	130,000
6990 Refunds and Other Miscellaneous Revenue	105,000
	\$108,120,560
REVENUE FROM STATE SOURCES	
7111 Basic Education Funding-Formula	28,807,621
7112 Basic Education Funding-Social Security	3,256,740
7160 Tuition for Orphans Subsidy	800,000
7271 Special Education funds for School-Aged Pupils	6,249,090
7311 Pupil Transportation Subsidy	2,500,000
7312 Nonpublic and Charter School Pupil Transportation Subsidy	100,000
7320 Rental and Sinking Fund Payments / Building Reimbursement Subsidy	1,462,055
7330 Health Services (Medical, Dental, Nurse, Act 25)	150,000
7340 State Property Tax Reduction Allocation	6,579,178
7505 Ready to Learn Block Grant	1,248,758
7820 State Share of Retirement Contributions	18,000,000
	\$69,153,442
REVENUE FROM FEDERAL SOURCES	
8110 Payments for Federally Impacted Areas	625,000
8514 Title I - Improving the Academic Achievement of the Disadvantaged	2,158,362
8515 Title II - Preparing, Training, and Recruiting High Quality Teachers and Principals	246,917
8516 Title III - Language Instruction for English Learners and Immigrant Students	25,826

	<u>Amount</u>
REVENUE FROM FEDERAL SOURCES	
8517 Title IV - 21st Century Schools	143,486
8732 ARRA - Qualified School Construction Bonds (QSCB)	55,000
8733 ARRA - Qualified Zone Academy Bonds (QZAB)	12,500
8744 ARP ESSER - Elementary and Secondary School Emergency Relief Fund	5,000,000
8751 ARP ESSER Learning Loss	100,000
8753 ARP ESSER Afterschool Programs	50,000
8810 School-Based Access Medicaid Reimbursement Program (SBAP) Reimbursements (Access)	1,250,000
8820 Medical Assistance Reimbursement for Administrative Claiming (Quarterly) Program	125,000
REVENUE FROM FEDERAL SOURCES	\$9,792,091
OTHER FINANCING SOURCES	
9400 Sale of or Compensation for Loss of Fixed Assets	50,000
OTHER FINANCING SOURCES	\$50,000
TOTAL ESTIMATED REVENUES AND OTHER SOURCES	187,116,093

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Act 1 Index (current): 7.6%

Calculation Method:

Number of Decimals For Tax Rate Calculation: 2

Approx. Tax Revenue from RE Taxes: \$89,240,876

Amount of Tax Relief for Homestead Exclusions \$6,579,178

Total Approx. Tax Revenue: \$95,820,054

Approx. Tax Levy for Tax Rate Calculation: \$104,963,879

Section 672.1 Method Choice: (a)(1)

Monroe Pike Total

2023-24 Data

a. Assessed Value \$2,608,545,206 \$194,696,490 \$2,803,241,696
 b. Real Estate Mills 30.7900 128.5200

I. 2024-25 Data

c. 2022 STEB Market Value \$2,589,671,375 \$797,076,234 \$3,386,747,609
 d. Assessed Value \$2,564,605,970 \$194,489,560 \$2,759,095,530
 e. Assessed Value of New Constr/ Renov \$0 \$0 \$0

2023-24 Calculations

f. 2023-24 Tax Levy (a * b) \$80,317,107 \$25,022,393 \$105,339,500

2024-25 Calculations

g. Percent of Total Market Value 76.46485% 23.53515% 100.00000%
 h. Rebalanced 2023-24 Tax Levy (f Total * g) \$80,547,691 \$24,791,809 \$105,339,500

II. Base Mills Subject to Index

i. Base Mills Subject to Index (h / a * 1000) if no reassessment (h / (d-e) * 1000) if reassessment 30.8783 128.5200

Calculation of Tax Rates and Levies Generated

j. Weighted Avg. Collection Percentage 90.00000% 93.00000% 90.70605%
 k. Tax Levy Needed (Approx. Tax Levy * g) \$80,260,473 \$24,703,406 \$104,963,879

I. 2024-25 Real Estate Tax Rate

(k / d * 1000) 31.2900 127.0100 \$104,948,640

III. Tax Levy Generated by Mills

(l / 1000 * d) \$80,246,521 \$24,702,119 \$98,369,462

n. Tax Levy minus Tax Relief for Homestead Exclusions

(m - Amount of Tax Relief for Homestead Exclusions) \$89,227,053

o. Net Tax Revenue Generated By Mills

(n * Est. Pct. Collection) \$89,227,053

Act 1 Index (current): 7.6%

Calculation Method:

Number of Decimals For Tax Rate Calculation: 2

Approx. Tax Revenue from RE Taxes: \$89,240,876

Amount of Tax Relief for Homestead Exclusions: \$6,579,178

Total Approx. Tax Revenue: \$95,820,054

Approx. Tax Levy for Tax Rate Calculation: \$104,963,879

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

	Monroe	Pike	Total
IV. Index Maximums			
p. Maximum Mills Based On Index (t * (1 + Index))	33.2250	138.2875	
q. Mills In Excess of Index (if (l > p), (l - p))	0.0000	0.0000	
r. Maximum Tax Levy Based On Index (p / 1000 * d)	\$85,209,033	\$26,895,475	\$112,104,508
s. Millage Rate within Index? (if l > p Then No)	Yes	Yes	
t. Tax Levy In Excess of Index (if (m > r), (m - r))	\$0	\$0	\$0
u. Tax Revenue In Excess of Index (t * Est. Pct. Collection)	\$0	\$0	\$0

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Information Related to Property Tax Relief

V. Assessed Value Exclusion per Homestead	\$18,327.00	\$4,388.00	
Number of Homestead/Farmstead Properties	6877	2776	9653
Median Assessed Value of Homestead Properties			\$138,110

Act 1 Index (current): 7.6%

Calculation Method:

Number of Decimals For Tax Rate Calculation: 2

Approx. Tax Revenue from RE Taxes:

Amount of Tax Relief for Homestead Exclusions

Total Approx. Tax Revenue:

Approx. Tax Levy for Tax Rate Calculation:

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

\$89,240,876
\$6,579,178
 \$95,820,054
 \$104,963,879

Monroe Pike Total

State Property Tax Reduction Allocation used for: Homestead Exclusions

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

Amount of Tax Relief from State/Local Sources

\$6,579,178	Lowering RE Tax Rate	\$0	\$6,579,178
\$0		\$0	\$0
			\$6,579,178

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CODE

6111 Current Real Estate Taxes

County Name	Taxable Assessed Value	Real Estate Mills	Tax Levy Generated by Mills	Amount of Tax Relief for Homestead Exclusions	Tax Levy Minus Homestead Exclusions	Percent Collected	Net Tax Revenue Generated By Mills
Monroe	2,564,605,970	31.2900	80,246,521			90.000000%	
Pike	194,489,560	127.0100	24,702,119			93.000000%	
Totals:	2,759,095,530		104,948,640	6,579,178	98,369,462	90.70605%	89,227,053

	Rate	Add'l Rate (if appl.)	Tax Levy	Estimated Revenue
6120 <u>Current Per Capita Taxes, Section 679</u>	\$0.00			0
6140 <u>Current Act 511 Taxes - Flat Rate Assessments</u>				
6141 Current Act 511 Per Capita Taxes	\$0.00	\$0.00	0	0
6142 Current Act 511 Occupation Taxes - Flat Rate	\$0.00	\$0.00	0	0
6143 Current Act 511 Local Services Taxes	\$10.00	\$0.00	75,000	75,000
6144 Current Act 511 Trailer Taxes	\$0.00	\$0.00	0	0
6145 Current Act 511 Business Privilege Taxes - Flat Rate	\$0.00	\$0.00	0	0
6146 Current Act 511 Mechanical Device Taxes - Flat Rate	\$0.00	\$0.00	0	0
6149 Current Act 511 Taxes, Other Flat Rate Assessments	\$0.00	\$0.00	0	0
Total Current Act 511 Taxes - Flat Rate Assessments			75,000	75,000

	Rate	Add'l Rate (if appl.)	Tax Levy	Estimated Revenue
6150 <u>Current Act 511 Taxes - Proportional Assessments</u>				
6151 Current Act 511 Earned Income Taxes	0.500%	0.000%	4,300,000	4,300,000
6152 Current Act 511 Occupation Taxes	0.000	0.000	0	0
6153 Current Act 511 Real Estate Transfer Taxes	0.500%	0.000%	1,200,000	1,200,000
6154 Current Act 511 Amusement Taxes	0.000%	0.000%	0	0
6155 Current Act 511 Business Privilege Taxes	0.000	0.000	0	0
6156 Current Act 511 Mechanical Device Taxes - Percentage	0.000%	0.000%	0	0
6157 Current Act 511 Mercantile Taxes	0.000	0.000	0	0
6159 Current Act 511 Taxes, Other Proportional Assessments	0	0	0	0
Total Current Act 511 Taxes - Proportional Assessments			5,500,000	5,500,000

	Act 511 Tax Limit	Market Value	Mills	(511 Limit)
Total Act 511, Current Taxes	3,386,747,609	3,386,747,609	12	40,640,971

Tax Function	Description	Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index	Index	Additional Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index
		2023-24 (Rebalanced)	2024-25				2023-24 (Rebalanced)	2024-25		
6111	<u>Current Real Estate Taxes</u>									
	Monroe	30.8783	31.2900	1.34%	Yes	7.6%				
	Pike	128.5200	127.0100	-1.16%	Yes	7.6%				
	<u>Current Act 511 Taxes – Flat Rate Assessments</u>									
6143	Current Act 511 Local Services Taxes	\$10.00	\$10.00	0.00%	Yes	7.6%				
	<u>Current Act 511 Taxes – Proportional Assessments</u>									
6151	Current Act 511 Earned Income Taxes	0.500%	0.500%	0.00%	Yes	7.6%				
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	0.500%	0.00%	Yes	7.6%				

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Estimated Expenditures and Other Financing Uses: Budget Summary

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<u>Description</u>	<u>Amount</u>
1000 Instruction	
1100 Regular Programs - Elementary / Secondary	73,063,770
1200 Special Programs - Elementary / Secondary	39,228,963
1300 Vocational Education	3,349,764
1400 Other Instructional Programs - Elementary / Secondary	1,650,370
1500 Nonpublic School Programs	31,478
1800 Pre-Kindergarten	30,067
Total Instruction	\$117,354,412
2000 Support Services	
2100 Support Services - Students	9,551,200
2200 Support Services - Instructional Staff	3,638,729
2300 Support Services - Administration	9,142,151
2400 Support Services - Pupil Health	2,306,590
2500 Support Services - Business	1,585,539
2600 Operation and Maintenance of Plant Services	19,305,373
2700 Student Transportation Services	11,453,529
2800 Support Services - Central	6,181,261
Total Support Services	\$63,164,372
3000 Operation of Non-Instructional Services	
3200 Student Activities	3,621,737
3300 Community Services	137,958
Total Operation of Non-Instructional Services	\$3,759,695
5000 Other Expenditures and Financing Uses	
5100 Debt Service / Other Expenditures and Financing Uses	18,305,982
5900 Budgetary Reserve	1,000,000
Total Other Expenditures and Financing Uses	\$19,305,982
Total Estimated Expenditures and Other Financing Uses	\$203,584,461

2024-2025 Final General Fund Budget

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Estimated Expenditures and Other Financing Uses: Detail

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<u>Description</u>	<u>Amount</u>
1000 Instruction	
1100 Regular Programs - Elementary / Secondary	
100 Personnel Services - Salaries	39,886,861
200 Personnel Services - Employee Benefits	25,914,770
300 Purchased Professional and Technical Services	59,765
400 Purchased Property Services	163,374
500 Other Purchased Services	4,714,246
600 Supplies	2,305,856
700 Property	1,000
800 Other Objects	17,898
Total Regular Programs - Elementary / Secondary	\$73,063,770
1200 Special Programs - Elementary / Secondary	
100 Personnel Services - Salaries	15,830,979
200 Personnel Services - Employee Benefits	11,989,034
300 Purchased Professional and Technical Services	6,097,700
500 Other Purchased Services	4,451,700
600 Supplies	829,460
700 Property	20,000
800 Other Objects	10,090
Total Special Programs - Elementary / Secondary	\$39,228,963
1300 Vocational Education	
100 Personnel Services - Salaries	638,577
200 Personnel Services - Employee Benefits	403,487
500 Other Purchased Services	2,295,700
600 Supplies	11,000
800 Other Objects	1,000
Total Vocational Education	\$3,349,764
1400 Other Instructional Programs - Elementary / Secondary	
100 Personnel Services - Salaries	189,884
200 Personnel Services - Employee Benefits	124,586
300 Purchased Professional and Technical Services	954,000
400 Purchased Property Services	3,000
500 Other Purchased Services	375,000
600 Supplies	3,900
Total Other Instructional Programs - Elementary / Secondary	\$1,650,370
1500 Nonpublic School Programs	
300 Purchased Professional and Technical Services	30,678
600 Supplies	800
Total Nonpublic School Programs	\$31,478
1800 Pre-Kindergarten	
100 Personnel Services - Salaries	19,145
200 Personnel Services - Employee Benefits	8,182
600 Supplies	2,740

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<u>Description</u>	<u>Amount</u>
Total Pre-Kindergarten	\$30,067
Total Instruction	\$117,354,412
2000 Support Services	
2100 Support Services - Students	
100 Personnel Services - Salaries	5,288,333
200 Personnel Services - Employee Benefits	3,428,138
300 Purchased Professional and Technical Services	743,500
400 Purchased Property Services	1,400
500 Other Purchased Services	8,150
600 Supplies	76,724
800 Other Objects	4,955
Total Support Services - Students	\$9,551,200
2200 Support Services - Instructional Staff	
100 Personnel Services - Salaries	1,920,112
200 Personnel Services - Employee Benefits	1,540,293
300 Purchased Professional and Technical Services	74,312
500 Other Purchased Services	43,475
600 Supplies	58,937
800 Other Objects	1,600
Total Support Services - Instructional Staff	\$3,638,729
2300 Support Services - Administration	
100 Personnel Services - Salaries	4,789,554
200 Personnel Services - Employee Benefits	3,097,454
300 Purchased Professional and Technical Services	907,000
400 Purchased Property Services	34,813
500 Other Purchased Services	175,591
600 Supplies	63,999
800 Other Objects	73,740
Total Support Services - Administration	\$9,142,151
2400 Support Services - Pupil Health	
100 Personnel Services - Salaries	1,333,631
200 Personnel Services - Employee Benefits	894,622
300 Purchased Professional and Technical Services	43,965
400 Purchased Property Services	1,750
500 Other Purchased Services	1,662
600 Supplies	29,200
800 Other Objects	1,760
Total Support Services - Pupil Health	\$2,306,590
2500 Support Services - Business	
100 Personnel Services - Salaries	798,300
200 Personnel Services - Employee Benefits	560,739
300 Purchased Professional and Technical Services	66,000
400 Purchased Property Services	5,000

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<u>Description</u>	<u>Amount</u>
500 Other Purchased Services	19,500
600 Supplies	111,000
800 Other Objects	25,000
Total Support Services - Business	\$1,585,539
2600 <u>Operation and Maintenance of Plant Services</u>	
100 Personnel Services - Salaries	7,033,021
200 Personnel Services - Employee Benefits	5,805,259
300 Purchased Professional and Technical Services	299,200
400 Purchased Property Services	1,773,528
500 Other Purchased Services	628,250
600 Supplies	3,515,115
700 Property	248,000
800 Other Objects	3,000
Total Operation and Maintenance of Plant Services	\$19,305,373
2700 <u>Student Transportation Services</u>	
100 Personnel Services - Salaries	4,815,438
200 Personnel Services - Employee Benefits	4,082,491
300 Purchased Professional and Technical Services	20,500
400 Purchased Property Services	23,600
500 Other Purchased Services	1,463,500
600 Supplies	1,046,500
800 Other Objects	1,500
Total Student Transportation Services	\$11,453,529
2800 <u>Support Services - Central</u>	
100 Personnel Services - Salaries	1,537,875
200 Personnel Services - Employee Benefits	1,101,870
300 Purchased Professional and Technical Services	157,890
400 Purchased Property Services	102,492
500 Other Purchased Services	272,999
600 Supplies	821,280
700 Property	2,181,930
800 Other Objects	4,925
Total Support Services - Central	\$6,181,261
Total Support Services	\$63,164,372
3000 <u>Operation of Non-Instructional Services</u>	
3200 <u>Student Activities</u>	
100 Personnel Services - Salaries	1,825,105
200 Personnel Services - Employee Benefits	888,481
300 Purchased Professional and Technical Services	122,172
400 Purchased Property Services	113,380
500 Other Purchased Services	324,465
600 Supplies	239,330
700 Property	50,000
800 Other Objects	58,804
Total Student Activities	\$3,621,737

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Estimated Expenditures and Other Financing Uses; Detail

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<u>Description</u>	<u>Amount</u>
3300 Community Services	
100 Personnel Services - Salaries	19,320
200 Personnel Services - Employee Benefits	8,258
300 Purchased Professional and Technical Services	49,655
500 Other Purchased Services	1,690
600 Supplies	59,035
Total Community Services	\$137,958
Total Operation of Non-Instructional Services	
5000 Other Expenditures and Financing Uses	\$3,759,695
5100 Debt Service / Other Expenditures and Financing Uses	
800 Other Objects	3,236,690
900 Other Uses of Funds	15,069,292
Total Debt Service / Other Expenditures and Financing Uses	\$18,305,982
5900 Budgetary Reserve	
800 Other Objects	1,000,000
Total Budgetary Reserve	\$1,000,000
Total Other Expenditures and Financing Uses	\$19,305,982
TOTAL EXPENDITURES	\$203,584,461

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Cash and Short-Term Investments

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

06/30/2024 Estimate
 8,500,000

06/30/2025 Projection
 8,500,000

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Total Cash and Short-Term Investments

\$8,500,000

\$8,500,000

Long-Term Investments

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

06/30/2024 Estimate
 65,000,000

06/30/2025 Projection
 52,000,000

15,131,634

11,454,314

	<u>06/30/2024 Estimate</u>	<u>06/30/2025 Projection</u>
<u>Long-Term Investments</u>		
Permanent Fund		
Total Long-Term Investments	\$80,131,634	\$63,454,314
TOTAL CASH AND INVESTMENTS	\$88,631,634	\$71,954,314

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2024-2025 Final General Fund Budget

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Long-Term Indebtedness

General Fund

0510 Bonds Payable	121,588,932	06/30/2024 Estimate	06/30/2025 Projection
0520 Extended-Term Financing Agreements Payable			110,487,843
0530 Lease and Other Right-To-Use Obligations	1,941,741		3,216,474

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

Total General Fund

\$123,530,673

\$113,704,317

Public Purpose (Expendable) Trust Fund

0510 Bonds Payable			
0520 Extended-Term Financing Agreements Payable			
0530 Lease and Other Right-To-Use Obligations			

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

Total Public Purpose (Expendable) Trust Fund

Other Comptroller-Approved Special Revenue Funds

0510 Bonds Payable			
0520 Extended-Term Financing Agreements Payable			
0530 Lease and Other Right-To-Use Obligations			

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

Total Other Comptroller-Approved Special Revenue Funds

Athletic / School-Sponsored Extra Curricular Activities Fund

0510 Bonds Payable			
0520 Extended-Term Financing Agreements Payable			
0530 Lease and Other Right-To-Use Obligations			

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

Total Athletic / School-Sponsored Extra Curricular Activities Fund

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Long-Term Indebtedness

06/30/2024 Estimate

06/30/2025 Projection

Capital Reserve Fund - \$ 690, \$1850

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

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

Capital Reserve Fund - \$ 1431

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

Total Capital Reserve Fund - \$ 1431

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Other Capital Projects Fund

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

Total Other Capital Projects Fund

Debt Service Fund

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

Total Debt Service Fund

Long-Term Indebtedness

06/30/2024 Estimate

06/30/2025 Projection

Food Service / Cafeteria Operations Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

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

Total Food Service / Cafeteria Operations Fund

Child Care Operations Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

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

Total Child Care Operations Fund

Other Enterprise Funds

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

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

Total Other Enterprise Funds

Internal Service Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

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

Total Internal Service Fund

246

Long-Term Indebtedness

06/30/2024 Estimate

06/30/2025 Projection

Private Purpose Trust Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

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

Total Private Purpose Trust Fund

Investment Trust Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

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

257 **Total Investment Trust Fund**

Pension Trust Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

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

Total Pension Trust Fund

Activity Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

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

Total Activity Fund

Long-Term Indebtedness

06/30/2024 Estimate 06/30/2025 Projection

Other Agency Fund

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

Total Other Agency Fund

Permanent Fund

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

Total Permanent Fund

Total Long-Term Indebtedness

\$123,530,673

\$113,704,317

248

Short-Term Payables

	<u>06/30/2024 Estimate</u>	<u>06/30/2025 Projection</u>
General Fund	8,500,000	7,500,000
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - \$ 690, \$1850		
Capital Reserve Fund - \$ 1431	1,500,000	1,000,000
Other Capital Projects Fund		
Debt Service Fund		
Food Service / Cafeteria Operations Fund		
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		
Permanent Fund		
Total Short-Term Payables	\$10,000,000	\$8,500,000
TOTAL INDEBTEDNESS	\$133,530,673	\$122,204,317

249

Account Description	Amounts
0810 Nonspendable Fund Balance	783,115
0820 Restricted Fund Balance	
0830 Committed Fund Balance	13,513,406
0840 Assigned Fund Balance	15,000,000
0850 Unassigned Fund Balance	5,502,739
Total Ending Fund Balance - Committed, Assigned, and Unassigned	\$34,016,145

5900 Budgetary Reserve

1,000,000

Total Estimated Ending Committed, Assigned, and Unassigned Fund Balance and Budgetary Reserve

\$35,799,260

250

RESOLUTION
BY THE BOARD OF DIRECTORS OF
THE EAST STROUDSBURG AREA SCHOOL DISTRICT

Be it **RESOLVED**, that the East Stroudsburg Area School District of Monroe and Pike Counties hereby request a Public School Facility Improvement grant of \$5,182,160 from the Commonwealth Financing Authority to be used for roof replacement and cabling at Bushkill Elementary School.

Be it **FURTHER RESOLVED**, that the Board of Directors does hereby designate Dr. William R. Riker, Superintendent and Peter Bard, Chief Financial Officer as the official(s) to execute all documents and agreements between the East Stroudsburg Area School District and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

Adopted this 20th day of May, 2024.

Michael Catrillo, President

I, Patricia Rosado, duly qualified Secretary of the East Stroudsburg Area School District, Monroe County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the East Stroudsburg Area School District Board of Education at a regular meeting held May 20, 2024 and said Resolution has been recorded in the Minutes of the East Stroudsburg Area School District Board of Education and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the East Stroudsburg Area School District, this 20th day of May, 2024.

Patricia Rosado, Board Secretary
East Stroudsburg Area School District
Monroe and Pike Counties

RESOLUTION
BY THE BOARD OF DIRECTORS OF
THE EAST STROUDSBURG AREA SCHOOL DISTRICT

Be it **RESOLVED**, that the East Stroudsburg Area School District of Monroe and Pike Counties hereby request a Public School Facility Improvement grant of \$1,084,200 from the Commonwealth Financing Authority to be used for roof replacement at J.M. Hill Elementary School.

Be it **FURTHER RESOLVED**, that the Board of Directors does hereby designate Dr. William R. Riker, Superintendent and Peter Bard, Chief Financial Officer as the official(s) to execute all documents and agreements between the East Stroudsburg Area School District and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

Adopted this 20th day of May, 2024.

Michael Catrillo, President

I, Patricia Rosado, duly qualified Secretary of the East Stroudsburg Area School District, Monroe County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the East Stroudsburg Area School District Board of Education at a regular meeting held May 20, 2024 and said Resolution has been recorded in the Minutes of the East Stroudsburg Area School District Board of Education and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the East Stroudsburg Area School District, this 20th day of May, 2024.

Patricia Rosado, Board Secretary
East Stroudsburg Area School District
Monroe and Pike Counties

RESOLUTION
BY THE BOARD OF DIRECTORS OF
THE EAST STROUDSBURG AREA SCHOOL DISTRICT

Be it **RESOLVED**, that the East Stroudsburg Area School District of Monroe and Pike Counties hereby request a Public School Facility Improvement grant of \$595,000 from the Commonwealth Financing Authority to be used for boiler replacements at J.T. Lambert Intermediate School and Smithfield Elementary School.

Be it **FURTHER RESOLVED**, that the Board of Directors does hereby designate Dr. William R. Riker, Superintendent and Peter Bard, Chief Financial Officer as the official(s) to execute all documents and agreements between the East Stroudsburg Area School District and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

Adopted this 20th day of May, 2024.

Michael Catrillo, President

I, Patricia Rosado, duly qualified Secretary of the East Stroudsburg Area School District, Monroe County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the East Stroudsburg Area School District Board of Education at a regular meeting held May 20, 2024 and said Resolution has been recorded in the Minutes of the East Stroudsburg Area School District Board of Education and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the East Stroudsburg Area School District, this 20th day of May, 2024.

Patricia Rosado, Board Secretary
East Stroudsburg Area School District
Monroe and Pike Counties

RESOLUTION
BY THE BOARD OF DIRECTORS OF
THE EAST STROUDSBURG AREA SCHOOL DISTRICT

Be it **RESOLVED**, that the East Stroudsburg Area School District of Monroe and Pike Counties hereby request a Public School Facility Improvement grant of \$647,000 from the Commonwealth Financing Authority to be used for replacement of domestic hot water system and cabling at J.T. Lambert Intermediate School.

Be it **FURTHER RESOLVED**, that the Board of Directors does hereby designate Dr. William R. Riker, Superintendent and Peter Bard, Chief Financial Officer as the official(s) to execute all documents and agreements between the East Stroudsburg Area School District and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

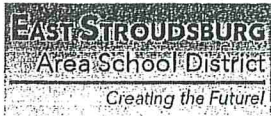
Adopted this 20th day of May, 2024.

Michael Catrillo, President

I, Patricia Rosado, duly qualified Secretary of the East Stroudsburg Area School District, Monroe County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the East Stroudsburg Area School District Board of Education at a regular meeting held May 20, 2024 and said Resolution has been recorded in the Minutes of the East Stroudsburg Area School District Board of Education and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the East Stroudsburg Area School District, this 20th day of May, 2024.

Patricia Rosado, Board Secretary
East Stroudsburg Area School District
Monroe and Pike Counties



Peter Bard <peter-bard@esasd.net>

Van

1 message

Rich Tarapchak <rtarapchak@rohrerbus.com>

Tue, Apr 30, 2024 at 3:03 PM

To: "peter-bard@esasd.net" <peter-bard@esasd.net>

Pete, we're actually picking two of the pro master vans up next week so that would be no problem. They would probably be available for delivery sometime late May. We could do two additional vans and deliver them sometime in July. The second two may not be July 1, but they would be sometime in July. I would need an award / P.O. as soon as possible to make this happen.

Sent from my iPhone

259

EAST STROUDSBURG AREA SCHOOL DISTRICT

50 Vine Street

East Stroudsburg PA 18301

Phone: 570-424-8500

Fax: 570-421-8968

**VAN BID
SPECIFICATIONS**

VAN BID SPECIFICATIONS

The East Stroudsburg Area School District Board of School Directors will accept sealed bids for a new 2025, 2024 or 2023, 10-passenger van until 2:00 PM on Friday April 26th, 2024.

Bids are to be submitted to: East Stroudsburg Area School District
Attn: Peter T. Bard
50 Vine Street
East Stroudsburg PA 18301

Bid envelopes are to be marked: VAN BID

Bid award will be made at the regular meeting of the School Board to be held at 7:00 PM on May 20th, 2024.

VEHICLE FOR DISTRICT USE

State and Federal regulations do not permit school districts to use vehicles greater than ten (10) passengers unless they meet school bus specifications. (Yellow paint, 4-way flashing light systems, etc.)

Districts are still permitted to use vehicles of ten (10) passengers or less providing district complies with certain regulations. Such vehicles must be titled as ten passenger or less.

Any bid for a vehicle over ten passenger cannot be considered.

BID FORMAT

The district will accept bids on the purchase of one 10-passenger van as follows:

Delivery of the vehicle must be on or before July 1st, 2024, unless agreed upon in writing by the District.

The board reserves the right to reject any or all bids or to accept an alternate bid if van specified is not available in the time allotted.

VAN SPECIFICATIONS - PAGE 2

NAME & ADDRESS OF BIDDER: ROHRER ENTERPRISES, INC. D/B/A ROHRER BUS SALES

1515 STATE ROAD, PO BOX 100

DUNCANNON PA 17020

THESE MINIMUM SPECIFICATIONS APPLY TO EACH VEHICLE BID. A VENDOR MUST NOTE ANY EXCEPTIONS. FAILURE TO MEET THESE SPECIFICATIONS MAY RESULT IN THE BOARD NOT ACCEPTING A BID OR, IF A VEHICLE IS DELIVERED THAT DOES NOT MEET THESE SPECIFICATIONS; THE BOARD MAY REFUSE TO ACCEPT THE VEHICLE

Model - New 2025, 2024 or 2023 10 passenger van

5 ADDITIONAL IGNITION KEYS

ONE TON CHASSIS

TITLED AS TEN-PASSENGER CAPACITY

V-I ENGINE (5.9 LITER OR EQUIVALENT)

HYBRID POWERTRAIN WITHOUT PLUG-IN ARE ACCEPTED

AUTOMATIC TRANSMISSION, HEAVY DUTY WITH OVERDRIVE

POWER BRAKES (ABS)

POWER STEERING

INSTRUMENT GAUGES INSTEAD OF LIGHTS

HEAVY DUTY SHOCKS - (FRONT & REAR)

HEAVY DUTY BATTERY

HEAVY DUTY ALTERNATOR (100 AMP)

HEAVY DUTY SPRINGS

HEAVY DUTY HEATER & DEFROSTER

AUXILIARY REAR HEATER

COURTESY SIDE LIGHT PACKAGE

CHROME SIDE MIRRORS

RIM FOR SPARE TIRE

MINIMUM 33 GALLON GAS TANK

REMOVABLE BENCH SEATS

VINYL COVERED SEATS

FRONT STABILIZER BAR

RUBBER FLOOR MATS THROUGHOUT

TINTED GLASS

ELECTRONIC SPEED CONTROL

REAR LOCKING DIFFERENTIAL

POWER DOOR LOCK SYSTEM

INTERMITTENT WINDSHIELD WIPERS
SIDE DOOR - 60/40 SWING OUT
HEAVY DUTY ALUMINUM RUNNING BOARD INSTALLED
SEATING ARRANGEMENT SHOULD ALLOW ROOM FOR SPARE TIRE BEHIND BENCH
COLOR: WHITE
PRICE TO INCLUDE ALL PREPARATION FEES. DISTRICT DOES NOT PAY LICENSING/TRANSFER FEES OR STATE SALES TAX.

TOTAL BID PRICE PER VEHICLE

\$ 83,254.00*

*AVAILABILITY SUBJECT TO PRIOR SALE
*IMMEDIATE AWARD NEEDED TO MEET DELIVERY DEADLINE

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email (**shahida-jones@esasd.net**) was recorded on submission of this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

Shahida Jones

Department *

Pupil Services

Building *

Central Admin

264

What service or item are requesting *

PBIS Rewards through Navigate 360

Why are you requesting the service or item *

PBIS Rewards is a Software-as-a-Service solution that provides a digital schoolwide PBIS management system. Our system simplifies the implementation and tracking of the PBIS framework within a school. With PBIS Rewards, school administration can clearly see how teachers are utilizing PBIS and how PBIS is improving school culture.

PBIS Rewards is easy-to-use, fun for both students and staff, and provides accountability for everyone in the school. Our suite of PBIS Rewards Apps includes a Parent App that gives parents a view into how their child is doing with respect to the PBIS program.

Moreover, it collects and graphs the data from intervention such as Check in and Check out and Check and Connect programs.

Suggested replacement *

none

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

What is the total cost of the purchase? *

21,260.00

265

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* *

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

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Provide justification of sole source (non-competitive) procurement (based on your choice above): *

When looking for a program that aligned with SWPBIS, that you were able to give the student points, create a shopping catalog of items and collected data from tier two services such as Check-in and Check-out as well as, Check and Connect there were not any. Navigate 360 provided a Sole Source Justification letter to support that there is not any other program that provides this level of cohesiveness. The Coordinator of Social Services spoke to the IU-20 SWPBIS trainer who noted the only program that has something similar as far as a point system would be Class Dojo but that the data tracking for other tier 2 interventions were not available and the shopping catalogue was also not available.

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. *

No, sole source

Was this purchase budgeted? *

Yes

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

267

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? *

10-1190-650-987-00-000-000-9176

Selection of the winning proposal, was the lowest price selected? If not, please explain why and * the process of selecting the vendor.

Sole Source

Any additional information you would like to provide.

Attached information including the sole source letter will be provided to the CFO.

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



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NAVIGATE360 - ORDER FORM PREVIEW NOT FOR SIGNATURE

Customer: East Stroudsburg Area Sch Dist
50 Vine St
E Stroudsburg, PA 18301
Shahida Jones
shahida-jones@esasd.net

Proposal No: Q-126851
Proposal By: David Tingley
Email: dtingley@navigate360.com
Opp Number: 217756
Proposal Expires: 3/6/2024

Total Investment: \$21,260.00 - Net 30

Term: The 12 month term for subscription services begins on 7/1/2024 and ends on 6/30/2025. Subscription services will be billed according to the following invoice schedule: One-Time Payment

Notes:

SUBSCRIPTION SERVICES

Product	Description	Quantity	Annual Price
PBIS Rewards Per Student Fee	PBIS Rewards Per Student Fee	6400 QTY	\$13,760.00
PBIS Rewards Service Base Fee	PBIS Rewards Service Base Fee	10 Building(s)	\$7,500.00

Subscription Total: \$21,260.00

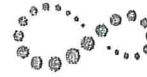
Total: \$21,260.00

Proposal No: Q-126851

Accurate Sales Tax will be added when applicable.

* Multi-year contract pricing is subject to pricing terms defined in the Master Services Agreement of this Order Form.

269



Terms and Conditions

Please see the Master Services Agreement and Addenda thereto for the terms and conditions that govern this Order Form. Customer agrees that Customer's purchases hereunder are neither contingent on the delivery of any future functionality or features of the Services nor dependent on any oral or written public comments made by Company regarding future functionality or features.

x By signing below, Customer agrees to the Master Service Agreement Terms and following addenda:

Master Service Agreement: East Stroudsburg Area Sch Dist MSA

Software Services Addendum A

DO NOT SIGN. PREVIEW DOCUMENT ONLY.

NAVIGATE360 SIGNATORY

Name: _____
Date: _____
Signature: ---DO NOT SIGN---

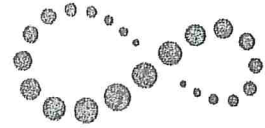
CUSTOMER BILLING INFORMATION

A/P Contact Name: _____
A/P Phone: _____
A/P Email: _____
A/P Address: _____
City: _____
State (2 Letter Abbreviation): _____
Zip Code: _____
Federal Tax ID: _____
Purchase Order
[] Attached PO #: _____
[] PO in process to be sent separately
Sales Tax Exempt No. _____

CUSTOMER SIGNATORY

Name: _____
Title: _____
Date: _____
Signature: ---DO NOT SIGN---

Sales Tax Exemption Certificate must be attached.



Navigate360

Building safer tomorrows.

Sole Source Justification

This letter is to confirm that the service PBIS Rewards is a sole source product, developed, sold, and distributed exclusively by Navigate360, LLC. No other company has a service that is similar to this service. There are no agents or dealers authorized to represent the service. The service must be purchased directly by institutions from Navigate360, LLC at:

3900 Kinross Lakes Parkway
Suite 200
Richfield, OH 44286

Additionally, copyright in the PBIS Rewards service, including the coding, text and images displayed, is owned by Navigate360, LLC. Any use of the service or reproduction without the written permission of Navigate360, LLC is strictly prohibited under State and Federal law, which should preclude any other company from entering direct competition with the same service.

If you desire additional information, please visit our company website at www.navigate360.com or www.PBISRewards.com.

Respectfully,

Brian Carter
Chief Revenue Officer

271

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email (shahida-jones@esasd.net) was recorded on submission of this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

Shahida Jones

Department *

Pupil Services

Building *

Central Admin

272

What service or item are requesting *

Navigate360 Behavioral Case Manager

Why are you requesting the service or item *

The Behavioral Case Manager system would be used by all building for their Threat Assessments that are required to be completed as well as, suicide risk assessments. This would be ensure that each building is using a required paperwork when completing the the threat assessment. Chief Mill's noted that buildings are often using the incorrect forms. As for the suicide risk assessments, although the buildings are using the correct forms this program will provide case management of them. Over the past six years there are well over 100 risk assessments coming out of elementary and nearly 100 out of secondary. Having a case management system will allow for improving prevention through identifying trends, themes and even looking at specific environments that will allow for a more comprehensive program.

Suggested replacement *

None

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

What is the total cost of the purchase? *

39,005.50

273

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* *

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

274

Provide justification of sole source (non-competitive) procurement (based on your choice above): *

There is inadequate competition

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. *

N/A

Was this purchase budgeted? *

Yes



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

275

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? *

10-1190-650-987-00-000-000-9176

Selection of the winning proposal, was the lowest price selected? If not, please explain why and * the process of selecting the vendor.

Sole Source

Any additional information you would like to provide.

Will provide attachments to CFO and will attend the finance committee

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

Google Forms

274

NAVIGATE360 - ORDER FORM PREVIEW NOT FOR SIGNATURE

Customer: East Stroudsburg Area Sch Dist
50 Vine St
E Stroudsburg, PA 18301
Shahida Jones
shahida-jones@esasd.net

Proposal No: Q-124343
Proposal By: Michelle Schramm
Email: mschramm@navigate360.com
Opp Number: 214464
Proposal Expires: 4/30/2024

Total Investment: \$39,007.50 - Net 30

Term: The 36 month term for subscription services begins on **7/1/2024** and ends on **6/30/2027**. Subscription services will be billed according to the following invoice schedule: One-Time Payment

Notes:

■ SUBSCRIPTION SERVICES

Product	Description	Quantity	Annual Price
Behavioral Threat & Suicide Case Management Subscription- NTAC Per Student	Threat Assessment Platform using NTAC methodology with full unlimited access to all users.	7000 Students	\$12,302.50

■ ONE-TIME SERVICES AND FEES

Product	Description	Quantity	Price
Implementation Fee - Threat Assessment	Implementation Fee - Threat Assessment	7000 Students	\$2,100.00

Subscription Total: \$36,907.50
One-Time Services & Fees Total: \$2,100.00
Total: \$39,007.50

Proposal No: Q-124343

Accurate Sales Tax will be added when applicable.

* Multi-year contract pricing is subject to pricing terms defined in the Master Services Agreement of this Order Form.

277

Terms and Conditions

Please see the Master Services Agreement and Addenda thereto for the terms and conditions that govern this Order Form. Customer agrees that Customer's purchases hereunder are neither contingent on the delivery of any future functionality or features of the Services nor dependent on any oral or written public comments made by Company regarding future functionality or features.

x By signing below, Customer agrees to the Master Service Agreement Terms and following addenda:

Master Service Agreement: East Stroudsburg Area Sch Dist MSA

Software Services Addendum A

DO NOT SIGN. PREVIEW DOCUMENT ONLY.

NAVIGATE360 SIGNATORY

Name: _____

 Date: _____

 Signature: ---DO NOT SIGN---

CUSTOMER BILLING INFORMATION

A/P Contact Name: _____

 A/P Phone: _____

 A/P Email: _____

 A/P Address: _____

 City: _____

 State (2 Letter Abbreviation): _____

 Zip Code: _____

 Federal Tax ID: _____

 Purchase Order
 Attached PO #: _____
 PO in process to be sent separately
 Sales Tax Exempt No. _____

CUSTOMER SIGNATORY

Name: _____

 Title: _____

 Date: _____

 Signature: ---DO NOT SIGN---

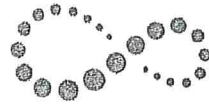
Sales Tax Exemption Certificate must be attached.

Proposal No: **Q-124343**

Accurate Sales Tax will be added when applicable.

* Multi-year contract pricing is subject to pricing terms defined in the Master Services Agreement of this Order Form.

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Navigate360

Building safer tomorrows.

Sole Source Justification

This letter is in response to the requested sole source justification for **Navigate360 Behavioral Case Manager**. Behavior Case Manager is a sole source product, developed, sold, and distributed exclusively by Navigate360, LLC. To our knowledge, no other company provides the same depth of service and feature functionality. There are no agents or dealers authorized to represent these services, and these services must be purchased directly by institutions from Navigate360, LLC.

Behavioral Case Manager

Navigate360 developed Behavioral Threat Assessment & Suicide Case Management with evidenced-based methodologies. It is the only behavioral threat assessment and suicide case management software that fully incorporates the National Threat Assessment Center (NTAC), the Columbia-Suicide Severity Rating Scale (C-SSRS) screening tool, and the Suicide Assessment Five Step Evaluation & Triage (SAFE-T). Navigate360 holds the copyright and license to the Behavioral Case Manager.

National Threat Assessment Center (NTAC)

In 1998, the National Threat Assessment Center (NTAC) was established within the Secret Service to furnish research and guidance essential to the agency's protective endeavors and to aid other entities with public safety duties. NTAC delineates a threat assessment process comprising five core steps, supplemented by three further steps if warranted.

Our behavioral case manager NTAC assessment workflow, crafted in collaboration with Dr. Randazzo, a renowned social psychologist and former CEO and founder of SIGMA Threat Management Associates, adheres closely to NTAC's protocols. An exclusive attribute of Navigate360, the Behavioral Case Manager integrates Dr. Randazzo's expert guidance directly into its framework.

Suicide Prevention

We developed our Suicide Prevention software in partnership with Dr. Scott Poland, a licensed psychologist and internationally recognized expert on youth suicide and school crisis. His suicide prevention model includes management strategies as well as safety planning. As a subset of Dr. Poland's suicide prevention model, our solution features the Columbia-Suicide Severity Rating Scale (C-SSRS) screening tool and the Suicide Assessment Five Step Evaluation & Triage (SAFE-T).

Our Suicide Prevention tool guides users through recommended tasks (including parent/guardian notification), safety plans, and monitoring, with built-in guidance from Dr. Poland embedded throughout the software. This tool aligns with training developed in exclusive partnership with Dr. Poland.

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Navigate360

Building safer tomorrows.

Integration with Pennsylvania Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. Powered by Navigate360's P3 Anonymous Tip Reporting solution—in partnership with Sandy Hook Promise—the program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late.

Behavioral Case Manager and P3 Anonymous Tip Reporting integrate, creating a holistic platform that streamlines communication, ensuring nothing slips through the cracks. Users can send tips and threats from our anonymous tip reporting platform directly to Behavioral Case Manager—enabling you to better identify at risk students, collaborate efficiently, and share knowledge.

Navigate360 holds the copyright and license to the Behavioral Case Manager software product in its entirety. We have created a portfolio of intellectual property rights that include US Trademarks and copyrights. Our team continues to lead the way with cutting-edge research, updated materials, and an ever-increasing body of knowledge and experience.

Navigate360 will provide as much support as we can to further your endeavors towards safety and security.

Respectfully,

Brian Carter
Chief Revenue Officer
P: 919.817.6266
E: bcarter@navigate360.com

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Navigate360

Building safer tomorrow

Behavioral Threat & Suicide Case Management

Provide a safe environment for students and staff with an evidence-based case management platform to help your team identify, assess and manage potential behavioral issues before they escalate.



Technology that guides school threat assessment teams to reduce student violence and prevent suicide and acts of self-harm



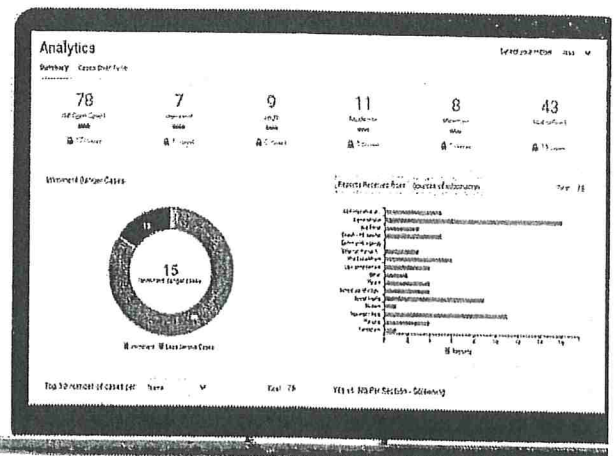
Leverage industry expertise and nationally recognized methodologies (CSTAG, NTAC, C-SSRS) to improve positive outcomes for students



Reduce liabilities with consistent and secure suicide screening and behavioral threat assessment and case management to support a positive culture

Our evidence-based behavioral risk management software provides a consistent and unbiased process for evaluating incidents early, enhancing threat prevention, and improving positive outcomes for students with concerning behaviors.

- Robust and easy-to-use platform for threat assessment teams that helps guide a reduction in violence and self-harm in schools
- Helps schools achieve compliance and provide proven support to students of concern
- Transparency and security for sensitive information shared across multidisciplinary teams



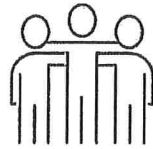
360° threat detection and harm prevention with the integration of our anonymous tip reporting and digital media scanning technology.



Alignment

Alignment with evidence-based behavioral threat assessment and suicide risk screening models

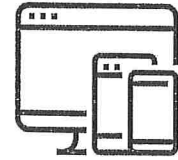
CSTAG, NTAC and C-SSRS methodologies and models accessible in the platform



Collaboration

Streamlined collaboration and communication via a secure cloud-based environment

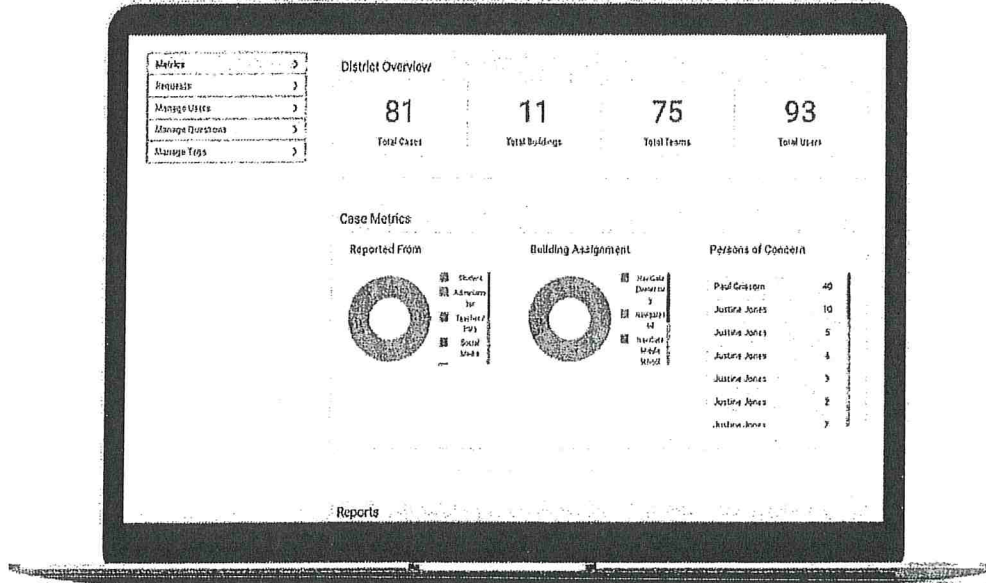
Transparency and security for sensitive information shared across multidisciplinary teams



Integrations

Integration with multiple threat detection and prevention solutions for seamless case management and assessment

Supports a comprehensive school harm prevention program, helping to save more lives



Learn more about how we can help your school connect the dots while supporting a culture of safety and respect.



For more information, find us at:
 3900 Kinross Lakes Parkway
 Richfield, OH 44286
 info@navigate360.com | 330-661-0106
 navigate360.com

Navigate360 believes that together we can build a safer tomorrow for communities – physically, socially and emotionally.

282



Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email (melissa-collevecchio@esasd.net) was recorded on submission of this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Melissa Collevecchio

Department *

Food Services

Building *

District Wide

283

What service or item are requesting *

New POS Software/Hardware

Why are you requesting the service or item *

Needs to be updated as per IT

Suggested replacement *

Primero Edge - Suported by PDE Div of Food and Nutrition

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

\$50,000.00

What is the total cost of the purchase? *

\$50,850.00 MAX

284

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* *

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

285

Provide justification of sole source (non-competitive) procurement (based on your choice above):

*

This POS Software is supported and recommended by PDE - Division of Food and Nutrition

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount.

*

no

Was this purchase budgeted? *

Yes



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

284

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

Which Fund will be charged? *

50

What account will be charged? *

Capital Equipment - 762

Selection of the winning proposal, was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

No, Not bid Item

Any additional information you would like to provide.

Supported and recommended by District IT; Brian B.and Operations; Eric F.

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

Google Forms

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Organization Name East Stroudsburg Area School District Created Date 5/1/2024
 Billing Address 50 Vine St Expiration Date 6/30/2024
 East Stroudsburg, Pennsylvania 18301 Ship To United States
 United States

 Prepared By Christina Gifford
 Contact Name Melissa Collevechio
 Phone (570) 424-8500 x10505
 Email melissa-collevechio@esasd.net

Category	Product	Product Description	Quantity	Sales Price	Total Price
Hardware	AlphaTech Pin Pad with Barcode scanner	With Barcode Reader in base: 15 keys - Easy Touch Flat Membrane- Embossed Keys with Braille-2x16 Blue LCD Display-Adjustable Beeper: Volume and Pitch- USB HID and Virtual Serial Com Port	45.00	\$265.00	\$11,925.00
Hardware	Dell OptiPlex 7410 - POS Terminal (all-in-one)	Intel® Core i5-10600T (6 Cores/12MB/12T/2.4GHz to 4.0GHz/35W) Windows 10 Pro 64bit English, French, Spanish 8GB, 1x8GB, DDR4 non-ECC Memory M.2 256GB PCIe NVMe Class 35 Solid State Drive OptiPlex All-in-One Touch Panel Intel Wi-Fi-6 2x2 AX201 Bluetooth 5.1 Wireless Card Basic Stand for OptiPlex 7410 All-in-One Includes Keyboard and Mouse	23.00	\$1,260.00	\$28,980.00
Subscription_Software	POS (Opt In States)	Per site, includes POS and Online Payments	10.00	\$795.00	\$7,950.00
Services	Single Module Implementation	Include configuration and online training for a single module implementation	1.00	\$1,995.00	\$1,995.00

Subtotal \$50,850.00
 Total Price \$50,850.00

The annual software subscription amount of \$7950 will be invoiced on July 1, 2024.

The one time implementation fee of \$1995 and one time hardware purchase of \$40,905 will be invoiced at the time of contract.

Estimated Annual Price

288



\$7,950.00

Annual Subscription includes the use of the PrimerEdge software, toll-free phone support, remote assistance, updates, and hosting.

Signature (Print)

Signature

Click [here](#) to view the items included in the Kickstart Training Package
<https://primeroedge.com/kickstart/>

Click [here](#) to view all of the Terms & Conditions of Purchase
<https://primeroedge.com/terms-and-conditions>

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Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email (marialena-casciotta@esasd.net) was recorded on submission of this form.

Untitled Section

FORM 611 EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Maria Casciotta

Department *

Pupil Services

Building *

Administration

290

What service or item are requesting *

The renewal of our PandaDoc platform used to secure signatures on special education, gifted and 504 records.

Why are you requesting the service or item *

During COVID it became evident that we needed a tool to obtain parent signatures on our special education, gifted and 504 legally binding contracts/documents. ESASD utilized PandaDocs during this time. We then researched other companies (DocuSign; Adobe), as well as PandaDocs and determined PandaDoc to be the best for our needs. We have been using this platform since the pandemic and rather than an annual contract, we are seeking to lock in a three (3) year renewal contract.

Suggested replacement *

PandaDoc

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

\$54,000.00 (\$18,000.00 a year)

What is the total cost of the purchase? *

\$41,202.00 (\$13,734 per year)

291

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* *

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
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- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

292

Provide justification of sole source (non-competitive) procurement (based on your choice above): *

PandaDoc services and supports are only offered through the company. Our renewal ensures we continue to have access to our stored documents on their server.

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. *

No.

Was this purchase budgeted? *

Yes



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

293

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

N/A

Which Fund will be charged? *

10



What account will be charged? *

10-1290-650-000-00-000-310-000-0000

Selection of the winning proposal, was the lowest price selected? If not, please explain why and * the process of selecting the vendor.

N/A

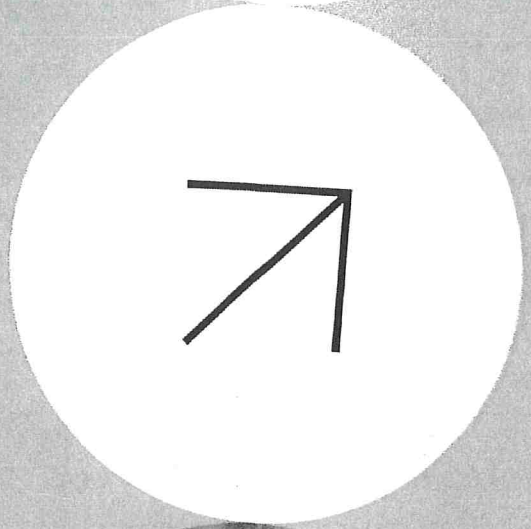
Any additional information you would like to provide.

None

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

Google Forms

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Renewal Agreement

for East Stroudsburg Area School District

Prepared for
Marialena Casciotta
East Stroudsburg Area School District

Prepared by
Stephen Kovarik
PandaDoc

Pricing overview

Subscription start date **06 / 30 / 2024**
Subscription end date **06 / 30 / 2027**
Proposal Expires **05 / 30 / 2024**

Name	Price/Year/User	Users	Years	Discount	Total
Enterprise Plan - Annual Billing	\$1,068.00	1	3	50.00%	\$1,602.00
Application Volume Plan	\$3.00	11000	3	60.00%	\$39,600.00
					\$41,202.00
				Discount Total	-\$61,002.00
				3 Year Total (USD)	\$41,202.00

Annual Investment: \$13,734

All costs quoted in this proposal are exclusive of any sale or other applicable tax



Application Volume Plan

Key Functionalities Include:

- Bulk Send, Manual Send, API & Forms
- Integrations with CRMs (Excluding Salesforce) & Other Tools
- Document Analytics
- Custom Branding
- Content Library
- Approval Workflow
- Document Expiration Settings
- Multiple Teams & Workspaces
- Custom Roles & Granular Permissions
- Content Locking
- Email Whitelabeling
- Access to PandaDoc API, SDK & Webhooks
- Document & Signature Forwarding
- 24/7 Customer Email Support

Soft Caps: Doc/year caps are "soft" (account continuity will continue)

Overage: Any overage will be charged at \$1.20/doc
Purchased documents do not roll over into the next contract period

***Not included: Salesforce CRM Module Billed Separately at \$240/Yr/License

Sign Here to Renew

OR "FORWARD" THIS DOCUMENT
TO A LEGAL SIGNATORY

I hereby acknowledge I am authorized to enter into this contract and that I have read this proposal and understand and agree to the terms and conditions of PandaDoc's [Master Services Agreement](#) , [DPA](#), and [Privacy Policy](#).

PandaDoc account owner name

PandaDoc account owner email

Billing address

Billing contact email

Accepted by (customer)

Date of acceptance

Payment terms & instructions

Payment due 14 days after Subscription Start Date. Discounts will apply only this contract term. Please send all billing Inquiries to invoices@pandadoc.com.

Annual plans automatically renew every year. If you cancel thirty (30) days prior to an upcoming renewal date, you will not be charged on the following renewal date and henceforth.

Additionally, any reductions in your subscription should also be made 30 days prior to renewal.

This agreement is subject to

our [Master Services Agreement](#), [DPA](#), as amended from time to time, and [Privacy Policy](#).

Pay by credit card

PandaDoc account Go to Settings > Billing > Payment & Account details

Pay by check

Company PandaDoc, Inc.
Address Dept. LA 24920, Pasadena, CA 91185-492, USA

Pay by wire or ACH

Bank name Silicon Valley Bank
Bank address 3003 Tasman Drive, Santa Clara, CA 95054
Routing & transit # 121140399
For the credit of PandaDoc, Inc.
Address 3739 Balboa St. #1083, San Francisco, CA 94121
Credit account # 3300825108
SWIFT ID SVBKUS6S

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email (mary-olszewski@esasd.net) was recorded on submission of this form.

Untitled Section

FORM **611**

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

Mary Olszewski

Department *

Pupil Services

Building *

Administration

298

What service or item are requesting *

Pearson Digital Assessment Library (Testing Materials)

Why are you requesting the service or item *

Tests given by School Psychologists and SLPs to determine special education eligibility.

Suggested replacement *

N/A Sole Source Provider

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

Quote provided in fall when budget was developed. This is an annual cost.

What is the total cost of the purchase? *

25,311.00

299

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* *

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

300

Provide justification of sole source (non-competitive) procurement (based on your choice above): *

The tests have copyrights and are only available through Pearson

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. *

N/A- Sole Source Provider

Was this purchase budgeted? *

Yes



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

301

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? *

10-2140-650-000-00-000-603-000-0000

Selection of the winning proposal, was the lowest price selected? If not, please explain why and * the process of selecting the vendor.

Sole Source Provider- This is a renewal is is purchased each year.

Any additional information you would like to provide.

Psychologists must have this in order to perform their job duties.

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



302



Pearson

QUOTE / PROFORMA

Customer Bill-to:

EAST STROUDSBURG AREA SD
BUSINESS OFFICE
50 VINE STREET
PO BOX 298
EAST STROUDSBURG PA, 18301-0298

Customer Ship-to:

EAST STROUDSBURG AREA SD
BUSINESS OFFICE
50 VINE STREET
PO BOX 298
EAST STROUDSBURG PA, 18301-0298

Attention:

NCS Pearson, Inc.

P.O Box 599700,
San Antonio, TX 78259
Tel: 800-627-7271
Tax ID No:
41-0850527

Quote/Proforma Number : 261930

Date : 06-MAY-2024

Customer Account# : 571538

Sales Order Number : 261930

Customer PO# :

Currency : USD

Shipment Terms : Paid

Customer Tax Number :
Number of Pages : Page 1 of 2

Prices will be honored for 60 days from price quote date.

This price quote does not guarantee stock availability and shipping amount is estimated, standard shipping charges apply.

Total Ordered Quantity (No. Of Items) :	12272
Other Charges :	USD \$0.00
Net Amount :	USD \$25,311.00
Tax Total :	USD \$0.00
Quote/Proforma Total :	USD \$25,311.00
Amount Due :	USD \$25,311.00

REMITTANCE INFORMATION

Make Checks Payable to:

13036 COLLECTION CENTER DRIVE
CHICAGO
60693
NCS Pearson, Inc.

Bank Wire to:

Bank of America N A
071000039
A/C No: 8188105388
SWIFT : 071000039

303



Pearson

Quote/Proforma Number: 261930

Item Number	Item Description	Quantity	Unit Price	Discount	Tax	Line Total
A103000244405	DALSCOMPLETE RENEWAL (DIGITAL)	1534	16.50	NET	0.00	\$25,311.00
A103000278938	QG-DAL-SCHOOLS PSYCH PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00
A103000278933	QG-DAL-SCHOOLS SLP-OT-PT PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00
A103000278934	QG-DAL-SCHOOLS SCREENER PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00
A103000278935	QG-DAL-SCHOOLS-ABILITY PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00
A103000252569	DALS QGLOBAL DEVELOPMENTAL PORTFOLIO (DIGITAL)	1534	0.00	PROMO	0.00	\$0.00
A103000278937	QG-DAL-SCHOOLS MENTAL HEALTH PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00
A103000278936	QG-DAL-SCHOOLS ACADEMIC PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00

*** IMPORTANT CUSTOMER MESSAGES ***

DIGITAL ASSESSMENT LIBRARY FOR SCHOOLS RENEWAL 1534 IEPS

QUOTE/PROFORMA TOTALS		Subtotal	Total Other Charges	Total Tax	Total Due
		USD	USD	USD	USD
		\$25,311.00	\$0.00	\$0.00	\$25,311.00

By placing your order, you hereby agree to the Terms and Conditions which govern your purchase:

<https://www.pearsonassessments.com/footer/terms-of-sale---use.html>

For questions, please visit our support site at

<https://www.pearsonassessments.com/contact-us.html>

304

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email (**rebecca-lopez@esasd.net**) was recorded on submission of this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Damaris Robins

Department *

Transportation

Building *

Administration

305

What service or item are requesting *

School Vehicle Technologies: GPS, Ridership, Pre-trip Inspections, & Video Surveillance

Why are you requesting the service or item *

Upgrade/replacement of existing equipment

Suggested replacement *

Transfinder, Zonar and 24/7 Integration

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

1.2 Million TCO over three years

What is the total cost of the purchase? *

\$914,432.00

304

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only permissible circumstances under which you can use non-competitive procurement.*** *

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

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Provide justification of sole source (non-competitive) procurement (based on your choice above): *

Products include proprietary software not subject to bid and upgrades to integrate with existing infrastructure.

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. *

24/7, Gatekeeper, Provision, Samsara, Zonar and Transfinder.

Was this purchase budgeted? *

No

Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

- Yes
- Pennsylvania State Contract
- COSTARS
- Keystone Purchasing Network
- PEPPM National Contract Program (Technology Bidding and Purchasing)
- US Communities
- No

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If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

Tips

Which Fund will be charged? *

10

What account will be charged? *

TBD

Selection of the winning proposal, was the lowest price selected? If not, please explain why and * the process of selecting the vendor.

Selected the lowest price from two of the most qualified vendors.

Any additional information you would like to provide.

N/A

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

Google Forms

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Price Quote

Date: May 6, 2024

440 State Street
Schenectady NY 12305

ATTN: Eric Forsyth
East Stroudsburg Area SD
50 Vine St
East Stroudsburg, PA 18301
Phone: 570-424-8500

Prepared By: Laurie Green
Title: Account Executive
Email: lgreen@transfinder.com
Phone: 518-723-8114

Annual Support Fee (ASF) for Transfinder Products and Services			
Product	Status	Due Date	Annual Fee
GPS Connect - Initial	Active	7/1/2024	\$3,630.00
Redistricting	Active	7/1/2024	\$250.00
Hosting Services	Active	7/1/2024	\$10,320.00
Infofinder i	Active	7/1/2024	\$2,600.00
Tripfinder	Active	7/1/2024	\$1,500.00
Routefinder Plus - Initial	Active	7/1/2024	\$5,750.00
Servicefinder - 5.0+	Active		\$9,000.00

Total Amount Due: \$33,050.00

ACCEPTED:

Client Name & Title

Signature

Purchase Order Number

Date

310



East Stroudsburg Area School District (Wireless Cloud Solution w/ Camera Systems & Live GPS/Live Look In)

PRODUCT NAME	DESCRIPTION	PRICE	QTY	TOTAL	ANNUAL RECURRING FEE	TCO YEAR 1	TCO YEAR 2	TCO YEAR 3	TCO (3 YEAR CUMULATIVE)
WRD-ZEUSPT	ZEUS-5G WIRELESS BRIDGE-PTMP FOR AP		133	\$53,200.00	\$0.00	\$611,492.00	\$29,132.00	\$29,132.00	\$669,756.00
AP-BLD-1-NANO	Ubiquiti NanoBeam ac Gen2 High-Performance airMAX Access Point	\$495.00	6	\$2,970.00	\$0.00				
WIFI-5G-ANT-KIT	WIRELESS ACCESS POINT ANTENNA KIT - ZEUS-PT SERIES	\$0.00	133	\$0.00	\$0.00				
TD Setup-Per bus	TD-SET-UP-PER BUS ADMIN CHARGE	\$30.00	133	\$3,990.00	\$0.00				
TD Annual fee	TD-ANNUAL-CLOUD ADMIN FEE	\$800.00	1	\$800.00	\$800.00				
TD Annual Bus Fee-200	TD-ANNUAL-BUS-200-Per bus annual fee up to 200	\$60.00	133	\$7,980.00	\$7,980.00				
LIVE-TRACK-TD	LIVE TRACK & Live Look in per vehicle per year	\$144.00	133	\$19,152.00	\$19,152.00				
LIVE-LOOK-IN-TD	LIVE LOOK IN MINUTE BANK-Per 1000 minutes	\$1,200.00	1	\$1,200.00	\$1,200.00				
BIG BUS	SIX INTERIOR CAMERAS, TWO EXTERIOR CAMERAS TO MONITOR STOP ARM DEPLOYMENT (*INSTALLATION INCLUDED)	\$4,000.00	94	\$376,000.00	\$0.00				
SMALL BUS	FIVE INTERIOR CAMERAS, TWO EXTERIOR CAMERAS TO MONITOR STOP ARM DEPLOYMENT (*INSTALLATION INCLUDED)	\$3,800.00	37	\$140,600.00	\$0.00				
TRANSIT VEHICLES	THREE INTERIOR CAMERAS, NO EXTERIOR CAMERA CAMERAS (*INSTALLATION INCLUDED)	\$2,800.00	2	\$5,600.00	\$0.00				
TOTAL				\$611,492.00	\$29,132.00				



Proposal

Date: May 6, 2024

440 State Street
Schenectady NY 12305

ATTN: Damaris Robins
East Stroudsburg Area SD
50 Vine St
East Stroudsburg, PA 18301
Phone: 570-424-8500

Prepared By: Laurie Green
Title: Account Executive
Email: lgreen@transfinder.com
Phone: 518-723-8114

This quotation is valid for 30 days from issue date.

Transfinder Products and Services	Qty.	Initial Cost	Annual Fees
<p>Wayfinder Resource Substitution</p> <ul style="list-style-type: none"> o Driver can identify which vehicle will be utilized for a trip <p>Navigation</p> <ul style="list-style-type: none"> o Turn by Turn voice guidance o Speedometer and smart map zoom o Accurate electronic route sheets for trips created in Routefinder o On demand navigation <p>Attendance</p> <ul style="list-style-type: none"> o Calendar-based schedules o Driver interaction o Skip stops before or during navigation o Manually take attendance <p>Includes:</p> <ul style="list-style-type: none"> • Up to six (6) hours of online training which must be used within 8 weeks after first completed session. <p>*Wayfinder requires an approved Hardware Device.</p>	<p>126 Users</p>	<p>\$10,072</p>	<p>\$9,072</p>

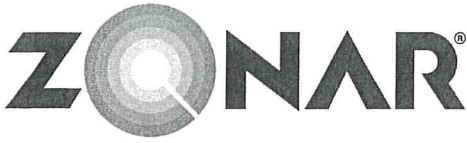
<p>Stopfinder GeoAlerts</p> <ul style="list-style-type: none"> • Send electronic invitations to parents and guardians for easy onboarding process • Reliable and secure stop information • Two-way communication with registered parents and guardians (subscribers) • Send messages to subscribers based on grade, school, route, selected map region or any criteria • Receive messages including attachments (photos and documents), from subscribers • Listen and respond to your community to eliminate misinformation • Define Geo Alerts for buses o Notification based on Enter or Exit Geo Alert Zone o Pickup, Drop-off, School or any locations defined by user o Parents/Subscribers can choose when to be alerted: <p>Bus Enters, Bus Exists Alert Zone</p> <ul style="list-style-type: none"> o View historical events for today, yesterday, this week, last week o Track only student's bus in real-time o See Trip path and stop information (based on settings) • Attendance Tracking – Requires Wayfinder Attendance o Receive alert when student boarded or disembarked o View history of student board and disembark bus o Calendar based scheduled based on Routefinder Schedule <p>Your purchase of Stopfinder includes:</p> <ul style="list-style-type: none"> • Up to eight (8) hours of online training which must be used within 10 weeks after first completed session. <p>*Stopfinder Attendance features require the use of Wayfinder with a Transfinder approved RFID card reader.</p>	<p>126 Vehicles</p>	<p>\$12,096</p>	<p>\$12,096</p>
Pricing for Transfinder Software, Services and Hosting Fees		\$22,168	\$21,168
Initial Cost		\$22,168	
Increase to existing Technical Support and Upgrade Fees		Included	\$21,168
Increase to existing Annual Hosting Service Fees		Included	\$0

This proposal has been prepared at your request. All invoices are due and payable upon receipt. The total system cost for any of the options, is due and payable upon installation. Any Federal and/or State Sales or local taxes are the responsibility of the Licensee.

APPROVED BY:

Client Name & Title

Signature / Date



NOT AN INVOICE

SALES QUOTE

Quote#: SQ-201075 - 2
 Customer ID: EAS3376
 Document Date: 5/7/2024

Zonar
 821 2nd Ave., Ste 1100
 Seattle, WA 98104
 www.zonarsystems.com
Voice: (206) 878-2459
Fax: (206) 878-3082

Ship To Address
 East Stroudsburg Area SD
 Damaris Robins
 50 VINE ST
 East Stroudsburg, PA 18301
 United States

Bill-to Address
 EAS3376
 East Stroudsburg Area SD
 50 VINE ST
 East Stroudsburg, PA 18301
 United States

Quote Good Thru
 06/07/24

Payment Terms
 Net 30 Days

Salesperson
 Alex J Kapcar

No.	Description	Frequency	Quantity	Prorated Unit Price	Unit Price	Extended Amount
	Upgrade from 2010 to TA3					
V4214-H	V4E-NBT GPS Kit	Billed OneTime	7		257.00	1,799.00
10129	V4E - NBT		7			
80209	#6 x1/2" Pan Head Phill Tec (Bag of 4)		7			
80932	Mntg Bracket - Assembly Lexan		7			
ZPASS001-H	ZPASS Kit	Billed OneTime	7		100.00	700.00
30025	ZPASS SRT		7			
30024	ZPASS RAM Mount Bulk Kit		7			
30037	ZPASS Cable Accessory Kit		7			
CAM003-H	Zonar DashCam DF22 Kit	Billed OneTime	133		292.00	38,836.00
20161	Dashcam DF22		133			
E-MOB014-H	Samsung Tab Active3 Certified Kit - RAM	Billed OneTime	133		576.00	76,608.00
81714	RAM Mount w/Backing Plate		133			
81713	Ram Tablet Dock Kit		133			
20157	TA3 Samsung Tablet - 64GB		133			
81611	ZLogs Inside Window Cling		133			
81612	ZLogs Outside Vinyl Sticker		133			
81646	AT&T Nano SIM		133			
81656	Cable Assembly, Tab Active2 Power/Serial Dock Adap		133			
81677	Sticker, Top Arrow Red with Glow.		133			
W-TA3	3 Year Warranty - Samsung TA3	Billed OneTime	133			
81523	9-Pin GPS Diagnostic Cable	Billed OneTime	7			
81658	9-Pin J1939 500k Y-Splitter Cable	Billed OneTime	7		45.00	315.00
E-MOB015-H	Samsung EVIR Tag Kit	Billed OneTime	133			
20101	Round Black Asset NFC Tag		133			
81617	Zones 1-11 MGLD NFC Tag Kit		133			
ZPASS001-S	ZPASS Service	Billed Annually	7		120.00	840.00
PAX005	Parkway	Billed Annually	7		276.00	1,932.00
CAM001-S	Zonar Coach Dual Facing DashCam	Billed Annually	133		360.00	47,880.00
GTC003-S	Increased GPS Logging Service	Billed Annually	133			
3PA128	Wayfinder Certified - 3PA	Billed Annually	133		42.00	5,586.00
MDM003-S	Samsung Tab Active3 Zonar Mobile Shield	Billed Annually	133		48.00	6,384.00
ACT001-S	GSM Activation	Billed OneTime	7		25.00	175.00
ACT001-S	GSM Activation	Billed OneTime	133			
W-TA3T	Samsung Tab Active3 Traditional - 3yr Warranty	Billed Annually 3Y	133		99.00	13,167.00
INST001-S	Installation Tech Week(s)	Billed OneTime	8		6,500.00	52,000.00



NOT AN INVOICE

SALES QUOTE

Quote#: SQ-201075 - 2
Customer ID: EAS3376
Document Date: 5/7/2024

Zonar
821 2nd Ave., Ste 1100
Seattle, WA 98104
www.zonarsystems.com
Voice: (206) 878-2459
Fax: (206) 878-3082

Ship To Address
East Stroudsburg Area SD
Damaris Robins
50 VINE ST
East Stroudsburg, PA 18301
United States

Bill-to Address
EAS3376
East Stroudsburg Area SD
50 VINE ST
East Stroudsburg, PA 18301
United States

Quote Good Thru
06/07/24

Payment Terms
Net 30 Days

Salesperson
Alex J Kapcar

No.	Description	Frequency	Quantity	Prorated Unit Price	Unit Price	Extended Amount
	Installation Pricing is All Inclusive And Covers All Ground Travel and Overnight Stays					
TRAINING	Training	Billed OneTime	1			
TRAVEL	Travel-Training Estimate, Will be Billed at Cost	Billed OneTime	1		1,500.00	1,500.00

Installation to be Performed by a
Zonar Certified Installer

Shipping and Handling is not included on this document and will be included on final invoice.

Subtotal:	247,722.00
Total Sales Tax:	0.00
Total:	USD 247,722.00

Terms and Conditions:

- The above pricing is a good faith estimate issued in USD. Prices may be adjusted once a complete Asset List is provided to Zonar.
- Prices for Services are based on a three-year Service Agreement unless otherwise negotiated.
- No Hardware or Services will be provided by Zonar until Parties have executed a Service Agreement.
- Any shipment dates identified are estimates only, and are subject to change. Actual shipment dates are subject to inventory and supply availability, and will be separately confirmed by Zonar.
- Installation, Taxes, Travel and expenses and shipping costs will be additional charges.
- All Leased/Bundled Hardware must be returned to Zonar after termination of Service Agreement.
- Early termination of Service Agreement will result in early termination fees.
- Zonar's 4G converter device, to be used with Zonar V3 GPS unit, has a 2 year warranty.

JTL Projection Screen & System

A. Why are you requesting the service/needs?

Why: The current projection system is original to the school (1992). The screen is faded, has some slight water damage, and doesn't stretch properly. The current projector is 14 years old and not optimal for the size of the room.

Need: A proper projection system for plays, shows, concerts, events and meetings.

B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts.

- Applied Video Technology - \$44,194.00 - COSTARS #034-E23-182 & 034-E22-123
- Keystone Fire Protection - \$76,800.00 - COSTARS #034-E23-191
- Guyette Communications - Reviewed job onsite but never provided a quote.

C. Procurement Method:

- Contacted several vendors who sell and install AV systems for quotes. The above-mentioned vendors provided quotes per state contracts.

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

- No, not budgeted. Requesting to use capital reserve
- CAPITAL Reserve Funds
- Account # TBD

E. Selection of winning proposal

- Applied Video Technology - \$44,194.00 - COSTARS #034-E23-182 & 034-E22-123

F. Other

N/A

QUOTE

Quote #	Quote Date
AVTQ26057	04/24/24
Account Manager	
Mike Coxe	



APPLIED VIDEO TECHNOLOGY

East Stroudsburg Area SD
50 Vine Street

East Stroudsburg PA 18301

Terms	Net 30
Ship Via	Included

F.O.B. Origin: All Shipping Charges Prepaid and Added to Order unless otherwise noted.

Attention Brian Borosh
Phone No. (570) 424-8500 ;1020
Email brian-borosh@esasd.net
Fax

Qty	Manufacturer	Description	Unit Price	Ext. Price
JT Lambert Intermediate School Auditorium				
1	Epson	V11HA52920 EB-PU2010W 10,000 Lumens, WUXGA, Laser Projector (White)	\$10,361.00	\$10,361.00
1	Epson	V12H004M0B ELPLM11 (Middle) Zoom Lens	\$1,459.00	\$1,459.00
1	Chief	WMA2S Heavy Duty Wall Mount Accessory (Dual Stud / Concrete)	\$181.00	\$181.00
1	Chief	RPAUW Universal RPA Ceiling Projector Mount (white)	\$187.00	\$187.00
1	Chief	HARDWARE Hardware, cut to length pipe (white)	\$125.00	\$125.00
1	Da-Lite	21877L Tensioned Electric Projection Screen (16:10, 120"x192" VIS, 226" Diagonal), custom length black drop at top	\$8,330.00	\$8,330.00
1	Extron	60-1421-52 HDMI Over CAT Transmitter Wallplate (Black)	\$472.00	\$472.00
1	Extron	60-1238-81 IN1608 xl Eight Input HDCP-Compliant Scaling Presentation Switcher with DTP Extension	\$2,363.00	\$2,363.00
1	Extron	60-1429-01 IPCP Pro 250 IP Link Pro Control Processor	\$794.00	\$794.00
2	Extron	60-1953-01 NBP 50 Network Button Panel with 6 Buttons - US 2-Gang (Black & White Included)	\$466.00	\$932.00
1	Luxul	SW-100-08P 8 Port Unmanaged PoE+ Switch	\$171.00	\$171.00
AVT TECHNICAL SERVICES				
1	AVT	Materials All Required System Cabling, Connectors, & Miscellaneous Installation Materials	\$1,250.00	\$1,250.00
1	AVT	Services All Required Technical Services Including: * Engineering * Project Management * Onsite Installation	\$16,680.00	\$16,680.00

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Qty	Manufacturer	Description	Unit Price	Ext. Price
1	AVT	S&H * Programming * Commissioning * Equipment lift rental * Travel & expenses Freight and Shipping for All Above Hardware	\$889.00	\$889.00

AVT products and services are available via PA Co-Stars Contract 034-E23-182.

Extron products are available via PA Co-Stars Contract 034-E22-123.

All required electrical, networking, CATV, or TELCO requirements are the responsibility of the customer. None of these tasks are included in AVT's scope of work.

All onsite labor is quoted using Prevailing Wage Labor Rates for East Stroudsburg, PA.

The customer is responsible for repairing any visible damage due to the removal of existing equipment (i.e. replacing ceiling tiles, patching & painting walls).

SubTotal	\$44,194.00
Sales Tax	\$0.00
Total	\$44,194.00

Quoted By: Mike Cox	Quote Date	Credit Card No.	
<input type="text"/>	4/24/2024	<input type="text"/>	
Accepted By:	Date	Purchase Order No.	Exp Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			3-digit C.V.V.
			<input type="text"/>

Applied Video Technology
2218 Kimberton Rd.
PO Box 427
Kimberton, PA 19442

- To place an order:
1. Email Purchase Order to your Account Manager
 2. Fax Purchase Order to 610-407-0775
 3. Mail to:

Applied Video Technology
PO BOX 427
Kimberton, PA 19442

PROCESS, TERMS, CONDITIONS & ORDER ACCEPTANCE



APPLIED VIDEO TECHNOLOGY PROCESS

Thank you for the opportunity to present this proposal. Once AVT receives your signed agreement or Purchase Order the following steps will occur:

ORDER REVIEW

This meeting is the official hand off between your Account Manager and our Operations Team. At this meeting your Statement of Work (SOW) will be finalized and a Project Manager will be assigned to your project. At the completion of this meeting an AVT project manager will contact you to approve the SOW and share your Project team's contact information. During this process we may reach out to schedule a Project Kick Off call with your team.

PROJECT ENGINEERING

After your order has been turned over to Operations, a Project Engineer will be assigned to your project. During this stage our CTS-D certified Engineers will review your project to confirm complete system functionality and finalize system drawings.

FINAL PROCUREMENT

Once we've received the signed Statement of Work and your project has gone through Engineering, all product and materials orders will be finalized. At this time you will be informed of product ETA's and any possible back orders we may be experiencing with manufacturers.

SCHEDULING

Our AVT Project Management team will work with you for all scheduling and to communicate with you for any requirements for scheduling, parking, permits, insurance etc. Unless otherwise noted and discussed with your Account Manager, our standard project lead time is 15 - 17 weeks from sign off and receipt of system deposit.

TERMS

Pricing on this proposal is valid for 30 days from date of issue unless otherwise renewed in writing by AVT. Please note that we are currently experiencing industry wide manufacturer availability issues, shipping delays and product price increases. AVT reserves the right to change pricing and shipping costs as necessary.

AVT Products and services are available on PA Costars contracts 034-E23-182 and 034-E22-123, Omnia Contract #R200803, and PEPPM contracts 536202-009, 536202-012 or 536202-013. PENDING - Women Owned Small Business (WOSB), Small Business Administration (SBA),

The information included in this proposal is considered confidential and proprietary. If any portion, including equipment, design or other intellectual property contained in this proposal is used to solicit competitive quotes, Applied Video Technology (AVT) reserves the right to invoice up to \$2,500 for use of confidential information.

AVT is not responsible if any information or data in this correspondence is incorrect, corrupted or altered after receipt of proposal. AVT reserves its right to revise or withdraw this proposal prior to written acceptance by the Client.

Proposal terms are 50% due with order, balance due upon receipt unless credit terms have been approved by AVT and are noted on the Terms section of the quote.

Partial invoicing for equipment purchased, received and stored by AVT on behalf of the Client shall be acceptable.

Visa, Mastercard and American Express are accepted and may incur a processing fee of up to 3%.

All shipping and handling fees, unless clearly stated otherwise, will be prepaid by AVT and added to final invoice.

AVT is not responsible for the testing, use, or repair of any customer furnished equipment (CFE) unless otherwise noted in the project quote.

A 20% re-stocking and handling fee will be charged on all returned items. Custom items, service blocks and contracts are non- returnable, non-refundable.

Unless otherwise noted, all labor costs are quoted as open shop, non-union, non-prevailing wage, standard first shift pricing. After hours work will require a written change order.

AVT cannot be held responsible for delays in schedules due to manufacturer backorders and delays.

Standard project lead time for Advanced Sales is 15-17 weeks. Customer Purchase Orders must be submitted to AVT accordingly. AVT cannot be held responsible for delays in schedules due to delays caused by other trades.

If training is included as part of an order, AVT reserves the right to invoice for product delivered or installed to the customer, and invoice training separately when completed. Completed training is not a prerequisite for payment of delivered goods.

SALES AGREEMENT

Time of Commencement and Substantial Completion: The work to be performed under the terms of this Agreement shall be commenced upon receipt of this signed Agreement or purchase order and down payment and shall be substantially completed as a usable system as the construction schedule allows. Upon signature of Substantial Completion Acceptance Form, final payment must be submitted to AVT per the established contract terms.

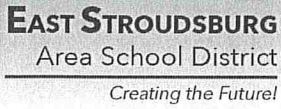
Agreement Sum: The Customer shall pay to AVT for the performance of the work, the dollar amount as stated in the attached proposal subject to additions and subtractions by written change order. No changes to the Agreement sum can be made by either the Contractor or the Owner without a written change order agreed to by both parties.

Title to Goods: Title to goods is retained by AVT until payment of the full Agreement sum subject to allocation of payments and release of security as required by law. The Owner agrees to keep the goods safe, free from other liens and at the address of the installation.

Warranty: Individual Manufacturers equipment warranties apply. For system installations, with the exception of existing or CFE and wiring, AVT provides a normal warranty, meaning the workmanship provided under this Agreement to be guaranteed free of defects for a period of 30 days from the date of final acceptance or first beneficial use whichever occurs first. AVT will repair or replace, in accordance with the manufacturer warranty, any defective equipment and will correct any defective workmanship during normal business hours (M-F 8:30am to 5pm) while the 30 day warranty is in effect at no cost to the

Customer. This warranty does not apply in case of abuse, misuse, neglect, acts of nature, or readjustment of system settings when they have been changed by anyone other than and AVT employee or qualified AVT contractor. If an enhanced or extended warranty option is agreed upon, the 30 day normal warranty will be extended to the length and time frame of that selected warranty.

Agreement: By issuance of a contract or purchase order referencing this Proposal, the Client hereby acknowledges and agrees to comply with these aforementioned terms and conditions of the Proposal.



Debra Wisotsky <debra-wisotsky@esasd.net>

Form 611

1 message

Google Forms <forms-receipts-noreply@google.com>
To: debra-wisotsky@esasd.net

Wed, Apr 24, 2024 at 1:40 PM

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 \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

Your email (debra-wisotsky@esasd.net) was recorded when you submitted this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

William Gouger

322

Department *

Security

Building *

Resica Elementary

What service or item are requesting *

Keystone Proposal #242397-2-0 for an Security Intrusion System at Resica Elementary

Why are you requesting the service or item *

Replacement of antiquated Security intrusion system.

Suggested replacement *

Keystone Proposal #242397-2-0 Intrusion system at Resica

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.)

What did you estimate the costs would be?

What is the total cost of the purchase? *

\$27,500

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Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.*

*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

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Provide justification of sole source (non-competitive) procurement (based on your choice above):

*

Keystone is the local Co-Stars vendor (#30-E22-130) used for all ESASD security and fire alarm systems.

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. *

No

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.

325

Which Fund will be charged? *

32

What account will be charged? *

TBD by CFO.

Selection of the winning proposal, was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

Keystone is the local Co-Stars vendor (#30-E22-130) used for all ESASD security and fire alarm systems.

Any additional information you would like to provide.

Intrusion system includes one year of DMP Virtual Keypad, CLSS Cellular Monitoring, Central Station Monitoring and two-hours of customer training.

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[Report Abuse](#)

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324

INSTALLATION PROPOSAL

PROPOSAL #: 242397-2-0

Security System

PREPARED FOR

William Gouger

East Stroudsburg Area School District

1 Gravel Ridge Road
East Stroudsburg, PA 18302

PREPARED BY:

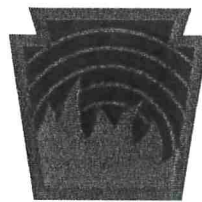
Joseph Martino

T: (215)-641-0100 | C: (267)-678-7350

E: joseph.martino@pyebarkerfs.com

Proposal Date: 4/17/2024

Proposal Valid To: 5/17/2024



**KEYSTONE FIRE
AND SECURITY™**

A PYE • BARKER COMPANY

PROJECT DESCRIPTION & INVESTMENT

▶▶▶▶ Client Information

Name: East Stroudsburg Area School District

Site:
Resica Elementary School
1 Gravel Ridge Road
East Stroudsburg, PA 18302

Billing:

Contact:

William Gouger
(570)-656-4288
william-gouger@esasd.net

▶▶▶▶ Scope of Work

242397-2-0 – East Stroudsburg ASD (Resica Elementary School)

SCOPE OF WORK 4/15/24 KG

Project Type – Intrusion CO-Stars #40-E22-130

Project Scope:

The project will provide intrusion throughout the school. Project will consist of motion sensors, (3) Monitored entrance doors where Keypads are located, and (3) Keypads at Resica Elementary. KFS to provide and install equipment. Customer to provide power, and mounting location for new Panel. KFS to offer a cellular monitoring contract under a separate contract. KFS to provide new wiring in most areas except for the Pod Area where the cables go underground. KFS will utilize the existing cables in the pod area and if there's anything not operational with them then there will a change order to fix.

NOTE: This proposal is based upon the understanding that prevailing wage is not required for this project. If it is found at a later date that it was required an invoice for the extra costs will be issued.

Intrusion:

KFS will:

- Furnish and install (1) DMP Intrusion Panel with a Honeywell CLSS Cellular module.

Location: Mechanical Room

- Furnish and to install (20) DMP Hardwired Motion Sensors

Location: See Drawing

Furnish and install (1) 4-COND 18AWG cable from each Motion back to the Main Panel(with a Single zone module) or the Zone expander.

328

- Furnish and install (4) 8-Zone expander.

Location: See Drawing TBD (Field or Headend)

Each Motion Sensor will get power from DMP panel then the alarm output will go to an input on the zone expanders.

- Furnish and install (3) DMP Wired LCD Keypad

Location: Front Entrance, Pod Area, & Kitchen

KFS to utilize existing wiring to the Keypads due to the runs being sealed up

- Furnish and install (1) DMP integration with Genetec License

Location: Front Entrance, Pod Area, & Kitchen

KFS to utilize existing wiring to the Keypads due to the runs being sealed up

- KFS to provide 1-year of DMP Virtual Keypad which will allow customer to access their panel via Mobile device.
- KFS to provide 1-year of CLSS Cellular monitoring.
- KFS to provide (1) year of Cellular Central Station Monitoring on a separate Contract. It cost 594\$
- Customer to renew on Yearly Basis
- KFS to provide (2) hours of customer training.

Customer to Provide:



- (1) 120VAC Outlet for the Intrusion Panel.
- (1) Network Connection for Genetec integration

NOTES:

See Drawings below:

329

Resica School Map

Key:  Wall  Fire Exit

 Closet

4th/5th Grade

Teacher - Room #:

- Smith - 17 (MDS)
- Haasko - 18
- Gilmartin - 19
- Schock - 20 (Autistic Support)
- Perini - 21
- Mark - 22

- Ruberto 27
- LeDuc 28
- Cramer 26
- Berfante 25
- Danning 24

K/1 Hallway

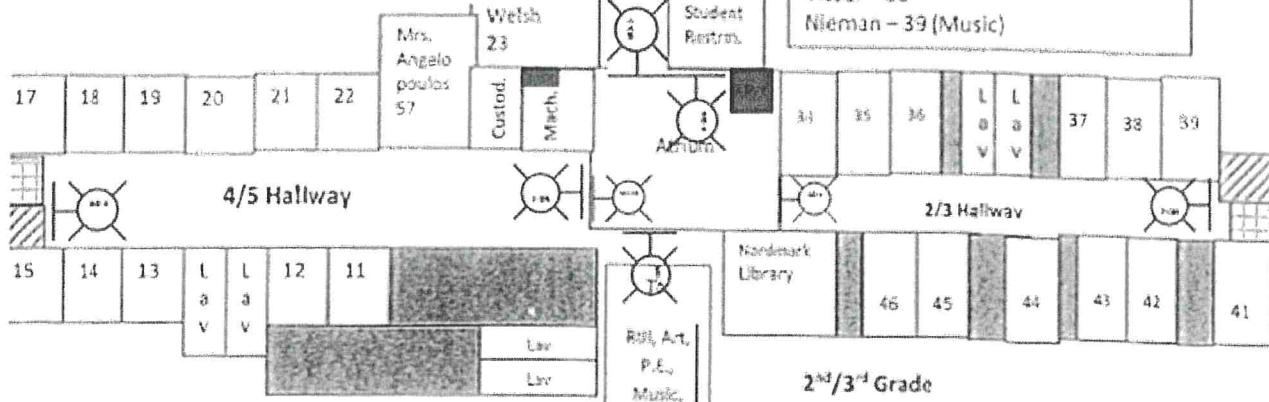
- 29 Stolin
- 30
- Reyes 31
- Newman 32
- Parade 33
- CREATE LAB 33
- Student Restrooms

Room 29 - Ms. MacBlane - S/L

2nd/3rd Grade

Teacher - Room #:

- Computer Lab - 34
- Ludwig - 35
- Spielman - 36
- Hubert - 37 (Itinerant L.S.)
- Visser - 38
- Nieman - 39 (Music)



4th/5th Grad

Teacher - Room #:

- Halas - 15 (Supp. L.S.)
- Spring - 14
- Senior - 13
- Horn - 12
- Suarez - 11

2nd/3rd Grade


Teacher - Room #:

- Lloyd - 46
- Romagno - 45
- Marrone - 44 (Life Skills)
- Masker - 43
- Segond - 42
- Vagle - 41 (Autistic Support)

Map continued on next page.

LEGEND

 Existing Location

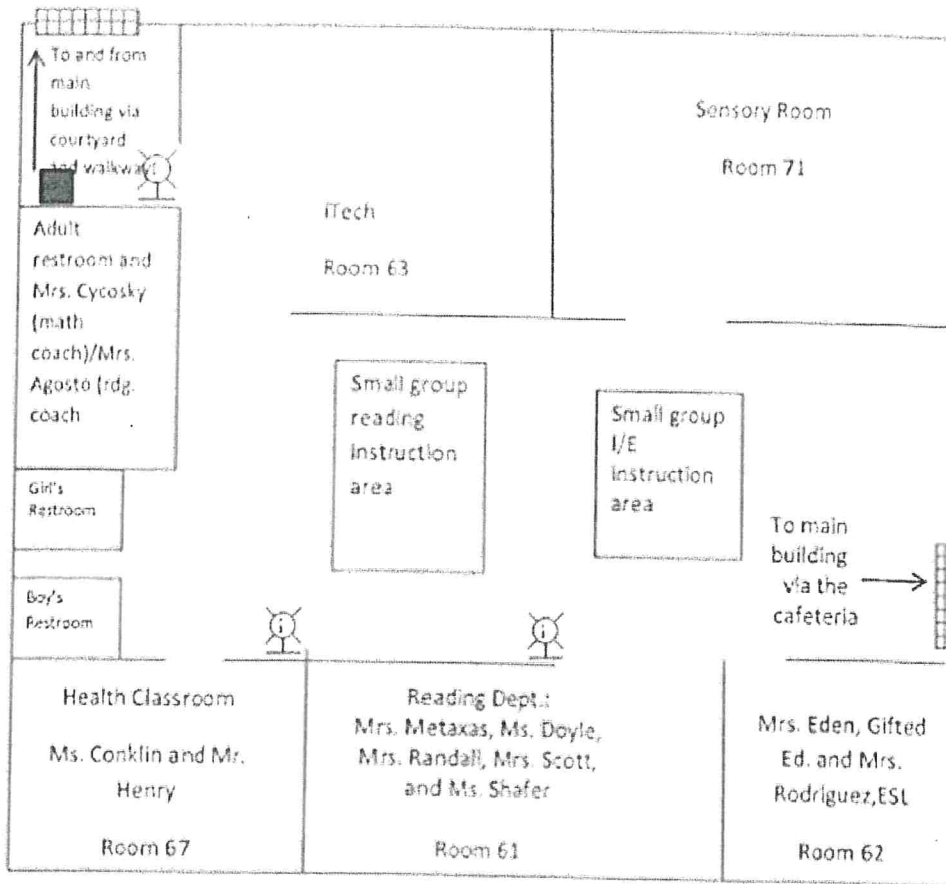
 New Location

 Keypad Location

15

330

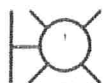
Resica Pod Map



LEGEND



Existing Location



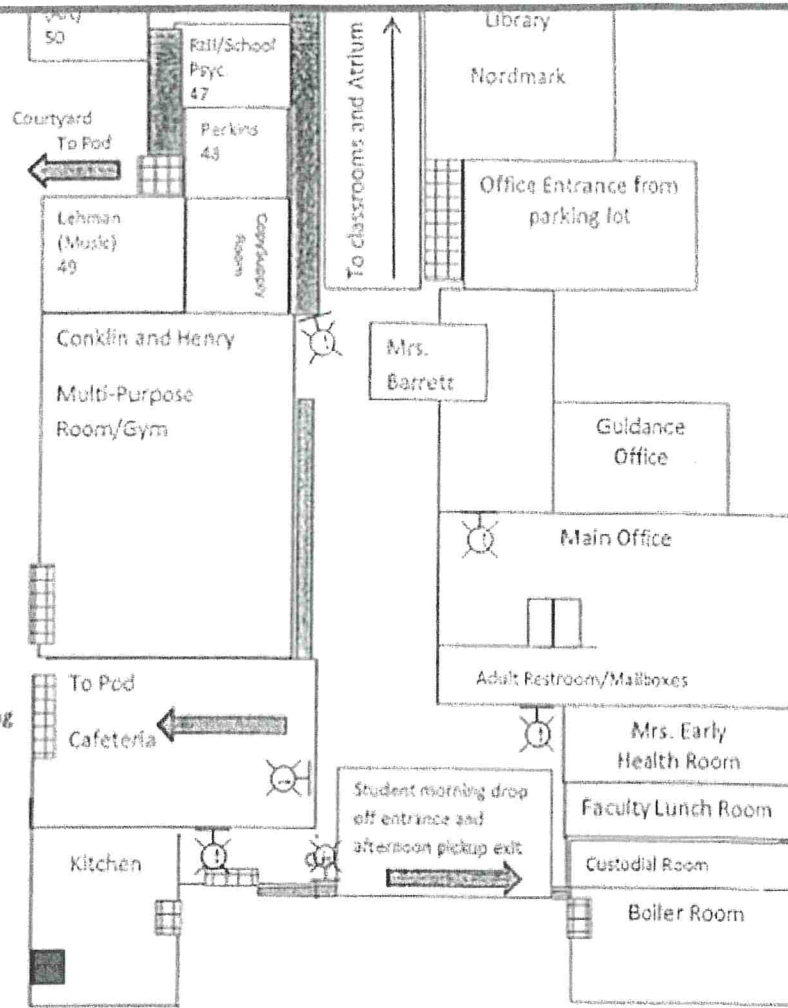
New Location



Keypad Location

17

331

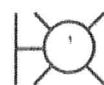


Map of Pod can be found on the following page.

LEGEND



Existing Location

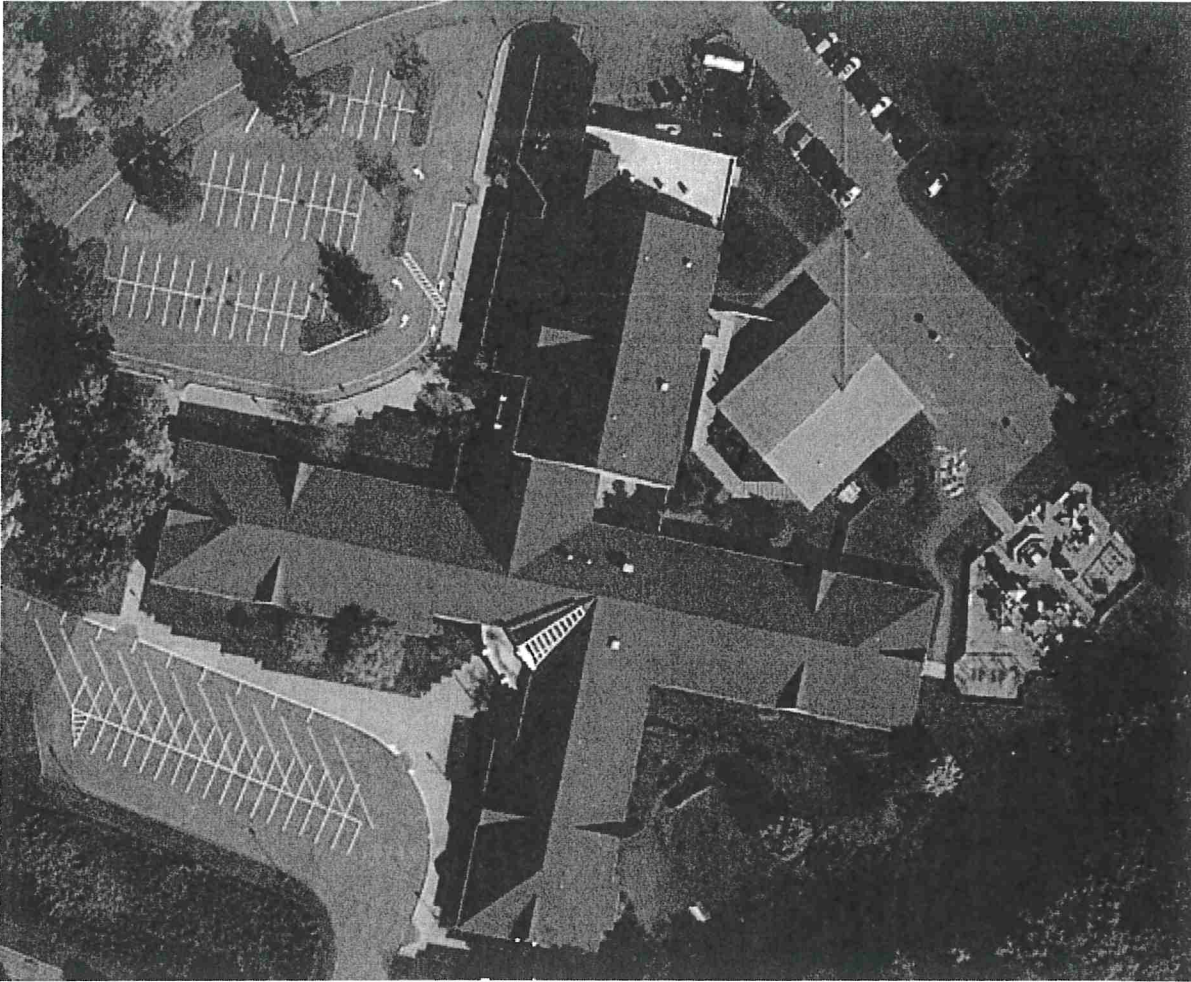


New Location



Keypad Location

POD Building



▶▶▶▶ Project Investment

333

Wired Intrusion - Option 1

Equipment:

QTY	Description
1	142 ZONES, DIALER/NETWORK, 350 LG GRAY ENCLOSURE, 327
5	4-WIRE HARNESS, DUAL CONNECTORS
20	OPTEX 70'X 70' PIR
20	Multi-Angle Bracket, Passive Infrared, Wall Mount, For CX-702/LX Series Infrared Detector
20	SINGLE PT ZONE EXPANDER, ROTARY SWITCH ADDRESSING
3	GREEN LCD W/SHORTCUT KEYS, WHITE
1	1-yr of DMP Virtual Keypad
3	4C 18G STRD UNSHLD PLENII
2	BATTERY 12V 7 AH SLA LCR12V7.3P
4	8PT ZONE EXPANDER IN 340 ENCLOSURE
1	1 DMP intrusion panel connection. With SC 5.10 or earlier, requires the GSC-AP-Base and one of Standard, Pro and Enterprise packages. Mandatory Genetec™ Advantage. 1 Part per panel.
1	Intrusion Base component. 1 part required per system with any intrusion unit manufacturer. Requires the GSC-1AP-Manufacturer part per panel. Requires one of Standard, Professional or Enterprise packages (Synergis™ and/or Omnicast™). Mandatory Genetec™ Advantage.
1	PATHWAY DUAL PATH LTE
1	METAL MOUNTING ENCLOSURE
1	CLSS Yearly Cost

Total Purchase Price **\$27,500.00**

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	Security System	\$27,500.00

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: **\$27,500.00**

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.

334

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: _____

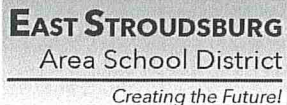
335

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: _____

336



Debra Wisotsky <debra-wisotsky@esasd.net>

Form 611

1 message

Google Forms <forms-receipts-noreply@google.com>
To: debra-wisotsky@esasd.net

Wed, Apr 24, 2024 at 1:47 PM

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 \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

Your email (debra-wisotsky@esasd.net) was recorded when you submitted this form.

Untitled Section

FORM **611**

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

William Gouger

337

Department *

Security

Building *

East Stroudsburg High School North

What service or item are requesting *

5-Year Internal Inspection of the wet sprinkler riser/FDC hydrostatic test/pull 20 quick response sprinkler heads/replace 10 water gauges/complete work during summer inspections.

Why are you requesting the service or item *

Wet sprinkler system has not been tested in the last 5 years

Suggested replacement *

Keystone Proposal #242539-1-0 for 5-year Internal Inspection of the wet sprinkler riser

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.)

What did you estimate the costs would be?

What is the total cost of the purchase? *

\$10,900

338

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.*

*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

339

Provide justification of sole source (non-competitive) procurement (based on your choice above):

*

Keystone is the local co-stars vendor (#40-E22-130) for all ESASD fire and security systems.

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. *

No

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? *

TBD by CFO

Selection of the winning proposal, was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

Keystone Proposal #242539-1-0

Any additional information you would like to provide.

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341

REPAIR PROPOSAL

PROPOSAL #: 242539-1-0

QR-Sprinkler 5-year Internals

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@pyebarkerfs.com

Proposal Date: 4/17/2024

Proposal Valid To: 5/17/2024



**KEYSTONE FIRE
AND SECURITY**™

A PYE • BARKER COMPANY

342

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 a 5-year internal inspection of the wet sprinkler riser
- We will preform a 5-year FDC hydrostatic test
- We will need to pump out the water in the pit to preform the 5-year FDC test
- While the system are down we will pull (20) Quick Response sprinkler heads that need to be tested that are over 20 years old.
- We will replace (10) outdated water gauges
- All work will be complete during the summer inspections.
- CO-Stars #40-E22-130

▶▶▶▶ Project Investment

Estimate

Total Purchase Price **\$10,900.00**

▶▶▶▶ System Investment

Select	Description	Cost
<input checked="" type="checkbox"/>	QR-Sprinkler 5-year Internals	\$10,900.00

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

343

▶▶▶▶ Project Investment Summary

System Investment

Keystone Fire and Security will provide the proposed system as described in this proposal for the sum of: **\$10,900.00**

The price above includes: supplies & materials, 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: _____

344

TERMS & CONDITIONS

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Initials: _____

345

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email (shahida-jones@esasd.net) was recorded on submission of this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

Shahida Jones

Department *

Pupil Services

Building *

Admin

346

What service or item are requesting *

Calm Classroom

Why are you requesting the service or item *

Mindfulness program that was piloted at three elementary buildings with positive results and positive feedback from teachers who used the program in their classroom.

Suggested replacement *

none

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

What is the total cost of the purchase? *

22,769

347

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* *

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

348

Provide justification of sole source (non-competitive) procurement (based on your choice above): *

Inadequate competition. Unable to locate another product that was similar and created for a classroom setting.

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. *

No, due to inadequate competition

Was this purchase budgeted? *

Yes



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

349

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? *

10-1190-610-987-00-000-000-9176

Selection of the winning proposal, was the lowest price selected? If not, please explain why and * the process of selecting the vendor.

N/A

Any additional information you would like to provide.

Calm classroom will only require a digital renewal each year at a price of \$13 per person which will be sustainable year after year.

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

Google Forms

350

Luster Learning Institute, nfp
 1126 Hillcrest Ave.
 Highland Park, IL 60035 US
 847.748.7482
 support@calmclassroom.com
 www.calmclassroom.com



Estimate

ADDRESS	SHIP TO
East Stroudsburg Area School District	East Stroudsburg Area School District
50 Vine Street	50 Vine Street
East Stroudsburg, PA 18301	East Stroudsburg, PA 18301
United States	United States

ESTIMATE # 1794
DATE 01/29/2024

SHIP VIA
 FedEx

ACTIVITY	QTY	RATE	AMOUNT	SKU
PO Kit - Pre-K & Kindergarten Printed Manual (English) + 1 Yr Access to Digital Portal	26	105.00	2,730.00	P011-003
003 Pre-K & Kindergarten Printed Manual + 1 Yr Access to Digital Portal (English)				
006 Student Ambassador Poster Set				
007 Any Time, Any Place Poster Set				
009 Academy E-learning Course				
010 Focusing Chime				
PO Kit - Elementary School Printed Manual (English) + 1 Yr Access to Digital Portal	180	105.00	18,900.00	P011-001
001 Elementary (1-5 Grade) Printed Manual + 1 Yr Access to Digital Portal (English)				
006 Student Ambassador Poster Set				
007 Any Time, Any Place Poster Set				
009 Academy E-learning Course				
010 Focusing Chime				

Thank you for your interest in Calm Classroom!

SUBTOTAL	21,630.00
TAX	0.00
SHIPPING	1,139.00
TOTAL	\$22,769.00

351

EIN 36-4604965

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email (katrina-aiello@esasd.net) was recorded on submission of this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Katrina Aiello

Department *

Pupil Services

Building *

Administration

352

What service or item are requesting *

Smart Futures - Career Planning Portfolio

Why are you requesting the service or item *

Online career planning and portfolio platform that helps all students be ready for post-secondary success. Smartfutures.org uses Pennsylvania's Academic Standards for Career Education and work as a blueprint for the software's development. Smartfutures.org is a proven framework to deliver career planning, skill credentialing and eMentoring within classrooms.

Suggested replacement *

Renewal

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

Renewal

What is the total cost of the purchase? *

17,875.00

353

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* *

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

354

Provide justification of sole source (non-competitive) procurement (based on your choice above): *

Renewal

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. *

Renewal of current subscription for the 24-25 school year

Was this purchase budgeted? *

Yes

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

355

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? *

- 10-2111-650-000-10-000-009-000-0000
- 10-2111-650-000-20-000-009-000-0000
- 10-2111-650-000-30-000-009-000-0000

Selection of the winning proposal, was the lowest price selected? If not, please explain why and * the process of selecting the vendor.

Renewal

Any additional information you would like to provide.

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



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SMARTFUTURES

Smart Futures

Tax ID : 30-0263715
6401 Penn Avenue, Suite 300
Pittsburgh Pennsylvania 15206
U.S.A

Invoice

SF004656

Balance Due
\$17,875.00

Bill To
East Stroudsburg Area SD
50 Vine St
East Stroudsburg
18301 PA
Monroe

Invoice Date : 04.15.24
Terms : Custom
Due Date : 07.31.24
License Begin Date : 07.01.24
License End Date : 06.30.25

#	Item & Description	Qty	Rate	Amount
1	24-25 SmartFutures.org District license Unlimited access to SmartFutures.org resources for all student K-12 in the district (approx. 6400 students)	1.00	17,875.00	17,875.00

Sub Total 17,875.00

Total \$17,875.00

Balance Due \$17,875.00

Payment Options



Terms & Conditions

***** Annual licenses will be activated upon payment or PO receipt.
----- All questions and purchase orders can be sent to invoices@smartfutures.org.

357

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email (**peter-bard@esasd.net**) was recorded on submission of this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

Peter Bard

Department *

CFO

Building *

Administration

358

What service or item are requesting *

Frontline Education - Budget Analytics

Why are you requesting the service or item *

For use for the 24-25 AFR - ESSA requirements for the Building to Building District spend

Suggested replacement *

First time Acquisition

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

What is the total cost of the purchase? *

\$8,100 (\$7,000 annually and \$1,100 set up)

359

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* *

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

360

Provide justification of sole source (non-competitive) procurement (based on your choice above):

*

N/A

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount.

*

N/A

Was this purchase budgeted? *

Yes



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

341

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? *

10-2510-330

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.

This program is going to be used to help allocate district expenses to each building starting in the 2024-2025 year for the Annual Financial Report (or AFR) to meet the ESSA requirement that is becoming mandatory. This will make the process much easier for district personnel to allocate spend fair and equitabilty across all buildings per ADM and square footage.

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

Google Forms

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1400 Atwater Drive Malvern, PA 19355

04/29/2024

Customer:	Order Form Details:
East Stroudsburg Area School District 50 Vine Street EAST STROUDSBURG, Pennsylvania, 18301-0298 United States	Pricing Expiration: 5/26/2024 Quote Currency: USD Account Manager: Sara Barozzi
Contact: Peter Bard Title: CFO Phone: 570-424-8500 x 10101 Email: peter-bard@esasd.net	Startup Cost Billing Terms: One-Time, Invoiced after signing Subscription Billing Frequency: Annual Sale Type: New Initial Term: 7/01/2024 – 6/30/2025

Pricing Overview	Amount
One-Time Fees	\$1,700.00
Annual Recurring Fees	\$7,000.00

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
Frontline Implementation	1	\$1,700.00	\$1,700.00

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
Budget Management Analytics Subscription - powered by Forecast5, usage for up to 5 employees	7/01/2024	6/30/2025	\$7,000.00

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Exhibit A Frontline Customer Order Form

Q-187480

1400 Atwater Drive Malvern, PA 19355

04/29/2024

Additional Order Form Information

Tax Information

Tax Exemption: We currently have a tax exemption certificate on file for you.

PO Information

PO Status: Purchase order not required by customer

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment

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1400 Atwater Drive Malvern, PA 19355

04/29/2024

Invoicing Schedule	Due Date	Amount
Invoice: One Time Frontline Implementation	Upon Signing	\$1,700.00 + applicable sales tax \$1,700.00
Invoice: Annual Budget Management Analytics Subscription - powered by Forecast5, usage for up to 5 employees	7/31/2024	\$7,000.00 + applicable sales tax \$7,000.00

365



1400 Atwater Drive Malvern, PA 19355

04/29/2024

MASTER SERVICES AGREEMENT

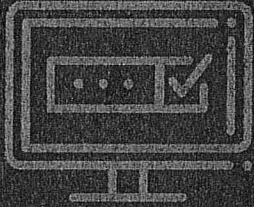
This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 1400 Atwater Drive, Malvern, PA 19355 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at <https://www.frontlineeducation.com/master-services-agreement/> and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

Frontline Technologies Group LLC dba Frontline Education	East Stroudsburg Area School District
Signature: _____	Signature: _____
Name: _____	Name: <u>Peter Bard</u>
Title: _____	Title: <u>CFO</u>
Address: <u>1400 Atwater Drive</u> <u>Malvern, PA 19355</u>	Address: <u>50 Vine Street</u> <u>EAST STROUDSBURG, Pennsylvania</u> <u>18301-0298</u>
Email: <u>billing@frontlineed.com</u>	Email: <u>peter-bard@esasd.net</u>
Effective Date: _____	

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STATEMENT OF WORK



Budget Management Analytics

Standard Implementation Services



Statement of Work: Budget Analytics

Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation. Below represents a typical implementation process.



<ul style="list-style-type: none"> Sales Handoff Kickoff Call Introduction Call with District Team Determine project timeline 	<ul style="list-style-type: none"> Data Acquisition for initial setup 	<ul style="list-style-type: none"> Data Mapping Building of Budget and Planning Models 	<ul style="list-style-type: none"> Review and Validate Data (IS Team pre-handoff) 	<ul style="list-style-type: none"> Model Handoff to Advisor and CSM Advisor review for reasonableness 	<ul style="list-style-type: none"> Provide model access to client Provide access to Training 	<ul style="list-style-type: none"> Project closeout process is completed by all parties Client enters Support Phase
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The Financial Planning Analytics project implementation time is dependent on the amount, type, and format of the data being included in the project as well as when Frontline acquires the data needed from the client. The project's estimated timeline will be determined during the planning call based on these and other assumptions, but it is assumed that implementation will be completed within 120 days after signing.

Key Terms

- Automated Data Transfer – This is the automated delivery of data files each month to maintain the Budget Analytics Model. It is set up on the client side to transfer files to a secure folder hosted by Frontline. This can occur at any point during the implementation phase. Examples of automated data transfer processes include SFTP and
- Budget Model – Client facing product to analyze the current year budget with year-to-date actuals plus remaining projected months. Provides instant visuals to analyze variances and produces automated month-end reports.
- Planning Model – Client facing product to simplify development of multi-year financial roadmap. Provides dashboard and other instant visuals and produces automated reports.
- CSM – Acronym for Customer Success Manager. The CSM is the account manager for your organization responsible for coordinating support and ensuring your success with Frontline products.
- Advisor – Provides domain expertise to assist in development and ongoing support of Budget and Planning models, in addition to ongoing professional development through webinars and training opportunities.





Scope/Deliverables*

Budget Model

These deliverables are described broadly and may differ depending on the client state.

1. Budget Summary Dashboard
2. Variance Analysis Dashboard
3. Monthly Financial Report
4. Variance Analysis Report

*There may be additional, state-specific reports and dashboards available.

Financial Planning Model

These deliverables are described broadly and may differ based on the client state.

1. Finances at a Glance Dashboard
2. 5 Year Forecast Summary Report
3. Assumption Assist – Step by Step 5 Year Forecast Builder

*There may be additional, state-specific reports and dashboards available.

Data Acquisition

During implementation, the client will provide the initial datasets needed to create models that include up to five years of historical data. Additionally, an automated data transfer connection will be established to maintain the Budget Model with monthly activity updates and budget revisions.

For commonly used client systems such as Skyward, Frontline can provide queries for the different data sets required.

Initial Datasets

Budget Model		
#	Dataset	Description
1	Descriptions	Description file for all GL dimensions: Fund, Object, Function, Location, etc.
2	Budget	Current Fiscal Year Budget
3	Historical Activity	Monthly revenue and expense activity up to five prior fiscal years
4	Current Year Activity	Monthly revenue and expense activity for the current fiscal year
5	Fund Balances	Prior year ending balances for all funds

Initial Datasets

Please Note: Datasets for the Forecast Model are only required for a stand-alone implementation. If the implementation includes the Budget Model, no additional data is required for the Forecast Model.

Financial Planning Model		
#	Dataset	Description
1	Descriptions	Description file for all GL dimensions: Fund, Object, Function, Location, etc.
2	Budget	Current Fiscal Year Budget
3	Historical Activity	Revenue and Expense Activity for up to five prior fiscal years
4	Fund Balances	Prior year ending balances for all funds for each fiscal year of activity





Systems Integration – Frontline ERP (CA, TX)

Integrations exist within Frontline Education solutions for the ERP system. If the client is a user of Frontline ERP in CA (Escape) or TX (Teams), then initial datasets and monthly files will be automated internally. Frontline will assist with any additional setup required on the client side to establish the initial connections.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- A district office leader (e.g., Chief Financial Officer, Executive Director of Finance, etc.)
- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district users and responsibilities are established. Executive Sponsor involvement may decrease once responsibilities have been delegated.
- Organizes training opportunities.
- Signs off on completion of implementation project.

IT Department

- Will work with Frontline Education Support teams to ensure:
 - Data Acquisition is successful and timely
 - Support setup of automated data transfer for maintenance of models.
 - Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters
 - Provide technical support in instances where local network/technology configurations impact usage of our solutions
 - Support solution integrations as needed

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education reserves the right to issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- Implementation will expire 365 days from contract signing if Services haven't been initiated and completed.



GOVERNMENT SOFTWARE SERVICES, Inc.
Contract for School Billing

AGREEMENT FOR COMPUTER SERVICES

This Agreement made this ____ day of _____, _____ for fiscal year(s) _____
between Government Software Services, Inc., 220 8th Street, Honesdale, Pennsylvania,
18431 (hereinafter referred to as "GSS")

AND

East Stroudsburg Area School District (Pike County), 50 Vine Street, East Stroudsburg,
PA. 18301 (hereinafter referred to as "Client")

WITNESSETH

In consideration of the mutual covenants hereinafter set forth, it is agreed that Client
desires certain Data Processing Services be performed and that GSS desires to perform
these services which are as follows:

1. **REAL ESTATE TAX SYSTEM** – During the term stated, GSS will provide Real
Estate Tax Services to the Client utilizing the Assessment files of the County or
Counties in which the various taxing districts of the Client are located. Services to be
performed are as follows:

A. Prepare one (1) copy of the Real Estate Tax Duplicate bound, based upon the data
contained in the Real Estate Master File and the associated millage, discount, penalty
rates and tax collector information provided to GSS by the Client. Said tax duplicates
shall reflect the taxes based on the millage times the assessed valuation and shall show
discount, face and penalty amounts. A summary report reflecting totals shall appear at
the end of each duplicate.

B. Prepare one (1) copy of the Real Estate Tax Statement for each parcel of property
consisting of a tax bill page, installment page and instruction insert, reflecting the
information shown on the tax duplicates and tax collector data associated with each
taxing district. Three (3) pages to be inserted into envelopes.

C. Provide a Summary Report reflecting all the totals necessary for certification and
normal reporting.

D. Provide one (1) electronic duplicate for each municipality

2. **INTERIM REAL ESTATE TAX SYSTEM** – During the term stated, GSS will
provide Interim Real Estate Tax Services to the client utilizing the Assessment files of the
County or Counties in which the various taxing districts of the Client are located.
Services to be performed are as follows:

570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431
Government Software Services, Inc.
Contract for School Billing

A. Prepare one (1) copy of the Real Estate Tax Duplicate bound, based upon the data contained on the Real Estate Master File and the associated millage, discount, penalty rates and tax collector information provided to GSS by the Client. Said tax duplicates shall reflect the taxes based on the millage times the assessed valuation and shall show discount, face and penalty amounts. A summary report reflecting totals shall appear at the end of each duplicate.

B. Prepare one (1) copy of the Real Estate Tax Statement for each parcel of property on a self-seal mailer, reflecting the information shown on the tax duplicates and tax collector data associated with each taxing district.

C. Provide a Summary Report reflecting all the totals necessary for certification and normal reporting.

D. Provide one (1) electronic duplicate for each municipality

3. **MATERIALS AND SUPPLIES** – During the term stated, GSS will provide the following:

A. All tax duplicate paper, tax statements and binding materials necessary to provide the services described herein.

4. **ITEMS TO BE SUPPLIED BY CLIENT** – In order for GSS to fulfill this contract the Client must supply the following:

A. Written authorization from the County Commissioners or Counties where the Client's taxing districts are located granting GSS permission to access the Real Estate Assessment files.

B. Written documentation of all Real Estate millage rates, discount, face, penalty rates, dates and all tax collector information as it is to be printed on the statements.

5. **TERMS AND CONDITIONS** – GSS will provide the services as defined in this contract for the term stated and will provide to the Client the tax statements and duplicates FOB Honesdale within thirty (30) days of receipt of the items supplied by Client.

570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431
Government Software Services, Inc.
Contract for School Billing

6. Client agrees to pay GSS as follows:

- A. The sum of nine cents (\$0.09) each, per name printed for the two copies of the Real Estate Duplicate and the sum of twenty dollars (\$20.00) each per duplicate bound.
- B. The sum of forty cents (\$0.40) for each tax statement, installment page and insert prepared during the school tax billing period.
- C. The sum of twenty cents (\$0.20) for each envelope with mailing permit provided.
- D. The sum of twenty-two and ninety-five one hundredths cents (\$0.2295) for each interim tax statement prepared on a self-seal mailer.
- E. The sum of one hundred dollars (\$100.00) per electronic data file provided for each municipality.
- F. GSS will invoice Client based on the above rates. Full payment will be due and payable within thirty (30) days of delivery of the tax statements and duplicates. Any amount invoiced and not paid within thirty (30) days shall become subject to a finance charge of 1½ % per month on the unpaid balance.

7. In the event of a dispute the matter shall be settled in the following manner:

- A. A three-member panel shall be created by the choosing of one member by the Client and one member by GSS.
- B. Each of these two members shall agree on a third member.
- C. The three-member panel, by majority vote, shall determine a settlement that must be accepted by GSS and Client.

**570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431
Government Software Services, Inc.
Contract for School Billing**

In witness whereof, the parties have executed this agreement.

Dated _____

East Stroudsburg Area School District

By _____

WITNESS

Government Software Services, Inc.

By Thomas P. Theobald
Thomas P. Theobald, President

Bethany J. Sawl
WITNESS

570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431
Government Software Services, Inc.
Contract for School Billing

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email (**marialena-casciotta@esasd.net**) was recorded on submission of this form.

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

Maria Casciotta

Department *

Pupil Services/Special Education

Building *

Administration

375

What service or item are requesting *

3- year Amira Software subscription

Why are you requesting the service or item *

Students with disabilities are in need of a remedial program to assist them with building literacy skills. This software meets each child where they are by adjusting programming to their unique needs. This program is being explored as our previous program of iReady is no longer available. It is noted that using Amira for 20 minutes per day, 3 days a week, doubles reading growth. Our curriculum department had this program available to all students during our reading pilot and many special education teachers, students and parents expressed satisfaction in the use and results.

Suggested replacement *

None

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

\$15,000 a year

What is the total cost of the purchase? *

\$13,500.00

374

Select the Procurement Method utilized: *

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* *

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

377

Provide justification of sole source (non-competitive) procurement (based on your choice above): *

N/A

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. *

Amira Learning - \$13,500.00; Houghton Mifflin Harcourt - \$14,300.00; Capstone - \$26,125.00

Was this purchase budgeted? *

Yes

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

378

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

N/A

Which Fund will be charged? *

10

What account will be charged? *

10-1231-650-000-10-000-310-000-0000

Selection of the winning proposal, was the lowest price selected? If not, please explain why and * the process of selecting the vendor.

Yes - lowest price was selected.

Any additional information you would like to provide.

None

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

Google Forms

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5214F Diamond Heights Blvd #3255
San Francisco, CA 94131

Remit Email: orders@amiralearning.com

Quote Date : 03/14/2024

Proposal No.: 005758

Prepared by: Mack Moyer
Contract Term: 39 Months
Start Date: 04/01/2024
End Date: 06/30/2027
Proposal Expiration: 04/14/2024

Customer Contact: Maria Casciotta
Customer Name: East Stroudsburg Area School District
Address: 50 Vine Street
East Stroudsburg, PA 18301
Contact Email: marialena-casciotta@esasd.net

Product Description	Quantity	Annual Price	Months	Total
Amira Suite Student License	225	\$20.00	39	\$13,500.00
Amira Teacher License	15	\$0.00	39	\$0.00
Amira Getting Started Professional Services	1	\$0.00		\$0.00
License and Subscription Totals				\$13,500.00

Amount Due (PO Amount):	\$13,500.00
-------------------------	-------------

Please review and return this cost proposal with your signed Purchase Order to orders@amiralearning.com. Please include the Proposal Number above on your Purchase Order.

This cost proposal is for the purchase of the AMIRA software subscription and services set forth above, and is subject to and incorporates by reference the terms and conditions for the applicable products located at: <https://amiralearning.com/terms-conditions.html> (the "Agreement"). By signing the attached Purchase Order, Customer represents and warrants that: (a) it has read and understands the Agreement that is incorporated by reference to this cost proposal and agrees to be bound by the terms of the Agreement, (b) it has reviewed and agree to the enumeration of the services included with the subscription, and (c) it has full power and authority to accept the Agreement and this cost proposal. The use of all software and delivery of any services provided for herein will be subject to the terms and conditions between East Stroudsburg Area School District ("Customer") and Amira Learning, Inc (AMIRA). All capitalized terms used in this proposal have the meanings stated in the Agreement, unless stated otherwise.

Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that AMIRA receives your Purchase Order. No modification of the Agreement shall be affected by Customer's use of any order form, purchase order, acknowledgement or other form containing additional or different terms.

IMPORTANT: Do not allow licensed product (as defined in said terms and conditions) to be installed or used without reading the terms and conditions of this agreement. If you are not willing to accept these terms and conditions, you must return the licensed product to Amira Learning within ten (10) days of receipt. By installing and using the licensed product as permitted by this license or ordering services (as defined below), you are agreeing to be bound by the terms of this agreement.

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Houghton Mifflin Harcourt

Proposal #008924555

Prepared For

East Stroudsburg Area Sch Dist

Attention:

Marialena Casciotta

marialena-casciotta@esasd.net

For the Purchase of:

Amira Suite

3-Year Duration

Prepared By

Scott Hamilton

scott.hamilton@hmc.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hmhco.com/common/terms-conditions>

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Marialena Casciotta
marialena-casciotta@esasd.net

Send **Orders** to:
orders@hmc.com
FAX: 800-269-5232

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Proposal for East Stroudsburg Area Sch Dist

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Amira					
Amira Student Licenses					
1804228	9780358522027 Amira Suite Student License Digital 3 Year Includes: Amira Dyslexia Screener Digital Student Resources 3 Year Amira Oral Reading Fluency Assessment Digital Student Resources 3 Year Amira Practice Digital Student Resources 3 Year Implementation Success	\$60.00	225	\$13,500.00	
Total for Amira Student Licenses				\$13,500.00	
Amira Teacher Licenses					
1808255	9780358556640 Amira Suite Teacher License Digital 3 Year Includes: Amira Dyslexia Screener Digital Teacher Resources 3 Year Amira Oral Reading Fluency Assessment Digital Teacher Resources 3 Year Amira Practice Digital Teacher Resources 3 Year Teacher's Corner Elementary License 3 Year	\$174.00			5
Total for Amira Teacher Licenses				\$0.00	
Total for Amira				\$13,500.00	

Professional Services- Amira Suite					
Getting Started with Amira Suite					
1780620	9780358338857 Amira Suite Getting Started Live Online 2-Hour Grades K-6 This session walks teachers through how to use Amira in their classroom to provide reading fluency assessments and tutoring to strengthen reading skills and confidence. This initial session is the first step on the way to a successful first 30 days. Additional training and support will be provided via Teacher's Corner on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of live sessions and on-demand interactive media and videos will help teachers plan, teach and assess learning using their new HMH program. Note: To ensure a successful training, please schedule this session after teachers are rostered on Ed, HMH teaching and learning platform.	\$800.00	1	\$800.00	
Total for Getting Started with Amira Suite				\$800.00	
Total for Professional Services- Amira Suite				\$800.00	

Send **Check Payments** to:
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14046 Collections Center Drive
Chicago, IL 60693

Attention:
Marialena Casciotta
marialena-casciotta@esasd.net

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Proposal for East Stroudsburg Area Sch Dist

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
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<i>Subtotal Purchase Amount:</i>		\$14,300.00
<i>Shipping & Handling:</i>		\$0.00
<i>Total Cost of Proposal (PO Amount):</i>		\$14,300.00

Please add proper sales tax to your order

Send **Check Payments** to:
 Houghton Mifflin Harcourt Publishing Company
 14046 Collections Center Drive
 Chicago, IL 60693

Attention:
 Marialena Casciotta
 marialena-casciotta@esasd.net

Send **Orders** to:
 orders@hnhco.com
 FAX: 800-269-5232

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Proposal for
East Stroudsburg Area Sch Dist

Total Cost of Proposal (PO Amount): \$14,300.00

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
East Stroudsburg Area Schl Dist	East Stroudsburg Area Schl Dist
50 Vine St	50 Vine St
East Stroudsburg, PA 18301-2150	East Stroudsburg, PA 18301-2150
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 12/20/2023

Proposal Expiration Date: 2/3/2024



Houghton Mifflin Harcourt

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Marialena Casciotta
marialena-casciotta@esasd.net

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orders@hnhco.com
FAX: 800-269-5232

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Investment Summary

East Stroudsburg Area School District
50 Vine Street, East Stroudsburg, PA 18301
Attention: Maria Casciotta
Marialena-casciotta@esasd.net

March 28, 2024

Capstone Executive:
Terre Bommarito
812.987.5385
tbommarito@capstonepub.com

Contract Dates: July 1, 2024- June 30, 2027 (36 Months)

Product	Number of Licenses	Annual Cost Per License	Extended Cost
Capstone +Amira	225	\$35	\$23,625
Teacher Licenses	15	\$0	\$0
Implementation Fidelity			\$2500
Total			\$26,125

Notes: The above investment summary includes licenses for 15 teachers and 225 students for the Amira Suite with Capstone StoryPack content, and support throughout the contact to help ensure implementation fidelity.

About Capstone StoryPacks:

Capstone StoryPacks

- Capstone StoryPacks serve up content in chunks that kids use for learning to read
- Content selected for readability, engagement, platform 'fit', kid appeal

Community Building

ISBN: 9780756596736

This pack highlights realistic characters and real-life leaders from history who navigate what it means to be a responsible community member.

Emotional Intelligence

ISBN: 9780756596729

This collection combines informational texts and relatable stories to help readers build emotional intelligence skills such as managing feelings and building friendships.

Building Resilience

ISBN: 9780756596743

These engaging stories feature real and fictional role models who demonstrate perseverance in the face of challenges.

Sports

ISBN: 9780756596705

This engaging, high-interest pack contains a variety of sports content from biographies of notable athletes to relatable sports fiction stories.

Biographies

ISBN: 9780756596712

Historical figures like Nikola Tesla, Anne Frank, and Wilma Rudolph come to life in this pack that highlights famous scientists, leaders, changemakers, and more.

Leadership

ISBN: 9798675202940

This pack includes engaging stories of real people and fictional characters who exemplify leadership qualities in the face of challenges big and small.

Capstone's EIN is 82-4045107. Access new W-9 for your records [HERE](#). If you need additional information, please email bids@capstonepub.com.

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Amira, the world's first AI reading tutor, now recommends the best Capstone content for every student.

For more than 30 years, Capstone has been a trusted partner to school districts across the country. Capstone's K-5 reading content is now integrated into the Amira AI tutoring system with **Capstone StoryPacks** — curated collections of engaging stories focused on themes and specific instructional support personalized for each student.



Sports — This engaging, high-interest pack contains a variety of sports content from biographies of notable athletes to relatable sports fiction stories.



Biographies — Historical figures like Nikola Tesla, Anne Frank, and Wilma Rudolph come to life in this pack that highlights famous scientists, leaders, changemakers, and more.



Emotional Intelligence — This collection combines informational texts and relatable stories to help readers build emotional intelligence skills such as managing feelings and building friendships.



Community Building — This pack highlights realistic characters and real-life leaders from history who navigate what it means to be a responsible community member.



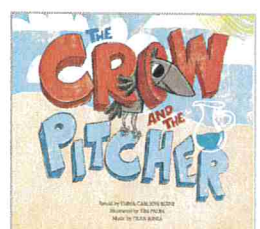
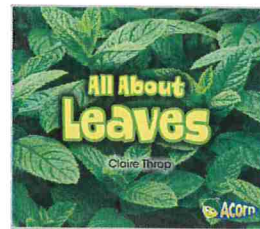
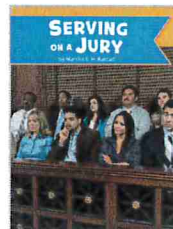
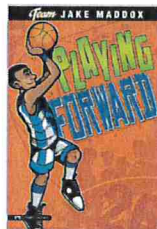
Building Resilience — These engaging stories feature real and fictional role models who demonstrate perseverance in the face of challenges.



Leadership — This pack includes engaging stories of real people and fictional characters who exemplify leadership qualities in the face of challenges big and small.



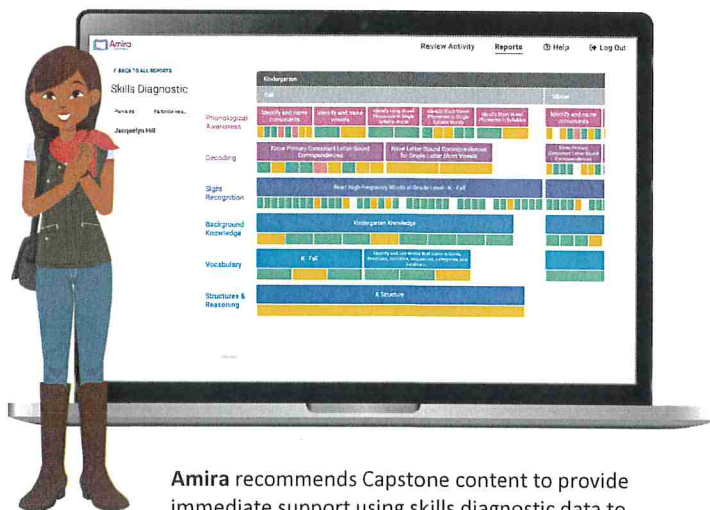
Science — Nonfiction texts in this pack cover engaging topics from extreme weather to baby animals, across the strands of earth, life, and physical science.



*StoryPacks include passages from Capstone Titles

Capstone StoryPacks Engage Learners

- High-interest and engaging content
- Standards aligned content
- Wellness, social skills and character development
- Multilingual supports with vocabulary and background knowledge
- K-5 engaging informational text, realistic fiction and diverse characters



The laptop screen shows the Amira Skills Diagnostic interface. It features a grid of colored bars representing proficiency levels for various skills. The skills listed include Phonological Awareness, Decoding, Sight Recognition, Background Knowledge, Vocabulary, and Structures & Reasoning. Each skill has sub-categories with corresponding colored bars (green, yellow, orange, red) indicating the student's performance level.

Amira recommends Capstone content to provide immediate support using skills diagnostic data to address individual student learning gaps.

Contact Information:

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Learn more about Capstone and how we can support your Amira implementation.

V 118 - 0

J.M. Hill Clock System

A. Why are you requesting the service/needs?

Why: The current clock system is failing. The current transmitter is operating $\frac{1}{8}$ of the capacity to update clocks. In addition, this clock system is not integrated into the current PA System and can not be integrated into the new paging system to be installed this summer.

Need: Classroom clocks are not keeping the correct time.

B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts.

- Guyette Communications - \$19,141.62 - PEPPM
- Sage Technologies - \$22,273.43 - COSTARS #034-014
- Keystone Fire Protection - \$23,979.00 - COSTARS #040-E22-130

C. Procurement Method:

- Contacted several vendors who sell and install enterprise/school clock systems for quotes. The above-mentioned vendors provided quotes per state contracts.

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

- No, not budgeted. Requesting to use capital reserve
- CAPITAL Reserve Funds
- Account # TBD

E. Selection of winning proposal

- Guyette Communications - \$19,141.62 - PEPPM

F. Other

N/A



Since 1947

90 Narrows Road, Plymouth, PA 18651
 570-779-5355 | 610-433-4217 | GUYETTEC.COM

4/13/2014

East Stroudsburg School District
50 Vine St
East Stroudsburg, Pa. 18301
JM Hill Telecor/ Sapling Clock System PEPPM Pricing

Part #	Manufa cturer	Description	Qty.	PEPPM Price	Extended
2400-TCR/GPS	Telecor	Master Clock Rack Mount with Transmitter and Antenna	1	3,420.00	\$3,420.00
2495SL-B	Telecor	Wireless Slim 12" Battery Clock	58	174.00	\$10,092.00
2491-SL	Telecor	Wireless Slim 12" 24/120V Clock	2	228.00	\$456.00
2497SL-B	Telecor	Wireless Slim 16" Battery Clock	4	252.00	\$1,008.00
2473	Telecor	Wireguard	2	154.50	\$309.00
Technical Service C	Telecor	System/ Component Installation/ with 124 D Batteries	38	101.49	\$3,856.62
		Total			\$19,141.62

BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
RES04.09.24	BT	10-1110-330-000-10-215-110-000-0000 Instructional Services		04/09/2024	(185.03)
RES04.09.24	BT	10-1110-330-000-10-215-110-000-0000 Instructional Services		04/09/2024	(33.39)
RES04.09.24	BT	10-1110-330-000-10-215-110-000-0000 Instructional Services		04/09/2024	(548.58)
RES04.09.24	BT	10-1110-330-000-10-215-110-000-0000 Instructional Services		04/09/2024	(257.59)
RES04.09.24	BT	10-1110-330-000-10-215-110-000-0000 Instructional Services		04/09/2024	(145.99)
JMH04.08.24	BT	10-1110-432-000-10-213-121-000-0000 Vocal Repair		04/08/2024	(500.00)
MSE04.08.24	BT	10-1110-432-000-10-214-121-000-0000 Vocal Repair		04/08/2024	45.00
RES04.09.24	BT	10-1110-432-000-10-215-110-000-0000 Instructional Repair		04/09/2024	(4,000.00)
RES04.09.24	BT	10-1110-432-000-10-215-121-000-0000 Vocal Repair		04/09/2024	(140.00)
SMI04.09.24	BT	10-1110-432-000-10-216-121-000-0000 Vocal Repair		04/09/2024	(4.95)
SMI04.09.24	BT	10-1110-432-000-10-216-121-000-0000 Vocal Repair		04/09/2024	(14.05)
LIS4-8-24	BT	10-1110-432-000-20-518-121-000-0000 Cover Deficits		04/08/2024	(230.00)
LIS4-8-24	BT	10-1110-432-000-20-518-125-000-0000 Cover Deficits		04/08/2024	(1,277.29)
EHN4-8-2024	BT	10-1110-432-000-30-819-125-000-0000 Cover Supply		04/08/2024	(224.25)

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
JMH04.08.24B	BT	10-1110-438-000-10-213-110-000-0000		04/08/2024	(1,262.58)
		Instructional Repair			
RES04.09.24	BT	10-1110-438-000-10-215-110-000-0000		04/09/2024	4,000.00
		Regular Repair			
EHN4-8-2024	BT	10-1110-438-000-30-819-110-000-0000		04/08/2024	1,528.06
		From Supplies to Maint Repairs			
EHS4-8-24	BT	10-1110-513-000-30-820-130-000-0000		04/08/2024	(42.05)
		Cover Deficits			
LIS4-8-24	BT	10-1110-580-000-20-518-122-000-0000		04/08/2024	308.35
		supplies to travel/meals			
ESE04.08.24	BT	10-1110-581-000-10-212-110-000-0000		04/08/2024	22.44
		Instructional Travel			
JMH04.08.24	BT	10-1110-581-000-10-213-110-000-0000		04/08/2024	(34.37)
		Instructional Mileage			
JMH04.08.24	BT	10-1110-581-000-10-213-110-000-0000		04/08/2024	(199.49)
		Instructional Mileage			
JMH04.08.24	BT	10-1110-581-000-10-213-110-000-0000		04/08/2024	(3.86)
		Instructional Mileage			
JMH04.08.24	BT	10-1110-581-000-10-213-110-000-0000		04/08/2024	(628.21)
		Instructional Mileage			
LIS4-8-24	BT	10-1110-581-000-20-518-110-000-0000		04/08/2024	368.50
		Cover from Supply			
BES04.08.24	BT	10-1110-610-000-10-211-110-000-0000		04/08/2024	(37.77)
		Instructional General			
BES04.08.24	BT	10-1110-610-000-10-211-110-000-0000		04/08/2024	(57.59)
		Instructional General			
BES04.08.24	BT	10-1110-610-000-10-211-140-000-0000		04/08/2024	57.59
		Phys Ed. General			

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
ESE04.08.24	BT	10-1110-610-000-10-212-110-000-0000		04/08/2024	(22.44)
		Instructional Supplies			
ESE04.08.24	BT	10-1110-610-000-10-212-110-000-0000		04/08/2024	(1,606.51)
		Instructional Supplies			
ESE04.08.24	BT	10-1110-610-000-10-212-110-000-0000		04/08/2024	(290.61)
		Instructional Supplies			
ESE04.08.24	BT	10-1110-610-000-10-212-121-000-0000		04/08/2024	(124.95)
		Vocal General			
ESE04.08.24	BT	10-1110-610-000-10-212-122-000-0000		04/08/2024	1,606.51
		Instructional Art			
JMH04.08.24	BT	10-1110-610-000-10-213-110-000-0000		04/08/2024	628.21
		Instructional General			
JMH04.08.24B	BT	10-1110-610-000-10-213-110-000-0000		04/08/2024	1,262.58
		Instructional General			
JMH04.08.24B	BT	10-1110-610-000-10-213-110-000-0000		04/08/2024	825.45
		Instructional General			
JMH04.08.24B	BT	10-1110-610-000-10-213-110-000-0000		04/08/2024	1,000.00
		Instructional General			
JMH04.08.24B	BT	10-1110-610-000-10-213-110-000-0000		04/08/2024	1,022.47
		Instructional General			
JMH04.08.24	BT	10-1110-610-000-10-213-121-000-0000		04/08/2024	500.00
		Vocal General			
JMH04.08.24	BT	10-1110-610-000-10-213-121-000-0000		04/08/2024	34.37
		Vocal General			
JMH04.08.24	BT	10-1110-610-000-10-213-140-000-0000		04/08/2024	199.49
		Psych Ed General			
MSE04.08.24	BT	10-1110-610-000-10-214-110-000-0000		04/08/2024	10,000.00
		Instructional General			

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
MSE04.08.24	BT	10-1110-610-000-10-214-121-000-0000 Vocal General		04/08/2024	(45.00)
MSE04.08.24	BT	10-1110-610-000-10-214-121-000-0000 Vocal General		04/08/2024	(5.00)
MSEB04.08.24	BT	10-1110-610-000-10-214-121-000-0000 Instrumental General		04/08/2024	274.00
MSEC04.08.24	BT	10-1110-610-000-10-214-121-000-0000 Vocal General		04/08/2024	(274.00)
MSE04.08.24	BT	10-1110-610-000-10-214-122-000-0000 Instrumental General		04/08/2024	274.00
MSEC04.08.24	BT	10-1110-610-000-10-214-125-000-0000 Instrumental General		04/08/2024	274.00
MSE04.08.24	BT	10-1110-610-000-10-214-140-000-0000 Phys Ed General		04/08/2024	260.91
RES04.09.24	BT	10-1110-610-000-10-215-110-000-0000 Instructional General		04/09/2024	2,000.00
RES04.09.24	BT	10-1110-610-000-10-215-121-000-0000 Vocal General		04/09/2024	140.00
RES04.09.24	BT	10-1110-610-000-10-215-121-000-0000 Vocal General		04/09/2024	185.03
RES04.09.24	BT	10-1110-610-000-10-215-140-000-0000 Phys Ed Supplies		04/09/2024	33.39
SMI04.09.24	BT	10-1110-610-000-10-216-110-000-0000 Instructional General		04/09/2024	(67.59)
SMI04.09.24	BT	10-1110-610-000-10-216-110-000-0000 Instructional General		04/09/2024	(92.24)
SMI04.09.24	BT	10-1110-610-000-10-216-121-000-0000 Vocal General		04/09/2024	14.05

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
SMI04.09.24	BT	10-1110-610-000-10-216-121-000-0000		04/09/2024	67.59
		Vocal General			
JTL4-8-24	BT	10-1110-610-000-20-517-125-000-0000		04/08/2024	1,464.97
		supply to instr supply			
JTL4-8-24	BT	10-1110-610-000-20-517-260-000-0000		04/08/2024	(60.00)
		Cover Deficits			
LIS4-8-24	BT	10-1110-610-000-20-518-110-000-0000		04/08/2024	(549.40)
		Cover Deficits			
LIS4-8-24	BT	10-1110-610-000-20-518-122-000-0000		04/08/2024	(308.35)
		Cover Deficits			
LIS4-8-24	BT	10-1110-610-000-20-518-125-000-0000		04/08/2024	1,277.29
		Repairs to Supplies			
LIS4-8-24	BT	10-1110-610-000-20-518-140-000-0000		04/08/2024	200.00
		dues/fees to supplies			
LIS4-8-24	BT	10-1110-610-000-20-518-260-000-0000		04/08/2024	(4,171.48)
		Cover Deficits			
EHN4-8-2024	BT	10-1110-610-000-30-819-110-000-0000		04/08/2024	(1,528.06)
		Cover Maint repairs			
EHN4-8-2024	BT	10-1110-610-000-30-819-110-000-0000		04/08/2024	(79.00)
		Cover Dues/Fees			
EHN4-8-2024	BT	10-1110-610-000-30-819-121-000-0000		04/08/2024	(435.60)
		Cover Travel			
EHN4-8-2024	BT	10-1110-610-000-30-819-125-000-0000		04/08/2024	224.25
		from Maint/Repr			
EHN4-8-2024	BT	10-1110-610-000-30-819-150-000-0000		04/08/2024	853.67
		from Tech Supplies			
EHN4-8-2024	BT	10-1110-610-000-30-819-190-000-0000		04/08/2024	(21.78)
		Cover Books			

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
EHN4-8-2024	BT	10-1110-610-000-30-819-260-000-0000		04/08/2024	(4,962.49)
		Cover Deficits			
EHS4-8-24	BT	10-1110-610-000-30-820-121-000-0000		04/08/2024	(157.08)
		Cover Deficits			
EHS4-8-24	BT	10-1110-610-000-30-820-140-000-0000		04/08/2024	(2,007.68)
		Cover Deficits			
EHS4-8-24	BT	10-1110-610-000-30-820-190-000-0000		04/08/2024	316.23
		Cover Supplies			
MSE04.08.24	BT	10-1110-611-000-10-214-110-000-0000		04/08/2024	(8,534.25)
		Paper Bid			
MSE04.08.24	BT	10-1110-611-000-10-214-110-000-0000		04/08/2024	(274.00)
		Paper Bid			
MSE04.08.24	BT	10-1110-611-000-10-214-110-000-0000		04/08/2024	(260.71)
		Paper Bid			
MSE04.08.24	BT	10-1110-611-000-10-214-110-000-0000		04/08/2024	(307.75)
		Paper Bid			
MSE04.08.24	BT	10-1110-611-000-10-214-110-000-0000		04/08/2024	(843.99)
		Paper Bid			
MSE04.08.24	BT	10-1110-611-000-10-214-110-000-0000		04/08/2024	(274.00)
		Paper Bid			
RES04.09.24	BT	10-1110-611-000-10-215-110-000-0000		04/09/2024	(2,000.00)
		Paper Bid			
MSE04.08.24	BT	10-1110-640-000-10-214-110-000-0000		04/08/2024	307.75
		Instructional Books			
SMI04.09.24	BT	10-1110-640-000-10-216-110-000-0000		04/09/2024	92.24
		Instructional Books			
EHN4-8-2024	BT	10-1110-640-000-30-819-170-000-0000		04/08/2024	47.82
		from Tech supply			

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
EHN4-8-2024	BT	10-1110-640-000-30-819-190-000-0000 from Supplies		04/08/2024	21.78
EHS4-8-24	BT	10-1110-640-000-30-820-150-000-0000 Cover Books		04/08/2024	931.08
ESE04.08.24	BT	10-1110-650-000-10-212-110-000-0000 Instructional Tech		04/08/2024	290.61
ESE04.08.24	BT	10-1110-650-000-10-212-121-000-0000 Vocal Tech		04/08/2024	124.95
RES04.09.24	BT	10-1110-650-000-10-215-110-000-0000 Instructional Tech		04/09/2024	548.58
JTL4-8-24	BT	10-1110-650-000-20-517-125-000-0000 Supply to tech supply		04/08/2024	624.99
LIS4-8-24	BT	10-1110-650-000-20-518-260-000-0000 Supplies to Tech		04/08/2024	4,171.48
EHN4-8-2024	BT	10-1110-650-000-30-819-150-000-0000 Cover Supplies		04/08/2024	(853.67)
EHN4-8-2024	BT	10-1110-650-000-30-819-170-000-0000 Cover Books		04/08/2024	(47.82)
EHN4-8-2024	BT	10-1110-650-000-30-819-260-000-0000 from Supplies		04/08/2024	4,392.49
EHS4-8-24	BT	10-1110-650-000-30-820-121-000-0000 Tech Supplies		04/08/2024	157.08
EHS4-8-24	BT	10-1110-650-000-30-820-140-000-0000 Cover Tech Supplies		04/08/2024	2,007.68
EHS4-8-24	BT	10-1110-650-000-30-820-150-000-0000 Cover Deficits		04/08/2024	(931.08)
EHS4-8-24	BT	10-1110-650-000-30-820-190-000-0000 Cover Deficits		04/08/2024	(316.23)

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
MSE04.08.24	BT	10-1110-810-000-10-214-121-000-0000		04/08/2024	5.00
		Vocal Dues			
SMI04.09.24	BT	10-1110-810-000-10-216-121-000-0000		04/09/2024	4.95
		Vocal Dues			
LIS4-8-24	BT	10-1110-810-000-20-518-110-000-0000		04/08/2024	180.90
		Cover from Supply			
LIS4-8-24	BT	10-1110-810-000-20-518-121-000-0000		04/08/2024	(78.35)
		Cover Deficits			
LIS4-8-24	BT	10-1110-810-000-20-518-140-000-0000		04/08/2024	(200.00)
		Cover Deficits			
EHN4-8-2024	BT	10-1110-810-000-30-819-110-000-0000		04/08/2024	79.00
		from Supplies to Dues/Fees			
EHN4-8-2024	BT	10-1110-810-000-30-819-260-000-0000		04/08/2024	570.00
		From Supplies			
ACCESS04.09.24	BT	10-1211-330-891-00-000-310-000-9891		04/09/2024	1,554.75
		Life Other Svcs			
ACCESS04.09.24	BT	10-1211-610-891-10-000-310-000-9891		04/09/2024	(1,554.75)
		Life General			
ACCESS04.09.24	BT	10-1211-610-891-10-000-310-000-9891		04/09/2024	(1,228.48)
		Life General			
ACCESS04.09.24	BT	10-1211-610-891-10-000-310-000-9891		04/09/2024	(851.04)
		Life General			
ACCESS04.09.24	BT	10-1211-610-891-10-000-310-000-9891		04/09/2024	(1,045.52)
		Life General			
ACCESS04.09.24	BT	10-1211-610-891-10-000-310-000-9891		04/09/2024	(553.41)
		Life General			
ACCESS04.09.24	BT	10-1211-610-891-10-000-310-000-9891		04/09/2024	(1,624.98)
		Life General			

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
ACCESS04.09.24	BT	10-1211-610-891-10-000-310-000-9891		04/09/2024	(541.68)
BT1088900013		Life General			
ACCESS04.09.24	BT	10-1211-610-891-10-000-310-000-9891		04/09/2024	(541.68)
BT1088900015		Life General			
ACCESS04.09.24	BT	10-1211-610-891-10-000-310-000-9891		04/09/2024	(541.70)
BT1088900017		Life General			
ACCESS04.09.24	BT	10-1211-610-891-10-000-310-000-9891		04/09/2024	(981.00)
BT1088900019		Life General			
ACCESS04.09.24	BT	10-1211-610-891-10-214-310-000-9891		04/09/2024	1,228.48
BT1088900004		MSE Life General			
ACCESS04.09.24	BT	10-1211-640-891-10-211-310-000-9891		04/09/2024	851.04
BT1088900006		BES Life Books			
ACCESS04.09.24	BT	10-1211-640-891-10-213-310-000-9891		04/09/2024	1,045.52
BT1088900008		JMH Life Books			
ACCESS04.09.24	BT	10-1211-640-891-10-215-310-000-9891		04/09/2024	553.41
BT1088900010		RES Life Books			
ACCESS04.09.24	BT	10-1211-650-891-10-214-310-000-9891		04/09/2024	1,624.98
BT1088900012		MSE Life Tech			
ACCESS04.09.24	BT	10-1211-650-891-10-215-310-000-9891		04/09/2024	541.68
BT1088900014		RES Life Tech			
ACCESS04.09.24	BT	10-1211-650-891-20-517-310-000-9891		04/09/2024	541.68
BT1088900016		JTL Life Tech			
ACCESS04.09.24	BT	10-1211-650-891-20-518-310-000-9891		04/09/2024	541.70
BT1088900018		LIS Life Tech			
ACCESS04.09.24	BT	10-1211-650-891-30-819-310-000-9891		04/09/2024	981.00
BT1088900020		North Life Tech			
EHS4-8-24	BT	10-1360-610-000-30-820-130-000-0000		04/08/2024	1,500.00
BT1078800008		Cover Supplies			

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
EHS4-8-24	BT	10-1360-610-000-30-820-130-000-0000		04/08/2024	959.05
		Cover Supplies			
EHS4-8-24	BT	10-1360-640-000-30-820-130-000-0000		04/08/2024	(1,500.00)
		Cover Deficits			
EHS4-8-24	BT	10-1360-650-000-30-820-130-000-0000		04/08/2024	42.05
		Cover Tech Supplies			
EHS2nd4-8-24	BT	10-1410-432-000-30-820-410-000-0000		04/08/2024	(600.67)
		Cover Gas Deficit			
EHS2nd4-8-24	BT	10-1410-432-000-30-820-410-000-0000		04/08/2024	(140.11)
		Cover Travel Deficit			
EHS2nd4-8-24	BT	10-1410-626-000-30-820-410-000-0000		04/08/2024	600.67
		Covered by Repair a/c			
JTL4-8-24	BT	10-2250-580-000-20-517-155-000-0000		04/08/2024	(99.35)
		Cover Deficits			
BES04.08.24	BT	10-2250-610-000-10-211-155-000-0000		04/08/2024	(5.23)
		Library General			
JMH04.08.24	BT	10-2250-610-000-10-213-155-000-0000		04/08/2024	15.00
		Library General			
JMH04.08.24	BT	10-2250-610-000-10-213-155-000-0000		04/08/2024	3.86
		Library General			
MSEB04.08.24	BT	10-2250-610-000-10-214-155-000-0000		04/08/2024	(72.02)
		Library General			
RES04.09.24	BT	10-2250-610-000-10-215-155-000-0000		04/09/2024	257.59
		Library General			
BES04.08.24	BT	10-2250-640-000-10-211-155-000-0000		04/08/2024	5.23
		Library Book			
BES04.08.24	BT	10-2250-640-000-10-211-155-000-0000		04/08/2024	37.77
		Library Book			

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
ESE04.08.24	BT	10-2250-640-000-10-212-155-000-0000 Library Books		04/08/2024	(42.81)
ESE04.08.24	BT	10-2250-640-000-10-212-155-000-0000 Library General		04/08/2024	42.81
JMH04.08.24	BT	10-2250-640-000-10-213-155-000-0000 Library Books		04/08/2024	(15.00)
MSEB04.08.24	BT	10-2250-640-000-10-214-155-000-0000 Library Books		04/08/2024	72.02
MSEB04.08.24	BT	10-2250-640-000-10-214-155-000-0000 Library Books		04/08/2024	53.48
RES04.09.24	BT	10-2250-640-000-10-215-155-000-0000 Library Books		04/09/2024	145.99
JTL4-8-24	BT	10-2250-640-000-20-517-155-000-0000 travel to books		04/08/2024	99.35
JMH04.08.24	BT	10-2271-360-000-10-213-000-000-0000 Certified Training		04/08/2024	(900.00)
JTL4-8-24	BT	10-2271-360-000-20-517-000-000-0000 Training		04/08/2024	400.50
JTL4-8-24	BT	10-2271-360-000-20-517-260-000-0000 supply to registration		04/08/2024	60.00
EHN4-8-2024	BT	10-2271-360-000-30-819-601-000-0000 From Travel		04/08/2024	300.00
ESE04.08.24	BT	10-2271-580-000-10-212-000-000-0000 Principal Conf. Travel		04/08/2024	17.29
JMH04.08.24	BT	10-2271-580-000-10-213-000-000-0000 Certified Conf. Travel		04/08/2024	900.00
JMH04.08.24	BT	10-2271-580-000-10-213-000-000-0000 Principal Conf. Travel		04/08/2024	573.00

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
LIS4-8-24	BT	10-2271-580-000-20-518-000-000-0000		04/08/2024	224.54
		Cover Travel			
LIS4-8-24	BT	10-2271-580-000-20-518-121-000-0000		04/08/2024	230.00
		Repairs/Maint to Travel			
LIS4-8-24	BT	10-2271-580-000-20-518-121-000-0000		04/08/2024	78.35
		Dues/Fees to Travel			
EHN4-8-2024	BT	10-2271-580-000-30-819-121-000-0000		04/08/2024	435.60
		from Supplies to travel			
EHN4-8-2024	BT	10-2271-580-000-30-819-601-000-0000		04/08/2024	(300.00)
		Cover Registrations			
EHS4-8-24	BT	10-2271-580-000-30-820-130-000-0000		04/08/2024	(959.05)
		Cover Deficits			
EHS2nd4-8-24	BT	10-2271-580-000-30-820-410-000-0000		04/08/2024	140.11
		Covered by Repair a/c			
Bus.Off 4-8-24	BT	10-2330-330-000-00-000-005-000-0000		04/08/2024	(10,474.57)
		Cover Deficits			
BusOff 4-8-24	BT	10-2330-330-000-00-000-005-000-0000		04/08/2024	(144,818.80)
		Cover Deficits			
Bus.Off 4-8-24	BT	10-2330-531-000-00-000-005-000-0000		04/08/2024	3,517.25
		cover postage			
Bus.Off 4-8-24	BT	10-2330-538-000-00-000-005-000-0000		04/08/2024	540.00
		Cell Phone Charges			
Bus.Off 4-8-24	BT	10-2330-610-000-00-000-005-000-0000		04/08/2024	5,267.32
		General Supplies			
Bus.Off 4-8-24	BT	10-2330-650-000-00-000-005-000-0000		04/08/2024	1,150.00
		Printer cartridges			
JMH04.08.24	BT	10-2380-438-000-10-213-000-000-0000		04/08/2024	229.79
		Principal Repair			

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
RES04.09.24	BT	10-2380-438-000-10-215-000-000-0000		04/09/2024	220.47
		Principal Repair			
LIS4-8-24	BT	10-2380-438-000-20-518-000-000-0000		04/08/2024	102.06
		Cover Repair/Maint			
JMH04.08.24	BT	10-2380-531-000-10-213-000-000-0000		04/08/2024	(229.79)
		Principal Postage			
JMH04.08.24B	BT	10-2380-531-000-10-213-000-000-0000		04/08/2024	(825.45)
		Principal Postage			
BES04.08.24	BT	10-2380-550-000-10-211-000-000-0000		04/08/2024	448.00
		Principal Print			
JMH04.08.24B	BT	10-2380-550-000-10-213-000-000-0000		04/08/2024	(1,000.00)
		Principal Print			
MSE04.08.24	BT	10-2380-550-000-10-214-000-000-0000		04/08/2024	156.01
		Principal Printing			
MSE04.08.24	BT	10-2380-550-000-10-214-000-000-0000		04/08/2024	843.99
		Principal Print/Binding			
SMI04.09.24	BT	10-2380-550-000-10-216-000-000-0000		04/09/2024	100.00
		Principal Printing			
ESE04.08.24	BT	10-2380-581-000-10-212-000-000-0000		04/08/2024	(17.29)
		Principal Travel			
LIS4-8-24	BT	10-2380-581-000-20-518-000-000-0000		04/08/2024	310.03
		cover In Dist.Travel			
BES04.08.24	BT	10-2380-610-000-10-211-000-000-0000		04/08/2024	(448.00)
		Principal General			
MSEB04.08.24	BT	10-2380-610-000-10-214-000-000-0000		04/08/2024	(53.48)
		Principal General			
RES04.09.24	BT	10-2380-610-000-10-215-000-000-0000		04/09/2024	(979.69)
		Principal General			

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
RES04.09.24	BT	10-2380-610-000-10-215-000-000-0000		04/09/2024	(4.00)
		Principal General			
RES04.09.24	BT	10-2380-610-000-10-215-000-000-0000		04/09/2024	(220.47)
		Principal General			
LIS4-8-24	BT	10-2380-610-000-20-518-000-000-0000		04/08/2024	(1,164.54)
		Cover Deficits			
RES04.09.24	BT	10-2380-650-000-10-215-000-000-0000		04/09/2024	979.69
		Principal Tech			
EHN4-8-2024	BT	10-2380-650-000-30-819-000-000-0000		04/08/2024	2,691.46
		From Misc to Tech Supplies			
MSE04.08.24	BT	10-2380-810-000-10-214-000-000-0000		04/08/2024	(156.01)
		Principal Dues			
RES04.09.24	BT	10-2380-810-000-10-215-000-000-0000		04/09/2024	4.00
		Principal Dues			
SMI04.09.24	BT	10-2380-810-000-10-216-000-000-0000		04/09/2024	(100.00)
		Principal Dues			
LIS4-8-24	BT	10-2380-810-000-20-518-000-000-0000		04/08/2024	80.00
		Cover Dues/Fees			
EHN4-8-2024	BT	10-2380-891-000-30-819-000-000-0000		04/08/2024	(2,691.46)
		cover Tech Supplies			
BusOff 4-8-24	BT	10-2515-330-000-00-000-005-000-0000		04/08/2024	75,210.05
		Contr. Serv.			
BusOff 4-8-24	BT	10-2515-580-000-00-000-005-000-0000		04/08/2024	308.80
		Mileage/meals			
BusOff 4-8-24	BT	10-2515-610-000-00-000-005-000-0000		04/08/2024	517.98
		Supplies			
BusOff 4-8-24	BT	10-2515-640-000-00-000-005-000-0000		04/08/2024	378.11
		Tech Supplies			

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
BusOff 4-8-24	BT	10-2515-650-000-00-0005-000-0000 Office Supplies		04/08/2024	24,559.75
BusOff 4-8-24	BT	10-2515-768-000-00-0000-005-000-0000 CSIU Software		04/08/2024	45,049.00
BusOff 4-8-24	BT	10-2515-810-000-00-0000-005-000-0000 Cover Deficits		04/08/2024	(1,964.89)
BusOff 4-8-24	BT	10-2834-360-000-00-0000-005-000-0000 Registrations		04/08/2024	760.00
JTL4-8-24	BT	10-2834-360-000-20-517-000-000-0000 Cover Deficits		04/08/2024	(400.50)
JMH04.08.24	BT	10-2834-580-000-10-213-000-000-0000 Non Instruct Conf. Travel		04/08/2024	(573.00)
JMH04.08.24B	BT	10-2834-580-000-10-213-000-000-0000 Non Instruct Travel		04/08/2024	(1,022.47)
LIS4-8-24	BT	10-2834-580-000-20-518-000-000-0000 Cover Travel/Meals		04/08/2024	447.91
EHN4-8-2024	BT	10-3210-330-000-30-819-125-000-0000 Cover Repair		04/08/2024	(61.01)
EHN4-8-2024	BT	10-3210-330-000-30-819-125-000-0000 From contr. Serv.		04/08/2024	61.01
EHN4-8-2024	BT	10-3210-330-000-30-819-125-000-0000 Cover Repair		04/08/2024	(837.26)
EHS4-8-24	BT	10-3210-330-000-30-820-125-000-0000 Services		04/08/2024	500.00
EHN4-8-2024	BT	10-3210-433-000-30-819-125-000-0000 From contr. Serv.		04/08/2024	837.26
EHN4-8-2024	BT	10-3210-444-000-30-819-121-000-0000 From transp.to rentals		04/08/2024	554.75

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BUDGETARY TRANSACTIONS

Year: 2023-2024 From: 04/01/2024 to 04/30/2024
 Funds: 10 Sort: Account Code
 Batch: ALL

Amend/Transfer ID / Trans #	Type	Account Code / Description	ASN	Trans Date	Amount
LIS4-8-24	BT	10-3210-513-000-20-518-121-000-0000		04/08/2024	(147.05)
		Cover Deficits			
EHN4-8-2024	BT	10-3210-513-000-30-819-121-000-0000		04/08/2024	(554.75)
		Cover Rentals			
EHN4-8-2024	BT	10-3210-513-000-30-819-121-000-0000		04/08/2024	(1,313.00)
		Cover Dues/Fees			
EHN4-8-2024	BT	10-3210-513-000-30-819-125-000-0000		04/08/2024	(1,119.20)
		Cover Supplies			
EHS4-8-24	BT	10-3210-513-000-30-820-125-000-0000		04/08/2024	(767.00)
		Cover Deficits			
JTL4-8-24	BT	10-3210-610-000-20-517-125-000-0000		04/08/2024	(2,089.96)
		Cover Deficits			
LIS4-8-24	BT	10-3210-610-000-20-518-121-000-0000		04/08/2024	147.05
		Transp.to supply			
EHN4-8-2024	BT	10-3210-610-000-30-819-125-000-0000		04/08/2024	1,119.20
		from Transp.			
EHS4-8-24	BT	10-3210-610-000-30-820-125-000-0000		04/08/2024	(500.00)
		Cover Deficits			
EHN4-8-2024	BT	10-3210-810-000-30-819-121-000-0000		04/08/2024	1,313.00
		from Transp.to Dues/fees			
EHS4-8-24	BT	10-3210-810-000-30-820-125-000-0000		04/08/2024	767.00
		Dues & Fees			
EHS4-8-24	BT	10-3210-810-000-30-820-125-000-0000		04/08/2024	767.00
		Dues & Fees			
				Total Credits: (230,190.27)	1,465.95
				Total Credits: (230,190.27)	1,465.95

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 04/12/2024 - 05/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004644	04/18/2024	COMPUTER DISCOUNT WAREHOUSE	OPEN PO FOR CDW RESERVE-		177.96
0000004645	04/18/2024	CREST GOOD MFG CO INC	bes	LIS	189.63
0000004646	04/18/2024	DARYLE J MILLER	Mar 2024 mileage		215.47
0000004647	04/18/2024	Dawn M Holtsmaster	Feb-Apr 2024 mileage	Overnight postage to Harrisburg POA	88.94
0000004648	04/18/2024	DEANA M OSTROSKI	Mar 2024 mileage		47.57
0000004649	04/18/2024	DENISE S ROGERS	Mar 2024 mileage		282.01
0000004650	04/18/2024	DIANA ALLISON	Mar 2024 mileage		16.48
0000004651	04/18/2024	DM SUPPLY SOURCE LLC	centrifugal pump		1,930.43
0000004652	04/18/2024	EASTERN PENN SUPPLY COMPANY	129A-C module	S07-041 solenoid	1,253.81
0000004653	04/18/2024	ESASD CAFETERIA	GETTING READY FOR KINDERGARTEN FAIR REFRESHMENTS		668.00
0000004654	04/18/2024	ESS HIGH SCHOOL BAND PARENTS BOOSTER INC	2024 Tri-County Band Registration Invoice		540.00
0000004655	04/18/2024	EVOLUTION CONSULTING SOUTH LLC	Screening of monthly records uploaded by client Feb 2024		301.72
0000004656	04/18/2024	F & L DOORS GARAGE DOORS	HSS stadium door	LIS cafe fire door	655.00
0000004657	04/18/2024	FIRST BOOK	First Book Marketplace Order #		453.74
0000004658	04/18/2024	FLINN SCIENTIFIC INC	Disposable scalpel 10 fine dissection		87.55
0000004659	04/18/2024	FRASER ADVANCED INFORMATION SYSTEMS	DISTRICT%20COPIERS%203RD %20QTR		13,945.68
0000004660	04/18/2024	GLORIA SCHULTE	Mar 2024 mileage		34.44
0000004661	04/18/2024	H & K GROUP INC	Aashto #10		42.32
0000004662	04/18/2024	HATBORO-HORSHAM SCHOOL DISTRICT	Tuition Hatboro Horsham 22-23SY Student AC Emotional Support		8,351.42

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 04/12/2024 - 05/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004722	04/18/2024	US FOODS	OPEN PO for Fall/Spring semester online ordering/bulk ordering & deliver...		169.13
0000004723	04/18/2024	VARSITY BRANDS HOLDING CO INC	5#4# Cut into 4# wide sections Item # NSPHG	6' X 6' Cut into 4# Wide Sections #NSPHG0116031	4,999.99
0000004724	04/18/2024	WILLIAM C TREIBLE	lettering on new maint truck		200.00
0000004725	04/18/2024	WILLIAM V MACGILL & CO	34900 (SHIP FROM MFG) HEALTHOMETER 349KLX REMOTE DISPLAY SCALE ITEM SHI...	7652 (SHIP FROM MFG) SILVER TRANSPORT CHAIR ITEM SHIPS DIRECTLY FROM M...	501.36
0000004726	04/18/2024	WJD JR INC	MIP65HD		291.90
0000004727	04/18/2024	ZANER-BLOSER	9781598332780 Superkids Ice Cream Chart Paper, 24 X 18, Horizontal	9781598339789 Superkids Ice Cream Paper, 500 sheets	4,124.56
0000004728	04/18/2024	ZBIGNIEW SALASINSKI	PARCEL 16.86330 SALASINSKI		1,191.63
0000004729	04/25/2024	AMAZON	Item No: B087RDHVXR. Aux Item ID: 137-8125962-7712955.1. Booooom Jack...	Order ID(s): 137-6353109-66475	13,890.21
0000004730	04/25/2024	ARBITERSPORTS LLC	1520 Participants package 5/7/2025	1520 Participants quote 5/7/2025	5,733.00
0000004731	04/25/2024	ASCD	yearly membership		99.99
0000004732	04/25/2024	ASCENDANCE TRUCKS PENNSYLVANIA LLC	returned check fee ch#1412 PO#2400001093		75.00
0000004733	04/25/2024	B & H PHOTO	ASHLY TRA-4075 AMPLIFIER 75w PER- CH @ 4 ohms/REG		1,349.00
0000004734	04/25/2024	BANCROFT NEUROHEALTH	Tuition Bancroft DeMarinis, D JAN 24 20 Days	Tuition Bancroft DeMarinis, D MAR 24	12,760.00
0000004735	04/25/2024	BEST INC	CASUAL FOR A CAUSE DONATION		915.00
0000004736	04/25/2024	BRIAN BADDICK	PAPSA conf mileage 144	PAPSA 2024 conf meals	158.76
0000004737	04/25/2024	Brian J Borosh	tolls	meals	250.48
0000004738	04/25/2024	BRIGHT STAR CARE OF STROUDSBURG	nursing services 04/08, 04/10 & 04/12/2024	nursing services 04/03 & 04/05/2024	3,150.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 04/12/2024 - 05/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004808	05/02/2024	CAPITAL ONE	OPEN PO 23.24 Amanda K. Walmart	Walmart Card to purchase 30 poster boards at 2.97 each	458.65
0000004809	05/02/2024	CM REGENT RESOURCES	GROUP LIFE INSURANCE PAYMENT	LONG TERM DISABILITY PAYMENT	22,962.85
0000004810	05/02/2024	COLONIAL INTERMEDIATE UNIT 20	AUTISTIC SUPPORT	ITINERANT SPEECH AND LANGUAGE	260,686.19
0000004811	05/02/2024	COMPASS MARK, INC	SAP Team Training - April 9, 11 & 12, 2024 (online) - Susan Wolff		325.00
0000004812	05/02/2024	DES-CPR INC	BES shredding	ESE shredding	800.00
0000004813	05/02/2024	EAGLE EYE DIGITAL VIDEO LLC	.32 Caliber Universal Starting blanks (bag of 50)	FREIGHT	294.27
0000004814	05/02/2024	ELISABETH ANGELI	OVERPAID 2023 SCHOOL TAX		32.13
0000004815	05/02/2024	Erik Buksa	Drivers Ed Car Car Wash		22.00
0000004816	05/02/2024	ESASD CONCESSION FUND	GENERAL FUND OWES CONCESSION		643.38
0000004817	05/02/2024	FIONA WALSH	OVERPAID 2023 SCHOOL TAX		2.24
0000004818	05/02/2024	FUN AND FUNCTION	CF7167 Waterless LED Color Column with Switch		3,514.85
0000004819	05/02/2024	GOTTA GO	handicap & portable	Handicap rental	960.00
0000004820	05/02/2024	HERBERT & CAROLYN HOOS	OVERPAID 2023 SCHOOL TAX		736.18
0000004821	05/02/2024	HERCULES ACHIEVEMENT INC	SY 2024 diploma blanks	S&H	149.00
0000004822	05/02/2024	INTEGRAONE	HPI EliteDragonfly inch G4	HP Elite Mini 800 G9 Desktop	2,111.46
0000004823	05/02/2024	JANE MIHALIK	OVERPAID 2023 SCHOOL TAX		10.00
0000004824	05/02/2024	JENNIFER E WELGOSH	3 Psychoeducational Evaluations		2,550.00
0000004825	05/02/2024	Jill M Quinn	med reimbursment		25.00
0000004826	05/02/2024	JOAN GALLAGHER	OVERPAID 2023 SCHOOL TAX		25.68
0000004827	05/02/2024	JOANNE PETERS	OVERPAID 2023 SCHOOL TAX		30.79
0000004828	05/02/2024	JOSEPH PARNES	OVERPAID 2023 SCHOOL TAX		211.85

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 04/12/2024 - 05/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000005099	05/09/2024	Mingli Goldston	April 2024 mileage		78.66
0000005100	05/09/2024	MODERN GAS SALES INC	NORTH CAMPUS PROPANE arrangements		830.89
0000005101	05/09/2024	MONROE CAREER AND TECHNICAL INSTITUTE			90.00
0000005102	05/09/2024	Nathan W Fekula	Mar/Apr 2024 mileage and conference		272.04
0000005103	05/09/2024	NCS PEARSON INC	yearly subscription Aimsweb 23-24sy quote#607678		8,400.00
0000005104	05/09/2024	NICOLE WILKINS	INV # 32 reimbursement for comp edu student	INV # 31 reimbursement for comp edu student	735.00
0000005105	05/09/2024	NYSCSPC (NEW YORK STATE CHILD SUPPORT	DED: NY Support - Full Payroll Pay Date: 5/9/2024		223.00
0000005106	05/09/2024	OPEN TEXT INC	PO Import		600.49
0000005107	05/09/2024	PA DISTANCE LEARNING CHARTER SCHOOL	Tuition PA Distance APR 24 RegEd		18,136.48
0000005108	05/09/2024	PAFPC	Renew Institutional Membership - 3 Seats		100.00
0000005109	05/09/2024	PENNSYLVANIA CYBER CHARTER SCHOOL	Tuition PA Cyber APR 24 RegEd	Tuition PA Cyber MAR 24 SpEd	204,111.44
0000005110	05/09/2024	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	Tuition PA Leadership APR 24 SpEd	Tuition PA Leadership APR 24 RegEd	40,976.37
0000005111	05/09/2024	PENNSYLVANIA VIRTUAL CHARTER SCHOOL	Tuition PA Virtual MAR 24 RegEd	Tuition PA Virtual APR 24 RegEd	81,945.32
0000005112	05/09/2024	POCONO FAMILY YMCA	2023-24 SY salary enhancement stipend for YMCA Before and After School E...		4,051.32
0000005113	05/09/2024	POCONO MOUNTAIN UNITED WAY	As per invoice # 04292024		2,000.00
0000005114	05/09/2024	POSTAGE PRO PLUS INC	Invoice# 52165 Contract 5/28/2024 to 5/27/2024 H1378 Serial E06D05762		2,858.26
0000005115	05/09/2024	POSTMASTER	POSTAGE STAMPS		272.00
0000005116	05/09/2024	PRESENTATION SYSTEMS	purge unit for 205 service/repair		500.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 04/12/2024 - 05/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000005153	05/09/2024	WORLD FUEL SERVICES INC	MIDDLE SMITHFIELD HEATING FUEL		20,763.68
0000005154	05/09/2024	CHARLES R THOMAS III	Fixed Rate \$1500 6 sessions/2per day, 3days Mindful Outdoor Programs inc...		1,500.00
0000005155	05/09/2024	RICHARD J CARON FOUADATION	2400002612 SAP Team Maintenance		590.00
10 - GENERAL FUND					5,101,441.57
29 - SPECIAL ACTIVITY FUND					975.88
32 - CAPITAL RESERVE/PROJECT					51,531.62
50 - CAFETERIA FUND					4,487.01
Grand Total All Funds					5,158,436.08
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					5,158,436.08
Grand Total Virtual Payments					0.00
Grand Total All Payments					5,158,436.08

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CONC - Concession Stand Payment Dates: 04/12/2024 - 05/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001031	04/18/2024	EAST STROUDSBURG NORTH BAND PARENT ORGANIZATION	HS NORTH CONCESSION-BAND		603.16
0000001032	04/18/2024	ESASD SPECIAL FUND	VOLLEYBALL HS NORTH FALL CONCESSION PAYOUT	GIRLS TENNIS HS NORTH FALL CONCESSION PAYOUT	4,825.04
0000001033	05/02/2024	CAPITAL ONE	HS SOUTH CONCESSION SUPPLIES		289.98
0000001034	05/09/2024	BOVINO'S PIZZA	HS SOUTH SPRING CONCESSION		140.00
0000001035	05/09/2024	EAST STROUDSBURG AREA SCHOOL DISTRICT	CONCESSIONS OWES GF		2,787.23
21 - CONCESSION STAND FUND					8,645.41
Grand Total All Funds					8,645.41
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					8,645.41
Grand Total Virtual Payments					0.00
Grand Total All Payments					8,645.41

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: SPEC - Special Activity Payment Dates: 04/12/2024 - 05/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001235	04/18/2024	ABC TROPHY STROUDSURG LLC	HS SOUTH CAVALIER INVITATIONAL MEDALS		1,088.90
0000001236	04/18/2024	AMAZON	Item No: B0CNB73BGW, Aux Item ID: 137-0725570-2732051.7, Bakken-Swis...	Item No: B072C8HBGW, Aux Item ID: 137-0725570-2732051.2, Doritos Flav...	167.10
0000001237	04/18/2024	AMERICAN CANCER SOCIETY	HS NORTH CASUAL FOR A CAUSE DONATION		77.00
0000001238	04/18/2024	AUDRY L SUNSHINE GARRETT	HS SOUTH MUSICAL PROGRAMS		586.00
0000001239	04/18/2024	DAL INC	HS NORTH CHEERLEADING BANQUET		1,320.69
0000001240	04/18/2024	E S FOODS BEVERAGE AND SPORTS LLC	CYBER STUDENTS MONTHY TRIP		108.00
0000001241	04/18/2024	EAST STROUDSBURG AREA SCHOOL DISTRICT	MIDDLESMTIFIELD CASUAL FOR A CAUSE		105.00
0000001242	04/18/2024	ELECTRIC CITY ROASTING CO	HS SOUTH CORE CAFE SUPPLIES		345.96
0000001243	04/18/2024	ESASD STUDENT ACTIVITY FUND	DEPOSIT%20TO%20WRONG %20FUND		1,814.77
0000001244	04/18/2024	GILLIAN TURNER	HS SOUTH SPING MUSICAL SUPPLIES		133.09
0000001245	04/18/2024	MONROE CAREER AND TECHNICAL INSTITUTE	SPECIAL SPRING GALA-FLOWERS		87.50
0000001246	04/18/2024	POCONO VALLEY RESORT & CONFERENCE CENTER	LEHMAN FIELD TRIP DEPOSIT		2,312.40
0000001247	04/18/2024	SHERMAN THEATER	HS SOUTH MUSICAL LIGHTING & SOUND		1,900.00
0000001248	04/18/2024	VARSITY BRANDS HOLDING CO INC	HS SOUTH BOY BB JACKETS		1,631.25
0000001249	04/18/2024	WORLD'S FINEST CHOCOLATE INC	LEHMAN GIRLS SOCCER FUNDRAISER		1,920.00
0000001250	04/18/2024	STEFANIE STRICKER	RESICA 4 GD MATH T-SHIRTS		117.00
0000001251	04/26/2024	AMERICAN CANCER SOCIETY	HS NORTH CASUAL FOR A CAUSE DONATION		77.00
0000001252	04/26/2024	HOME DEPOT CREDIT SERVICES	PAINT FOR MUSICAL SET	27GALLON Storage Tote in Black with Yellow Lid	251.53

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: SPEC - Special Activity Payment Dates: 04/12/2024 - 05/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001271	05/09/2024	AMERICAN CANCER SOCIETY	HS%20NORTH%20CASUAL%20FOR %20A%20CAUSE		77.00
0000001272	05/09/2024	ORIENTAL TRADING	Bulk 50pc Motivational award medal necklace assortment	shipping and handling	33.96
0000001273	05/09/2024	JENNIFER SCOTT	REIMBURSEMENT		61.54
0000001274	05/09/2024	DEBRA A PADAVANO	LEHMAN PRINCIPAL AWARDS		116.38
0000001275	05/09/2024	NASIAH ACOSTA	TRANSPORTING DREAMS SCHOLARSHIP		250.00
0000001276	05/09/2024	DEVIN CHEATHAM	TRANSPORTING DREAMS SCHOLARSHIP		250.00
0000001277	05/09/2024	CHANEL SOMMERS	TRANSPORTING%20DREAMS %20SCHOLARSHIP		250.00
0000001278	05/09/2024	AMALIANA SOTO TORRES	TRANSPORTING DREAMS SCHOLARSHIP		250.00
0000001279	05/09/2024	STROUDSMOOR COUNTRY INN	ETIQUETTE LUNCHEON		659.69
0000001280	05/09/2024	ESASD EXPENDABLE SCHOLARSHIP	MARK PRICE SCHOLARSHIP		135.85
29 - SPECIAL ACTIVITY FUND					30,761.02
Grand Total All Funds					30,761.02
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					30,761.02
Grand Total Virtual Payments					0.00
Grand Total All Payments					30,761.02

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CAF - Cafeteria Payment Dates: 04/12/2024 - 05/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001192	04/17/2024	WEIS MARKET INC	TO PAY INVOICES FOR THE REMAINDER OF THE 2023-2024 SCHOOL YEAR.		896.15
0000001193	04/17/2024	IMPERIAL BAG & PAPER COLLG	TO PAY INVOICES FOR THE REMAINDER OF 2023-2024 SCHOOL YEAR.		3,124.41
0000001194	04/19/2024	MARK HENDRICKS	March Mileage		238.79
50 - CAFETERIA FUND					4,259.35
Grand Total All Funds					4,259.35
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					4,259.35
Grand Total Virtual Payments					0.00
Grand Total All Payments					4,259.35

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: STUD - Student Activity Payment Dates: 04/12/2024 - 05/10/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001056	04/18/2024	KIWANIS YOUTH PROGRAMS	HS SOUTH KEY CLUB DUES		391.50
0000001057	04/18/2024	KSL CAMELBACK MANAGEMENT LLC	HS SOUTH PROM PAYMENT		15,911.50
0000001058	04/26/2024	EASTON COACH COMPANY	HS NORTH PROM BUSES		5,305.00
0000001059	04/26/2024	EASTON COACH COMPANY	HS SOUTH TRIP TO CAMELBACK RESORT		5,950.00
0000001060	04/26/2024	POCONO VALLEY RESORT & CONFERENCE CENTER	HS SOUTH FINAL PAYMENT		3,000.00
0000001061	04/26/2024	KALAHARI RESOROTS LLC	JTL SCHOOL TRIP		823.83
0000001062	04/26/2024	MULVEY MOMENTS CREATIONS	HS NORTH ORNAMENTZ & TOTE BAGS		190.00
0000001063	05/02/2024	BRITTANY CHEVANNES	SHS YEARBOOK DESIGNER & COLLABORATOR		100.00
0000001064	05/02/2024	HAYDEN HEMPHILL	SHS YEARBOOK DESIGNER & COLLABORATOR		300.00
0000001065	05/02/2024	KATELYN HOSBACK	SHS YEARBOOK DESIGNER & COLLABORATOR		100.00
0000001066	05/02/2024	LIZETH DOMINGUEZ-MEJIA	SHS YEARBOOK DESIGNER & COLLABORATOR		100.00
0000001067	05/02/2024	MAI KARPWICZ	SHS YEARBOOK DESIGNER & COLLABORATOR		200.00
0000001068	05/02/2024	OLIANA COLE	SHS YEARBOOK DESIGNER & COLLABORATOR		100.00
0000001069	05/02/2024	OLIVIA THOMAS	SHS YEARBOOK DESIGNER & COLLABORATOR		100.00
0000001070	05/02/2024	POCONO VALLEY RESORT & CONFERENCE CENTER	HS SOUTH SENIOR TRIP		3,256.00
0000001071	05/02/2024	QUINNTRESSA TAYLOR	SHS YEARBOOK DESIGNER & COLLABORATOR		100.00
0000001072	05/02/2024	RYENA BORDOY	SHS YEARBOOK DESIGNER & COLLABORATOR		100.00
0000001073	05/02/2024	WOODLANDS RESORT LLC	HS NORTH PROM VENUE		9,892.40

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* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 05/11/2024 - 05/17/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000005175	05/16/2024	COLONIAL INTERMEDIATE UNIT 20	2023-2024 COLONIAL ACADEMY PRORATED DEBT SERVICE PAYMENT 2ND PAYMENT		78,894.44
0000005176	05/16/2024	COLORADO TIME SYSTEMS INC	HSN parts for scoreboard		34,419.01
0000005177	05/16/2024	DAMARIS ROBINS	ECO 535 SPRING TUITION		2,094.00
0000005178	05/16/2024	DANMAR PRODUCTS	Item: 9829BLKSS Full Coverage Helmet w/Snap Strap Large Black	Shipping	223.75
0000005179	05/16/2024	DARYLE J MILLER	Apr 2024 mileage		55.07
0000005180	05/16/2024	DD OFFICE PRODUCTS INC	bright white Marquee 8.5X11 20# 10ctn		29,358.00
0000005181	05/16/2024	DENISE S ROGERS	Apr 2024 mileage		147.00
0000005182	05/16/2024	DIANA ALLISON	Apr 2024 mileage		22.24
0000005183	05/16/2024	DIANE KRUPSKI	OPEN PO 2023-2024		7,217.01
0000005184	05/16/2024	DM SUPPLY SOURCE LLC	hsn chiller 3		1,832.57
0000005185	05/16/2024	DUSTIN SISKI	OPEN PO 2023-2024		9,025.25
0000005186	05/16/2024	EAST STROUDSBURG UNIVERSITY	DMET 582 SUMMER 2022		3,018.60
0000005187	05/16/2024	EASTERN PENN SUPPLY COMPANY	inv#S033168531.001 pump for HSS	inv#S033422761.001 hss	3,251.02
0000005188	05/16/2024	EASTON AREA HIGH SCHOOL	Entry Fee for HS South Reading Olympics Team		40.00
0000005189	05/16/2024	ESASD CAFETERIA	CAFETERIA FUNDS DEPOSITED IN GF		7.00
0000005190	05/16/2024	ESASD SPECIAL FUND	Entry Fee for ES North Boys Track	Entry Fee for ES North Girls Track	300.00
0000005191	05/16/2024	EVERWHITE CORPORATION	Pay for material to resurface whiteboard in room 221.		1,100.00
0000005192	05/16/2024	F & L DOORS GARAGE DOORS	hss stadium		2,155.00
0000005193	05/16/2024	FISHER & SON CO INC	roundup herb		643.64

4346

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 05/11/2024 - 05/17/2024

Payment Categories: Regular Checks

Sort: Payment Number

4349.

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CONC - Concession Stand Payment Dates: 05/11/2024 - 05/17/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001036	05/16/2024	ESASD CAFETERIA	HS SOUTH WINTER CONCESSION		264.85
21 - CONCESSION STAND FUND					
Grand Total All Funds					264.85
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					264.85
Grand Total Virtual Payments					0.00
Grand Total All Payments					264.85

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CAF - Cafeteria Payment Dates: 05/11/2024 - 05/17/2024

Payment Categories: Regular Checks
Sort: Payment Number

50 - CAFETERIA FUND	226,223.93
Grand Total All Funds	226,223.93
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	226,223.93
Grand Total Virtual Payments	0.00
Grand Total All Payments	226,223.93

4341

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: STUD - Student Activity Payment Dates: 05/11/2024 - 05/17/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001075	05/16/2024	ALICE RAMOS	PROM REIMBURSEMENT COULD NOT ATTEND		91.00
0000001076	05/16/2024	AMERICAN RED CROSS	HS SOUTH CLUB DONATION		62.00
0000001077	05/16/2024	LYDIA HESS	HS SOUTH FILM SCREENING SNACKS		36.04
0000001078	05/16/2024	MELISSA HUGHES	PROM CENTERPIECES SUPPLIES		521.38
80 - STUDENT ACTIVITY FUND					710.42
Grand Total All Funds					710.42
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					710.42
Grand Total Virtual Payments					0.00
Grand Total All Payments					710.42

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APRIL 2024 WIRE PAYMENTS

PAYROLL	\$ 3,856,736.97
ACCOUNTS PAYABLE - BENEFITS	\$ 1,694,013.61
FLEX SPENDING ACCOUNTS - TASC	\$ 28,244.76
WORKER'S COMP - INSERVCO	\$ 87,941.92
PROCUREMENT CARD	\$ 56,274.15
EBTEP	\$ 1,768,177.80
NEOPOST POSTAGE	\$ 1,499.60
HEARTLAND TRANSACTIONS/FEES/REFUNDS	\$ 7.00
WRIGHT EXPRESS FLEET - GAS CARDS	\$ 5,077.44
	<u>\$ 7,497,973.25</u>

EAST STROUDSBURG AREA SCHOOL DISTRICT
 TREASURER'S REPORT AS OF APRIL 30, 2024

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

4/1/24 Balance	\$	13,899,548.17
Receipts	\$	15,773,133.71
Interest/Dividends	\$	37,308.72
Disbursements	\$	(9,261,801.10)
4/30/24 Balance	\$	20,448,189.50

PLGIT - GENERAL FUND

4/1/24 Balance	\$	2,511,430.60
Receipts	\$	358,197.49
Interest/Dividends	\$	11,212.00
Disbursements		
4/30/24 Balance	\$	2,880,840.09

PSDLAF - GENERAL FUND

4/1/24 Balance	\$	57,308,316.55
Receipts	\$	11,861,958.03
Interest/Dividends	\$	329,577.17
Deferred Interest		
Disbursements	\$	(20,899,169.21)
4/30/24 Balance	\$	48,600,682.54

ESSA WORKERS COMP SELF INS - GENERAL FUND

4/1/24 Balance	\$	301,842.95
Receipts	\$	1,842.95
Interest/Dividends	\$	604.94
Disbursements	\$	(3,685.90)
4/30/24 Balance	\$	300,604.94

ESSA PAYPAL - GENERAL FUND

4/1/24 Balance	\$	1,766.13
Receipts	\$	2,208.88
Interest/Dividends	\$	1.12
Disbursements	\$	(3,532.26)
4/30/24 Balance	\$	443.87

ESSA - CAFETERIA FUND

4/1/24 Balance	\$	664,650.66
Receipts	\$	35,459.63
Interest/Dividends	\$	1,154.38
Disbursements	\$	(218,818.95)
4/30/24 Balance	\$	482,445.72

FIRST KEYSTONE COMMUNITY BANK

4/1/24 Balance	\$	261,363.04
Receipts		
Interest/Dividends	\$	622.97
Disbursements		
4/30/24 Balance	\$	261,986.01

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EAST STROUDSBURG AREA SCHOOL DISTRICT
 TREASURER'S REPORT AS OF APRIL 30, 2024

PLGIT - CAPITAL RESERVE FUND

4/1/24 Balance	\$ 26,188,156.39
Receipts	
Interest/Dividends	\$ 114,059.18
Disbursements	
4/30/24 Balance	\$ 26,302,215.57

ESSA - CONCESSION STAND

4/1/24 Balance	\$ 71,858.76
Receipts	\$ 1,664.00
Interest/Dividends	\$ 141.38
Disbursements	\$ (3,778.93)
4/30/24 Balance	\$ 69,885.21

ESSA - EXPENDABLE TRUST

4/1/24 Balance	\$ 58,065.11
Receipts	\$ 8,057.88
Interest/Dividends	\$ 118.16
Disbursements	
4/30/24 Balance	\$ 66,241.15

ESSA - NON-EXPENDABLE TRUST

4/1/24 Balance	\$ 8,540.10
Receipts	\$ 246.20
Interest/Dividends	\$ 17.34
Disbursements	
4/30/24 Balance	\$ 8,803.64

ESSA - SPECIAL ACTIVITY

4/1/24 Balance	\$ 300,039.88
Receipts	\$ 42,187.93
Interest/Dividends	\$ 612.03
Disbursements	\$ (29,870.31)
4/30/24 Balance	\$ 312,969.53

ESSA CD INVESTMENT - SPECIAL ACTIVITY

4/1/24 Balance	\$ 42,159.61
Receipts	
Interest/Dividends	\$ -
Disbursements	
4/30/24 Balance	\$ 42,159.61

ESSA - STUDENT ACTIVITY





4/1/24 Balance	\$ 142,286.96
Receipts	\$ 29,934.84
Interest/Dividends	\$ 303.60
Disbursements	\$ (18,660.71)
4/30/24 Balance	\$ 153,864.69

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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		\$20,448,189.50

Government Checking

Account Summary

Date	Description	Amount
03/30/2024	Beginning Balance	\$13,899,548.17
	24 Credit(s) This Period	\$15,810,442.43
	49 Debit(s) This Period	-\$9,261,801.10
04/30/2024	Ending Balance	\$20,448,189.50

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$37,308.72
Interest Paid Year-to-Date	\$96,088.87

Deposits

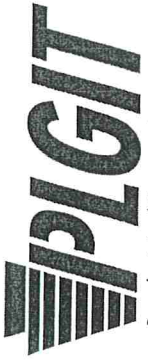
Date	Description	Amount
04/04/2024	TRANSFER FROM	\$187.28
04/09/2024	TRANSFER FROM	\$2,034.09
04/09/2024	INTERNET TFR FRM CHK TO RECORD QTLY TRFR JAN-MARCH 202	\$1,766.13
04/09/2024	INTERNET TFR FRM CHK TO RECORD QTLY TRFR JAN-MARCH 202	\$1,766.13
04/09/2024	INTERNET TFR FRM CHK TO RECORD QTY TRFR JAN - MARCH 20	\$1,842.95
04/09/2024	INTERNET TFR FRM CHK TO RECORD QTY TRFR JAN - MARCH 20	\$1,842.95
04/10/2024	TRANSFER FROM	\$7,701.72
04/10/2024	WIRE FROM PSDLAF	\$7,000,000.00
04/12/2024	TRANSFER FROM	\$751.63
04/12/2024	TRANSFER FROM	\$406,987.13
04/16/2024	TRANSFER FROM	\$125.35
04/18/2024	TRANSFER FROM	\$156,505.46
04/23/2024	WIRE FROM PSDLAF	\$7,000,000.00
04/26/2024	TRANSFER FROM	\$77.11
04/30/2024	TRANSFER FROM	\$732,916.16
		15 item(s) totaling \$15,314,504.09

Electronic Credits

Date	Description	Amount
04/03/2024	MC Recorder of D SCHOOL DIS PPD	\$79,300.20
04/05/2024	Monroe County - PAY INV PPD	\$40.00



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Pennsylvania Local Government Investment Trust

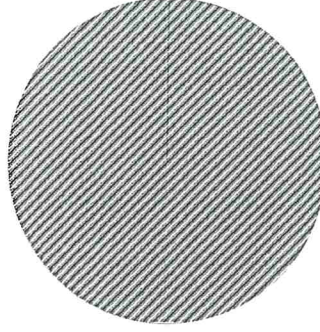
Account Statement - Transaction Summary

For the Month Ending April 30, 2024

East Stroudsburg Area School District - General Fund

PLGIT-Class	
Opening Market Value	2,511,430.60
Purchases	369,409.49
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$2,880,840.09
Cash Dividends and Income	11,212.00

Asset Summary		
	April 30, 2024	March 31, 2024
PLGIT-Class	2,880,840.09	2,511,430.60
Total	\$2,880,840.09	\$2,511,430.60
Asset Allocation		



PLGIT-Class
100.00%

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PSDLAF Monthly Statement
East Stroudsburg ASD

Please Note:
THE FUND WILL BE CLOSED MAY 27TH IN OBSERVANCE OF THE
MEMORIAL DAY HOLIDAY

Activity Summary

General Fund

4/1/2024 - 4/30/2024

Investment Pool Summary

	MAX
Beginning Balance	\$8,188,513.06
Dividends	\$30,175.22
Purchases	\$12,068,128.18
Redemptions	(\$14,056,274.15)
Ending Balance	\$6,230,542.31
Average Monthly Rate	5.148%
Share Price	\$1.000
Total	\$6,230,542.31

Total Fixed Income

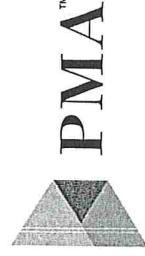
\$42,370,140.23

Account Total

440

\$48,600,682.54

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
Michael Stramara
(717) 519-6009
mstramara@pmanetwork.com



PSDLAF Monthly Statement
East Stroudsburg ASD

Fixed Income Investments

Maturities 4/1/2024 - 4/30/2024

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
SEC	61964-1	04/04/2024	10/06/2023	04/04/2024	TREASURY BILL, 912797GZ4	\$1,947,691.00	5.431%	\$2,000,000.00
SEC	62024-1	04/11/2024	10/13/2023	04/11/2024	TREASURY BILL, 912797HF7	\$1,947,721.17	5.427%	\$2,000,000.00
TS	295792-1	04/18/2024	04/20/2023	04/18/2024	PSDLAF - COLLATERALIZED POOL, PA	\$1,000,000.00	4.920%	\$1,049,065.21
SEC	62082-1	04/18/2024	10/19/2023	04/18/2024	TREASURY BILL, 912796CX5	\$1,947,482.89	5.423%	\$2,000,000.00
						\$6,842,895.06		\$7,049,065.21

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PSDLAF Monthly Statement
East Stroudsburg ASD

Fixed Income Investments

Type	Holding Id	Trade Date	Description	Interest
SEC	61964-1	04/04/2024	TREASURY BILL, 912797GZ4, Security Interest	\$52,309.00
SEC	62024-1	04/11/2024	TREASURY BILL, 912797HF7, Security Interest	\$52,278.83
TS	295792-1	04/18/2024	PSDLAF - COLLATERALIZED POOL, PA, Interest	\$49,065.21
SEC	62082-1	04/18/2024	TREASURY BILL, 912796CX5, Security Interest	\$52,517.11
Flex	1285184-1	04/30/2024	PSDLAF - Full Flex (NexB-1), TX, Interest	\$74,913.20
Flex	1285663-1	04/30/2024	PSDLAF - Full Flex (PFed CU), Interest	\$6,603.00
Flex	1306222-1	04/30/2024	PSDLAF - Full Flex (ASB-1), TX, Interest	\$9,463.20
Flex	1333678-1	04/30/2024	PSDLAF - Full Flex (For B-1), MD, Interest	\$1,652.70
Flex	1345143-1	04/30/2024	PSDLAF - Full Flex (PNB), IL, Interest	\$39.90
Flex	1355343-1	04/30/2024	PSDLAF - Full Flex (VistaB-1), TX, Interest	\$456.30
Flex	1355688-1	04/30/2024	PSDLAF - Full Flex (BofCA-1), CA, Interest	\$103.50
				\$299,401.95



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Interest 4/1/2024 - 4/30/2024

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		\$300,604.94

Government Checking
Account Summary

Date	Description	Amount	Description	Amount
03/30/2024	Beginning Balance	\$301,842.95	Annual Percentage Yield Earned	0.00%
	2 Credit(s) This Period	\$2,447.89	Interest Days	0
	2 Debit(s) This Period	-\$3,685.90	Interest Earned	\$0.00
04/30/2024	Ending Balance	\$300,604.94	Interest Paid This Period	\$604.94
			Interest Paid Year-to-Date	\$1,723.45

Deposits

Date	Description	Amount
04/09/2024	INTERNET TFR FRM CHK TO RECORD QTY TRFR JAN - MARCH 20	\$1,842.95
		1 item(s) totaling \$1,842.95

Other Credits

Date	Description	Amount
04/30/2024	INTEREST PAID 3/30 THROUGH 4/30	\$604.94
		1 item(s) totaling \$604.94

Other Debits

Date	Description	Amount
04/09/2024	INTERNET TFR TO CHK TO RECORD QTY TRFR JAN - MARCH 20	\$1,842.95
04/09/2024	INTERNET TFR TO CHK TO RECORD QTY TRFR JAN - MARCH 20	\$1,842.95
		2 item(s) totaling \$3,685.90

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/09/2024	\$300,000.00	04/10/2024	\$300,000.00	04/30/2024	\$300,604.94

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

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		\$443.87

Government Checking

Account Summary

Date	Description	Amount
03/30/2024	Beginning Balance	\$1,766.13
	3 Credit(s) This Period	\$2,210.00
	2 Debit(s) This Period	-\$3,532.26
04/30/2024	Ending Balance	\$443.87

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$1.12
Interest Paid Year-to-Date	\$4.44

Deposits

Date	Description	Amount
04/09/2024	INTERNET TFR FRM CHK TO RECORD QTLY TRFR JAN-MARCH 202	\$1,766.13
		1 item(s) totaling \$1,766.13

Electronic Credits

Date	Description	Amount
04/19/2024	PAYPAL TRANSFER PPD	\$442.75
		1 item(s) totaling \$442.75

Other Credits

Date	Description	Amount
04/30/2024	INTEREST PAID 3/30 THROUGH 4/30	\$1.12
		1 item(s) totaling \$1.12

Other Debits

Date	Description	Amount
04/09/2024	INTERNET TFR TO CHK TO RECORD QTLY TRFR JAN-MARCH 202	\$1,766.13
04/09/2024	INTERNET TFR TO CHK TO RECORD QTLY TRFR JAN-MARCH 202	\$1,766.13
		2 item(s) totaling \$3,532.26



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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		\$482,445.72

Government Checking

Account Summary

Date	Description	Amount
03/30/2024	Beginning Balance	\$664,650.66
	372 Credit(s) This Period	\$36,614.01
	24 Debit(s) This Period	-\$218,818.95
04/30/2024	Ending Balance	\$482,445.72

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$1,154.38
Interest Paid Year-to-Date	\$4,728.65

Deposits

Date	Description	Amount
04/03/2024	DEPOSIT EAST STROUDSBUR	\$10.00
04/03/2024	DEPOSIT EAST STROUDSBUR	\$5.00
04/03/2024	DEPOSIT EAST STROUDSBUR	\$198.25
04/03/2024	DEPOSIT EAST STROUDSBUR	\$14.25
04/03/2024	DEPOSIT EAST STROUDSBUR	\$220.00
04/03/2024	DEPOSIT EAST STROUDSBUR	\$86.25
04/03/2024	DEPOSIT EAST STROUDSBUR	\$26.25
04/03/2024	DEPOSIT EAST STROUDSBUR	\$12.00
04/03/2024	DEPOSIT EAST STROUDSBUR	\$17.45
04/03/2024	DEPOSIT EAST STROUDSBUR	\$55.00
04/03/2024	DEPOSIT EAST STROUDSBUR	\$78.55
04/03/2024	DEPOSIT EAST STROUDSBUR	\$7.00
04/03/2024	DEPOSIT EAST STROUDSBUR	\$41.25
04/03/2024	DEPOSIT EAST STROUDSBUR	\$27.00
04/03/2024	DEPOSIT EAST STROUDSBUR	\$13.75
04/03/2024	DEPOSIT EAST STROUDSBUR	\$23.75
04/04/2024	DEPOSIT EAST STROUDSBUR	\$198.00
04/04/2024	DEPOSIT EAST STROUDSBUR	\$12.50
04/04/2024	DEPOSIT EAST STROUDSBUR	\$1.00
04/04/2024	DEPOSIT EAST STROUDSBUR	\$20.00
04/04/2024	DEPOSIT EAST STROUDSBUR	\$25.25
04/04/2024	DEPOSIT EAST STROUDSBUR	\$176.41
04/04/2024	DEPOSIT EAST STROUDSBUR	\$74.00
04/04/2024	DEPOSIT EAST STROUDSBUR	\$36.52
04/04/2024	DEPOSIT EAST STROUDSBUR	\$7.00



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RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL DISTRICT
50 VINE ST
EAST STROUDSBURG PA 18301-2150

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

Your FIRST car
Your FIRST school dance
Your FIRST field trip
Your FIRST job

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- For ages 13-17
- No minimum balance
- No maintenance fee
- Online & mobile banking
- Mobile Check Deposits

For all the firsts in your life!



Parent or guardian is required to be a joint owner on the account. Minimum deposits to open accounts is \$25. No checks will be issued for this account.

Summary of Accounts

Account Type	Account Number	Ending Balance
NOW SPSPD/Government		\$261,986.01

NOW SPSPD/Government

Account Summary			Interest Summary	
Date	Description	Amount	Description	Amount
04/01/2024	Beginning Balance	\$261,363.04	Annual Percentage Yield Earned	2.94%
	1 Credit(s) This Period	\$622.97	Interest Days	30
	0 Debit(s) This Period	\$0.00	Interest Earned	\$622.97
04/30/2024	Ending Balance	\$261,986.01	Interest Paid This Period	\$622.97
			Interest Paid Year-to-Date	\$2,503.59

Account Activity

Post Date	Description	Debits	Credits	Balance
04/01/2024	Beginning Balance			\$261,363.04
04/30/2024	Credit Interest		\$622.97	\$261,986.01
04/30/2024	Ending Balance			\$261,986.01



Pennsylvania Local Government Investment Trust

Account Statement - Transaction Summary

For the Month Ending April 30, 2024

East Stroudsburg Area School District - Capital Reserve

PLGIT-Class	
Opening Market Value	8,871,934.68
Purchases	37,191.79
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

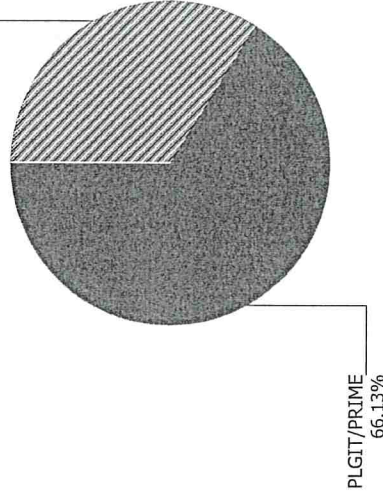
Closing Market Value	\$8,909,126.47
Cash Dividends and Income	37,191.79

PLGIT/PRIME	
Opening Market Value	17,316,221.71
Purchases	76,867.39
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$17,393,089.10
Cash Dividends and Income	76,867.39

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Asset Summary			
	April 30, 2024	March 31, 2024	
PLGIT-Class	8,909,126.47	8,871,934.68	
PLGIT/PRIME	17,393,089.10	17,316,221.71	
Total	\$26,302,215.57	\$26,188,156.39	
Asset Allocation			



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

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		\$69,885.21

Government Checking

Account Summary			Interest Summary		
Date	Description	Amount	Description	Amount	
03/30/2024	Beginning Balance	\$71,858.76	Annual Percentage Yield Earned	0.00%	
	15 Credit(s) This Period	\$1,805.38	Interest Days	0	
	5 Debit(s) This Period	-\$3,778.93	Interest Earned	\$0.00	
04/30/2024	Ending Balance	\$69,885.21	Interest Paid This Period	\$141.38	
			Interest Paid Year-to-Date	\$410.55	

Deposits

Date	Description	Amount
04/12/2024	DEPOSIT EAST STROUDSBUR	\$379.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$112.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$100.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$35.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$38.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$17.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$342.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$31.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$128.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$35.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$15.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$237.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$14.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$181.00
		14 item(s) totaling \$1,664.00

Other Credits

Date	Description	Amount
04/30/2024	INTEREST PAID 3/30 THROUGH 4/30	\$141.38
		1 item(s) totaling \$141.38

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1022	04/05/2024	\$544.48	1023	04/15/2024	\$623.13






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

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		\$66,241.15

Government Checking

Account Summary

Date	Description	Amount
03/30/2024	Beginning Balance	\$58,065.11
	12 Credit(s) This Period	\$8,176.04
	0 Debit(s) This Period	\$0.00
04/30/2024	Ending Balance	\$66,241.15

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$118.16
Interest Paid Year-to-Date	\$324.93

Deposits

Date	Description	Amount
03/30/2024	INTEREST FROM ACCT	\$24.73
03/30/2024	INTEREST FROM ACCT	\$125.77
03/30/2024	INTEREST FROM ACCT	\$8.11
03/30/2024	INTEREST FROM ACCT	\$7.86
03/30/2024	INTEREST FROM ACCT	\$87.09
04/12/2024	DEPOSIT EAST STROUDSBUR	\$100.00
04/30/2024	INTEREST FROM ACCT	\$121.72
04/30/2024	INTEREST FROM ACCT	\$7.60
04/30/2024	DEPOSIT EAST STROUDSBUR	\$7,500.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$50.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$25.00
		11 item(s) totaling \$8,057.88

Other Credits

Date	Description	Amount
04/30/2024	INTEREST PAID 3/30 THROUGH 4/30	\$118.16
		1 item(s) totaling \$118.16

Daily Balances

Date	Amount	Date	Amount
03/30/2024	\$58,318.67	04/12/2024	\$58,418.67
04/10/2024	\$58,318.67	04/30/2024	\$66,241.15



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

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		\$8,803.64

Government Checking

Account Summary

Date	Description	Amount
03/30/2024	Beginning Balance	\$8,540.10
	11 Credit(s) This Period	\$263.54
	0 Debit(s) This Period	\$0.00
04/30/2024	Ending Balance	\$8,803.64

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$17.34
Interest Paid Year-to-Date	\$48.94

Deposits

Date	Description	Amount
03/30/2024	INTEREST FROM ACCT	\$9.16
03/30/2024	INTEREST FROM ACCT	\$11.09
03/30/2024	INTEREST FROM ACCT	\$0.80
03/30/2024	INTEREST FROM ACCT	\$2.01
04/18/2024	DEPOSIT EAST STROUDSBUR	\$100.00
04/30/2024	INTEREST FROM ACCT	\$0.77
04/30/2024	INTEREST FROM ACCT	\$1.94
04/30/2024	INTEREST FROM ACCT	\$17.17
04/30/2024	INTEREST FROM ACCT	\$20.79
04/30/2024	INTEREST FROM ACCT	\$82.47
		10 item(s) totaling \$246.20

Other Credits

Date	Description	Amount
04/30/2024	INTEREST PAID 3/30 THROUGH 4/30	\$17.34
		1 item(s) totaling \$17.34

Daily Balances

Date	Amount	Date	Amount
03/30/2024	\$8,563.16	04/18/2024	\$8,663.16
04/10/2024	\$8,563.16	04/30/2024	\$8,803.64



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

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT SPECIAL ACTIVITY FUND
C/O 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		\$312,969.53

Government Checking

Account Summary

Date	Description	Amount
03/30/2024	Beginning Balance	\$300,039.88
	64 Credit(s) This Period	\$42,799.96
	45 Debit(s) This Period	-\$29,870.31
04/30/2024	Ending Balance	\$312,969.53

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$612.03
Interest Paid Year-to-Date	\$1,645.22

Deposits

Date	Description	Amount
04/12/2024	DEPOSIT EAST STROUDSBUR	\$105.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$263.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$198.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$660.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$642.05
04/12/2024	DEPOSIT EAST STROUDSBUR	\$247.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$171.25
04/12/2024	DEPOSIT EAST STROUDSBUR	\$169.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$78.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$133.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$332.50
04/12/2024	DEPOSIT EAST STROUDSBUR	\$370.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$45.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$12.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$210.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$250.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$510.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$108.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$835.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$40.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$6,351.82
04/18/2024	DEPOSIT EAST STROUDSBUR	\$25.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$402.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$1,200.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$1,050.00



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Savings

Account Number

Statement Date

04/02/2024

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Date	Transaction Description	Amount	Ending Balance
03/16/2024	Interest Deposit - INTEREST PAID 01/01 THROUGH 03/15	17.23	42,082.51
03/29/2024	Interest Deposit - INTEREST PAID 03/16 THROUGH 03/31	77.10	42,159.61

EAST STROUDSBURG AREA
SCHOOL DISTRICT
C/O PETER BARD
50 VINE ST
EAST STROUDSBURG PA 18301

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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		\$153,864.69

Government Checking

Account Summary

Date	Description	Amount
03/30/2024	Beginning Balance	\$142,286.96
	36 Credit(s) This Period	\$30,238.44
	6 Debit(s) This Period	-\$18,660.71
04/30/2024	Ending Balance	\$153,864.69

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$303.60
Interest Paid Year-to-Date	\$737.64

Deposits

Date	Description	Amount
04/12/2024	DEPOSIT EAST STROUDSBUR	\$148.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$4,700.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$85.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$900.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$100.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$800.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$2,319.00
04/12/2024	DEPOSIT EAST STROUDSBUR	\$383.25
04/12/2024	DEPOSIT EAST STROUDSBUR	\$353.57
04/18/2024	DEPOSIT EAST STROUDSBUR	\$4,000.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$1,000.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$352.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$100.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$1,092.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$3,000.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$164.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$618.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$20.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$129.00
04/18/2024	DEPOSIT EAST STROUDSBUR	\$337.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$3,500.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$346.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$790.25
04/30/2024	DEPOSIT EAST STROUDSBUR	\$187.00
04/30/2024	DEPOSIT EAST STROUDSBUR	\$440.00

BOARD SUMMARY
Fund: 10 - GENERAL FUND Encumbrances Included
As of: 04/30/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
100 100						
1100 REG PROG ELEM/SECONDARY	35,074,465.00	35,074,465.00	0.00	23,445,853.64	11,628,611.36	66.85
1200 SPEC PROG ELEMEN/SECOND	12,924,949.00	12,924,949.00	0.00	9,191,119.19	3,733,829.81	71.11
1300 VOCATIONAL EDUCATION	602,254.00	602,254.00	0.00	372,759.66	229,494.34	61.89
1400 OTHER INSTRUCTION PROG	172,210.00	172,210.00	0.00	197,009.09	(24,799.09)	114.40
1800 PRE-K	18,249.00	18,249.00	0.00	17,017.52	1,231.48	93.25
2100 SUPPORT SVCS-STUDENTS	4,602,839.00	4,602,839.00	0.00	3,077,025.10	1,525,813.90	66.85
2200 SUPPORT SERVICES-INSTRU	1,780,976.00	1,780,976.00	0.00	1,320,831.37	460,144.63	74.16
2300 SUPPORT SERVICES-ADMIN	4,551,326.00	4,551,326.00	0.00	3,593,396.49	957,929.51	78.95
2400 SUPP SVC-PUBLIC HEALTH	1,279,872.00	1,279,872.00	0.00	907,922.46	371,949.54	70.94
2500 SUPP SERVICES-BUSINESS	775,364.00	775,364.00	0.00	604,716.17	170,647.83	77.99
2600 OP/MAINT PLANT SVCS	6,820,146.00	6,820,146.00	0.00	5,212,354.35	1,607,791.65	76.43
2700 STUDENT TRANSP SERVICES	4,756,311.00	4,756,311.00	0.00	3,793,569.06	962,741.94	79.76
2800 SUPPORT SVCS-CENTRAL	1,439,942.00	1,439,942.00	0.00	1,125,624.79	314,317.21	78.17
3200 STUDENT ACTIVITIES	1,463,523.00	1,463,523.00	0.00	1,207,980.92	255,542.08	82.54
3300 COMMUNITY SERVICES	19,934.00	19,934.00	0.00	18,936.77	997.23	95.00
Totals for 100s	76,282,360.00	76,282,360.00	0.00	54,086,116.58	22,196,243.42	70.90
200 BENEFITS						
1100 REG PROG ELEM/SECONDARY	23,172,196.00	23,172,196.00	0.00	15,173,284.14	7,998,911.86	65.48
1200 SPEC PROG ELEMEN/SECOND	9,910,532.00	9,910,532.00	0.00	6,936,603.27	2,973,928.73	69.99
1300 VOCATIONAL EDUCATION	397,669.00	397,669.00	0.00	234,981.98	162,687.02	59.09
1400 OTHER INSTRUCTION PROG	113,471.00	113,471.00	0.00	109,264.65	4,206.35	96.29
1800 PRE-K	7,726.00	7,726.00	0.00	7,075.49	650.51	91.58
2100 SUPPORT SVCS-STUDENTS	3,066,140.00	3,066,140.00	0.00	1,990,457.39	1,075,682.61	64.92
2200 SUPPORT SERVICES-INSTRU	1,421,851.00	1,421,851.00	0.00	1,129,009.50	292,841.50	79.40
2300 SUPPORT SERVICES-ADMIN	3,123,744.00	3,123,744.00	0.00	2,267,361.94	856,382.06	72.58
2400 SUPP SVC-PUBLIC HEALTH	902,847.00	902,847.00	0.00	601,393.05	301,453.95	66.61

BOARD SUMMARY

Fund: Encumbrances Included
As of: 04/30/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
2500 SUPP SERVICES-BUSINESS	494,309.00	494,309.00	0.00	394,720.02	99,588.98	79.85
2600 OP/MAINT PLANT SVCS	5,346,823.00	5,346,823.00	0.00	4,253,431.99	1,093,391.01	79.55
2700 STUDENT TRANSP SERVICES	4,164,941.00	4,164,941.00	0.00	2,729,136.46	1,435,804.54	65.53
2800 SUPPORT SVCS-CENTRAL	969,688.00	969,688.00	0.00	782,362.59	187,325.41	80.68
3200 STUDENT ACTIVITIES	741,947.00	741,947.00	0.00	577,240.04	164,706.96	77.80
3300 COMMUNITY SERVICES	8,445.00	8,445.00	0.00	7,897.75	547.25	93.52
Totals for 200s	53,842,329.00	53,842,329.00	0.00	37,194,220.26	16,648,108.74	69.08
300 PURCHASED PROF & TECH						
1100 REG PROG ELEM/SECONDARY	189,215.00	188,044.42	53,686.60	42,188.72	92,169.10	50.99
1200 SPEC PROG ELEMEN/SECOND	5,575,000.00	5,576,554.75	1,347,275.57	4,546,973.13	(317,693.95)	105.70
1300 VOCATIONAL EDUCATION	500.00	500.00	0.00	105.00	395.00	21.00
1400 OTHER INSTRUCTION PROG	970,000.00	970,000.00	351,956.25	844,656.41	(226,612.66)	123.36
1500 NONPUBLIC SCHOOL PGMS	21,242.00	21,242.00	30,411.93	11,874.43	(21,044.36)	199.07
2100 SUPPORT SVCS-STUDENTS	875,120.00	875,120.00	104,102.61	487,140.23	283,877.16	67.56
2200 SUPPORT SERVICES-INSTRU	91,340.00	90,400.50	12,520.00	140,912.23	(63,031.73)	169.72
2300 SUPPORT SERVICES-ADMIN	960,000.00	804,706.63	8,437.10	280,825.22	515,444.31	35.95
2400 SUPP SVC-PUBLIC HEALTH	33,440.00	33,440.00	34,113.75	36,440.00	(37,113.75)	210.99
2500 SUPP SERVICES-BUSINESS	50,000.00	125,210.05	0.00	126,537.42	(1,327.37)	101.06
2600 OP/MAINT PLANT SVCS	240,500.00	240,500.00	68,457.13	215,555.24	(43,512.37)	118.09
2700 STUDENT TRANSP SERVICES	90,500.00	90,500.00	27,727.93	96,096.89	(33,324.82)	136.82
2800 SUPPORT SVCS-CENTRAL	169,682.00	171,598.55	4,153.50	47,487.87	119,957.18	30.09
3200 STUDENT ACTIVITIES	118,773.00	118,435.74	11,070.00	14,858.50	92,507.24	21.89
3300 COMMUNITY SERVICES	50,585.00	50,585.00	33,150.00	58,527.50	(41,092.50)	181.23
Totals for 300s	9,435,897.00	9,356,837.64	2,087,062.37	6,950,178.79	319,596.48	96.58
400 PURCHASED PROPERTY SVC						
1100 REG PROG ELEM/SECONDARY	158,474.66	156,394.60	903.00	97,076.91	58,414.69	62.65
1200 SPEC PROG ELEMEN/SECOND	0.00	0.00	0.00	390.00	(390.00)	0.00
1400 OTHER INSTRUCTION PROG	3,000.00	2,259.22	0.00	254.45	2,004.77	11.26

East Stroudsburg Area School District

BOARD SUMMARY

Fund: Encumbrances Included
As of: 04/30/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
2100 SUPPORT SVCS-STUDENTS	1,800.00	1,800.00	0.00	285.31	1,514.69	15.85
2300 SUPPORT SERVICES-ADMIN	46,624.68	47,177.00	2,200.00	25,035.83	19,941.17	57.73
2400 SUPP SVC-PUBLIC HEALTH	1,750.00	1,750.00	0.00	1,780.93	(30.93)	101.77
2500 SUPP SERVICES-BUSINESS	5,750.00	5,750.00	1,500.00	1,834.23	2,415.77	57.99
2600 OP/MAINT PLANT SVCS	1,299,564.90	1,299,564.90	160,757.95	984,859.45	153,947.50	88.15
2700 STUDENT TRANSP SERVICES	84,400.00	84,400.00	38,302.55	67,547.53	(21,450.08)	125.41
2800 SUPPORT SVCS-CENTRAL	97,247.93	97,247.93	6,241.30	82,312.77	8,693.86	91.06
3200 STUDENT ACTIVITIES	102,767.00	104,159.01	27,081.83	34,314.38	42,762.80	58.94
4600 EXISTING BLDG IMPROVE	4,000,000.00	4,000,000.00	91,540.00	1,518,026.06	2,390,433.94	40.24
Totals for 400s	5,801,379.17	5,800,502.66	328,526.63	2,813,717.85	2,658,258.18	54.17
500 <500>						
1100 REG PROG ELEM/SECONDARY	4,955,485.00	4,955,276.31	686,525.15	2,399,656.41	1,869,094.75	62.28
1200 SPEC PROG ELEMEN/SECOND	4,321,900.00	4,321,900.00	735,725.41	2,644,686.04	941,488.55	78.22
1300 VOCATIONAL EDUCATION	1,828,628.00	1,828,628.00	540,739.25	1,654,112.39	(366,223.64)	120.03
1400 OTHER INSTRUCTION PROG	400,000.00	400,000.00	0.00	179,804.92	220,195.08	44.95
1700 COMMUNITY/JR COLLEGE ED	0.00	0.00	0.00	19,776.00	(19,776.00)	0.00
2100 SUPPORT SVCS-STUDENTS	111,250.00	111,250.00	700.00	6,004.76	104,545.24	6.03
2200 SUPPORT SERVICES-INSTRU	41,520.00	45,916.87	0.00	23,272.92	22,643.95	50.68
2300 SUPPORT SERVICES-ADMIN	171,211.00	175,053.75	6,165.61	127,705.70	41,182.44	76.47
2400 SUPP SVC-PUBLIC HEALTH	1,230.00	1,230.00	0.00	543.31	686.69	44.17
2500 SUPP SERVICES-BUSINESS	19,000.00	19,308.80	402.25	15,976.95	2,929.60	84.83
2600 OP/MAINT PLANT SVCS	580,950.00	580,950.00	0.00	514,378.53	66,571.47	88.54
2700 STUDENT TRANSP SERVICES	1,253,700.00	1,253,700.00	357,958.10	847,906.02	47,835.88	96.18
2800 SUPPORT SVCS-CENTRAL	250,849.00	248,201.44	43,457.33	141,902.90	62,841.21	74.68
2900 OTHER SUPPORT SERVICES	50,000.00	50,000.00	0.00	38,272.65	11,727.35	76.55
3200 STUDENT ACTIVITIES	235,965.00	232,064.00	149.01	76,847.01	155,067.98	33.18
3300 COMMUNITY SERVICES	1,335.00	1,335.00	116.90	96.58	1,121.52	15.99
Totals for 500s	14,223,023.00	14,224,814.17	2,371,939.01	8,690,943.09	3,161,932.07	77.77

BOARD SUMMARY
Fund: Encumbrances Included
As of: 04/30/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
600 SUPPLIES						
1100 REG PROG ELEM/SECONDARY	2,209,864.23	2,213,198.65	601,712.10	1,812,570.09	(201,083.54)	109.09
1200 SPEC PROG ELEMEN/SECOND	767,150.00	765,595.25	24,063.98	431,680.88	309,850.39	59.53
1300 VOCATIONAL EDUCATION	9,700.00	10,701.10	0.00	9,511.79	1,189.31	88.89
1400 OTHER INSTRUCTION PROG	176,063.00	176,663.67	1,318.48	2,139.63	173,205.56	1.96
1700 COMMUNITY/JR COLLEGE ED	0.00	0.00	0.00	3,115.18	(3,115.18)	0.00
1800 PRE-K	2,655.00	2,655.00	427.03	2,461.00	(233.03)	108.78
2100 SUPPORT SVCS-STUDENTS	84,546.00	84,546.00	1,945.20	79,989.88	2,610.92	96.91
2200 SUPPORT SERVICES-INSTRU	193,174.06	193,772.10	37,667.20	132,526.50	23,578.40	87.83
2300 SUPPORT SERVICES-ADMIN	56,871.23	64,089.52	6,448.14	37,187.62	20,453.76	68.09
2400 SUPP SVC-PUBLIC HEALTH	30,900.00	30,900.00	5,076.21	62,211.99	(36,388.20)	217.76
2500 SUPP SERVICES-BUSINESS	110,001.53	135,457.37	1,361.18	134,087.91	8.28	99.99
2600 OP/MAINT PLANT SVCS	2,982,087.00	2,982,087.00	141,925.65	2,556,724.50	283,436.85	90.50
2700 STUDENT TRANSP SERVICES	712,000.00	712,000.00	141,549.57	276,046.36	294,404.07	58.65
2800 SUPPORT SVCS-CENTRAL	980,416.00	1,392,108.20	1,301,235.51	1,100,016.44	(1,009,143.75)	172.49
3200 STUDENT ACTIVITIES	264,651.00	263,327.29	65,701.83	258,617.28	(60,991.82)	123.16
3300 COMMUNITY SERVICES	54,046.00	54,046.00	13,032.84	31,728.49	9,284.67	82.82
Totals for 600s	8,634,125.05	9,081,147.15	2,343,464.92	6,930,615.54	(192,933.31)	102.12
700 PROPERTY						
1100 REG PROG ELEM/SECONDARY	4,000.00	4,000.00	0.00	518.00	3,482.00	12.95
1200 SPEC PROG ELEMEN/SECOND	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
2300 SUPPORT SERVICES-ADMIN	0.00	0.00	0.00	31,416.00	(31,416.00)	0.00
2500 SUPP SERVICES-BUSINESS	0.00	45,049.00	0.00	45,049.00	0.00	100.00
2600 OP/MAINT PLANT SVCS	198,000.00	198,000.00	3,793.70	75,049.72	119,156.58	39.82
2700 STUDENT TRANSP SERVICES	0.00	0.00	0.00	774,190.00	(774,190.00)	0.00
2800 SUPPORT SVCS-CENTRAL	0.00	0.00	0.00	21,730.00	(21,730.00)	0.00
3200 STUDENT ACTIVITIES	50,000.00	50,000.00	14,616.00	55,442.42	(20,058.42)	140.12
Totals for 700s	272,000.00	317,049.00	18,409.70	1,003,395.14	(704,755.84)	322.29

BOARD SUMMARY

Fund: Encumbrances Included
As of: 04/30/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 OTHER OBJECTS						
1100 REG PROG ELEM/SECONDARY	10,108.00	10,669.50	325.90	4,605.95	5,737.65	46.22
1200 SPEC PROG ELEMEN/SECOND	6,990.00	6,990.00	0.00	4,972.77	2,017.23	71.14
2100 SUPPORT SVCS-STUDENTS	4,930.00	4,930.00	0.00	4,119.50	810.50	83.56
2200 SUPPORT SERVICES-INSTRU	1,000.00	1,000.00	0.00	1,461.99	(461.99)	146.20
2300 SUPPORT SERVICES-ADMIN	65,763.60	62,900.13	21,826.14	39,534.67	1,539.32	97.55
2400 SUPP SVC-PUBLIC HEALTH	1,760.00	1,760.00	0.00	780.00	980.00	44.32
2500 SUPP SERVICES-BUSINESS	25,000.00	23,035.11	0.00	19,736.91	3,298.20	85.68
2600 OP/MAINT PLANT SVCS	4,000.00	4,000.00	491.80	1,345.00	2,163.20	45.92
2700 STUDENT TRANSP SERVICES	5,000.00	5,000.00	115.00	6,176.72	(1,291.72)	125.83
2800 SUPPORT SVCS-CENTRAL	4,800.00	4,800.00	50.00	4,870.73	(120.73)	102.52
3200 STUDENT ACTIVITIES	49,591.00	51,671.00	3,660.00	35,095.65	12,915.35	75.00
5100 <5100>	3,398,410.57	3,379,510.36	0.00	5,609,050.86	(2,229,540.50)	165.97
25900 BUDGETARY RESERVE	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	0.00
Totals for 800s	4,577,353.17	4,556,266.10	26,468.84	5,731,750.75	(1,201,953.49)	126.38
900 OTHER USES OF FUNDS						
5100 <5100>	13,715,533.61	13,324,160.23	0.00	10,832,713.60	2,491,446.63	81.30
5200 INTERFUND TRANSFERS-OUT	1,000,000.00	1,000,000.00	0.00	29,883.00	970,117.00	2.99
Totals for 900s	14,715,533.61	14,324,160.23	0.00	10,862,596.60	3,461,563.63	75.83
Expenditure Totals	187,784,000.00	187,785,465.95	7,175,871.47	134,263,534.60	46,346,059.88	75.32
000 NON-CATEGORICAL						
6100 <6100>	(96,593,672.00)	(96,593,672.00)	0.00	(94,101,114.98)	(2,492,557.02)	97.42
6400 <6400>	(10,000,000.00)	(10,000,000.00)	0.00	(4,668,384.30)	(5,331,615.70)	46.68
6500 EARNINGS ON INVESTMENTS	(750,000.00)	(750,000.00)	0.00	(2,826,002.20)	2,076,002.20	376.80
6700 <6700>	(22,000.00)	(22,000.00)	0.00	(41,049.88)	19,049.88	186.59
6800 <6800>	(1,052,422.00)	(1,052,422.00)	0.00	(1,664,433.35)	612,011.35	158.15
6900 6900	(304,000.00)	(304,000.00)	0.00	(898,778.23)	594,778.23	295.65
7100 BASIC INSTRUCT & OPER	(26,521,965.00)	(26,521,965.00)	0.00	(17,957,905.00)	(8,564,060.00)	67.71

BOARD SUMMARY

Fund: Encumbrances Included
As of: 04/30/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
7200 <7200>	(6,064,902.00)	(6,064,902.00)	0.00	(4,539,323.96)	(1,525,578.04)	74.85
7300 <7300>	(9,690,649.00)	(9,690,649.00)	0.00	(5,716,307.82)	(3,974,341.18)	58.99
7500 MISC STATE REVENUE	(1,248,758.00)	(1,248,758.00)	0.00	(1,323,758.00)	75,000.00	106.01
7800 <7800>	(17,000,000.00)	(17,000,000.00)	0.00	(14,859,754.44)	(2,140,245.56)	87.41
8100 UNRESTRICT GRANTS-IN-AID	(507,333.00)	(507,333.00)	0.00	(734,735.00)	227,402.00	144.82
8500 RESTRICT GRANTS-IN-AID	(2,512,820.00)	(2,512,820.00)	0.00	(2,063,119.53)	(449,700.47)	82.10
8700 <8700>	(5,816,877.00)	(5,816,877.00)	0.00	(3,746,485.65)	(2,070,391.35)	64.41
8800 MED ASSIST REIMBURSE	(1,150,000.00)	(1,150,000.00)	0.00	(1,459,209.58)	309,209.58	126.89
9400 SALE OF FIXED ASSETS	(50,000.00)	(50,000.00)	0.00	(3,604.34)	(46,395.66)	7.21
Totals for 000s	(179,285,398.00)	(179,285,398.00)	0.00	(156,603,966.26)	(22,681,431.74)	87.35
Revenue Totals	(179,285,398.00)	(179,285,398.00)	0.00	(156,603,966.26)	(22,681,431.74)	87.35
Fund 10 Totals						
Total Expenditure	168,670,055.82	169,081,795.36	7,175,871.47	117,791,887.14	44,114,036.75	73.91
Total Other Expenditure	19,113,944.18	18,703,670.59	0.00	16,471,647.46	2,232,023.13	88.07
Total Revenue	(179,235,398.00)	(179,235,398.00)	0.00	(156,600,361.92)	(22,635,036.08)	87.37
Total Other Revenue	(50,000.00)	(50,000.00)	0.00	(3,604.34)	(46,395.66)	7.21

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BOARD SUMMARY

Fund: Encumbrances Included
As of: 04/30/2024

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Total Expenditure	168,670,055.82	169,081,795.36	7,175,871.47	117,791,887.14	44,114,036.75	73.91
Total Other Expenditure	19,113,944.18	18,703,670.59	0.00	16,471,647.46	2,232,023.13	88.07
Total Revenue	(179,235,398.00)	(179,235,398.00)	0.00	(156,600,361.92)	(22,635,036.08)	87.37
Total Other Revenue	(50,000.00)	(50,000.00)	0.00	(3,604.34)	(46,395.66)	7.21

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CSIU Account Number	STATEMENT OF INCOME	STATEMENT OF INCOME	
	For the Period Ending July 31, 2023 CAFETERIA FUND Current Period	For the Period Ending July 31, 2023 CAFETERIA FUND Year-to-Date	
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000	434.52	434.52
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000	225.40	225.40
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000	-	-
SALES, A LA CARTE LUNCH	50-6620-000-000-00-000-000-0000	-	-
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000	2,391.74	2,391.74
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000	1,559.33	1,559.33
TOTAL SALES		<u>4,176.47</u>	<u>4,176.47</u>
TOTAL LOCAL REVENUE		<u>4,610.99</u>	<u>4,610.99</u>
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000	2,579.98	2,579.98
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000	1,451.00	1,451.00
STATE SUBSIDY - INITIATIVE	50-7600-000-521-00-000-000-0000	-	-
STATE SUBSIDY - SOCIAL SECURITY	50-7810-000-725-00-000-000-0000	487.46	487.46
STATE SUBSIDY - RETIREMENT	50-7820-000-726-00-000-000-0000	2,182.24	2,182.24
TOTAL STATE REVENUE		<u>6,700.68</u>	<u>6,700.68</u>
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - SUPPLY CHAIN ASST	50-8531-000-356-00-000-000-0000	-	-
FEDERAL SUBSIDY - P-EBT	50-8531-000-358-00-000-000-0000	-	-
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000	81,783.69	81,783.69
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000	35,383.27	35,383.27
TOTAL FEDERAL REVENUE		<u>117,166.96</u>	<u>117,166.96</u>
OTHER			
TRANSFER FROM GENERAL FUND	50-9310-939-000-00-000-000-0010		
TOTAL CAFETERIA REVENUE		<u>\$ 128,478.63</u>	<u>\$ 128,478.63</u>
EXPENSES OF OPERATIONS			
Salary SPV	50-3100-111-000-00-000-000-106-0000	3,721.20	3,721.20
Salary ADM	50-3100-111-000-00-000-000-109-0000	3,345.46	3,345.46
OT Salary SPV	50-3100-113-000-00-000-000-106-0000	63.00	63.00
Salary, Cafeteria BOP	50-3100-151-000-00-000-000-301-0000	-	-
Salary, Cafeteria SUB BOP	50-3100-152-000-00-000-000-301-0000	-	-
Salary, Cafeteria OT BOP	50-3100-153-000-00-000-000-301-0000	-	-
Salary SEC	50-3100-151-000-00-000-000-502-0000	663.27	663.27
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000	-	-
Salary Operative Labor	50-3100-170-000-00-000-000-804-0000	-	-
Salary, OT Secretary	50-3100-171-000-00-000-000-804-0000	-	-
Salary Substitute Workers	50-3100-172-000-00-000-000-804-0000	-	-
Salary OT Workers	50-3100-173-000-00-000-000-804-0000	-	-
Salary Summer Feed	50-3100-177-000-00-000-000-804-0000	3,435.00	3,435.00
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000	1,608.72	1,608.72
Salary, OT Custodian	50-3100-183-000-00-000-000-802-0000	-	-
Life Insurance	50-3100-213-000-00-000-000-000-0000	20.79	20.79
Life Ins SPV	50-3100-213-000-00-000-000-106-0000	100.81	100.81
Life Ins ADM	50-3100-213-000-00-000-000-109-0000	35.97	35.97
Life Ins BOP	50-3100-213-000-00-000-000-301-0000	-	-
Life Ins SEC	50-3100-213-000-00-000-000-502-0000	8.25	8.25
Life Ins CUS	50-3100-213-000-00-000-000-802-0000	18.15	18.15
Life Ins CAF	50-3100-213-000-00-000-000-804-0000	404.25	404.25
Disability Ins SPV	50-3100-214-000-00-000-000-106-0000	51.60	51.60
Disability Ins ADM	50-3100-214-000-00-000-000-109-0000	23.20	23.20
Disability Ins BOP	50-3100-214-000-00-000-000-301-0000	-	-

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		STATEMENT OF INCOME For the Period Ending July 31, 2023 CAFETERIA FUND Current Period	STATEMENT OF INCOME For the Period Ending July 31, 2023 CAFETERIA FUND Year-to-Date
	CSIU Account Number		
Disability Ins SEC	50-3100-214-000-00-000-000-502-0000	4.85	4.85
Disability Ins CUS	50-3100-214-000-00-000-000-802-0000	11.85	11.85
Disability Ins CAF	50-3100-214-000-00-000-000-804-0000	122.09	122.09
Social Security SPV	50-3100-220-000-00-000-000-106-0000	291.09	291.09
Social Security ADM	50-3100-220-000-00-000-000-109-0000	252.13	252.13
Social Security BOP	50-3100-220-000-00-000-000-301-0000	-	-
Social Security SEC	50-3100-220-000-00-000-000-502-0000	49.23	49.23
Social Security CUS	50-3100-220-000-00-000-000-802-0000	119.66	119.66
Social Security CAF	50-3100-220-000-00-000-000-804-0000	262.80	262.80
PSERS SPV	50-3100-230-000-00-000-000-106-0000	1,286.62	1,286.62
PSERS ADM	50-3100-230-000-00-000-000-109-0000	1,137.46	1,137.46
PSERS BOP	50-3100-230-000-00-000-000-301-0000	-	-
PSERS SEC	50-3100-230-000-00-000-000-502-0000	225.51	225.51
PSERS CUS	50-3100-230-000-00-000-000-802-0000	546.96	546.96
PSERS CAF	50-3100-230-000-00-000-000-804-0000	1,167.93	1,167.93
Work Comp SPV	50-3100-260-000-00-000-000-106-0000	0.23	0.23
Work Comp ADM	50-3100-260-000-00-000-000-109-0000	0.20	0.20
Work Comp BOP	50-3100-260-000-00-000-000-301-0000	-	-
Work Comp SEC	50-3100-260-000-00-000-000-502-0000	0.04	0.04
Work Comp CUS	50-3100-260-000-00-000-000-802-0000	0.10	0.10
Work Comp CAF	50-3100-260-000-00-000-000-804-0000	0.19	0.19
Health Benefits	50-3100-271-000-00-000-000-000-0000	(3,289.72)	(3,289.72)
Medical Benefits SPV	50-3100-271-000-00-000-000-106-0000	3,253.31	3,253.31
Medical Benefits ADM	50-3100-271-000-00-000-000-109-0000	1,578.80	1,578.80
Medical Benefits BOP	50-3100-271-000-00-000-000-301-0000	-	-
Medical Benefits SEC	50-3100-271-000-00-000-000-502-0000	1,653.34	1,653.34
Medical Benefits CUS	50-3100-271-000-00-000-000-802-0000	3,637.35	3,637.35
Medical Benefits CAF	50-3100-271-000-00-000-000-804-0000	29,878.00	29,878.00
Contract Maintenance	50-3100-411-000-00-000-000-000-0000	-	-
Repair & Maintenance Equipment	50-3100-432-000-00-000-000-000-0000	2,295.82	2,295.82
Vehicles-Repair/Maintenance	50-3100-433-000-00-000-000-000-0000	-	-
Maintenance Repair Upgrade	50-3100-433-000-00-000-000-000-0000	-	-
Postage	50-3100-531-000-00-000-000-000-0000	-	-
Printing & Binding	50-3100-550-000-00-000-000-000-0000	-	-
Travel/Mileage	50-3100-580-000-00-000-000-000-0000	-	-
General Supplies	50-3100-610-000-00-000-000-000-0000	(828.00)	(828.00)
Paper Bid Supply	50-3100-611-000-00-000-000-000-0000	-	-
Electricity	50-3100-622-000-00-000-000-000-0000	307.01	307.01
Fuel/Gasoline	50-3100-626-000-00-000-000-000-0000	358.44	358.44
Food Purchases	50-3100-631-000-00-000-000-000-0000	(148.05)	(148.05)
Milk Purchases	50-3100-632-000-00-000-000-000-0000	(1,158.63)	(1,158.63)
Technology Supplies	50-3100-650-000-00-000-000-000-0000	-	-
Depreciation Expense	50-3100-741-000-00-000-000-000-0000	2,439.31	2,439.31
Dues & Fees	50-3100-810-000-00-000-000-000-0000	431.96	431.96
TOTAL FOOD SERVICE EXPENSES		\$ 59,387.55	\$ 59,387.55
NET INCOME (LOSS)		\$ 69,091.08	\$ 69,091.08

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CSIU Account Number	STATEMENT OF INCOME	STATEMENT OF INCOME
	For the Period Ending August 31, 2023 CAFETERIA FUND Current Period	For the Period Ending August 31, 2023 CAFETERIA FUND Year-to-Date
REVENUE FROM LOCAL SOURCES:		
INTEREST ON INVESTMENTS	427.47	861.99
REVENUE FROM OPERATIONS:		
SALES, LUNCH - PAID	(134.88)	90.52
SALES, BREAKFAST - PAID	-	-
SALES, A LA CARTE LUNCH	4,638.18	4,638.18
SALES, SPECIAL FUNCTIONS	3,326.20	5,717.94
MISC. PEPSI COMMISSION & REBATES	530.00	2,089.33
TOTAL SALES	8,359.50	12,535.97
TOTAL LOCAL REVENUE	8,786.97	13,397.96
REVENUE FROM STATE SOURCES		
STATE SUBSIDY - LUNCH	3,435.60	6,015.58
STATE SUBSIDY - BREAKFAST	1,725.40	3,176.40
STATE SUBSIDY - INITIATIVE	3,405.15	3,405.15
STATE SUBSIDY -SOCIAL SECURITY	3,102.15	3,589.61
STATE SUBSIDY -RETIREMENT	12,697.31	14,879.55
TOTAL STATE REVENUE	24,365.61	31,066.29
REVENUE FROM FEDERAL SOURCES		
FEDERAL SUBSIDY - SUPPLY CHAIN ASST	-	-
FEDERAL SUBSIDY - P-EBT	-	-
FEDERAL SUBSIDY - LUNCH	97,524.95	179,308.64
FEDERAL SUBSIDY - BREAKFAST	42,481.02	77,864.29
TOTAL FEDERAL REVENUE	140,005.97	257,172.93
OTHER		
TRANSFER FROM GENERAL FUND		
TOTAL CAFETERIA REVENUE	\$ 173,158.55	\$ 301,637.18
EXPENSES OF OPERATIONS		
Salary SPV	22,716.54	26,437.74
Salary ADM	10,036.38	13,381.84
OT Salary SPV	673.58	736.58
Salary, Cafeteria BOP	-	-
Salary, Cafeteria SUB BOP	-	-
Salary, Cafeteria OT BOP	-	-
Salary SEC	4,067.46	4,730.73
Salary, OT Secretary	164.71	164.71
Salary Operative Labor	10,138.25	10,138.25
Salary, OT Secretary	-	-
Salary Substitute Workers	-	-
Salary OT Workers	-	-
Salary Summer Feed	23,347.50	26,782.50
Salary, Cafeteria Custodian	11,075.52	12,684.24
Salary, OT Custodian	-	-
Life Insurance	20.79	41.58
Life Ins SPV	100.81	201.62
Life Ins ADM	35.97	71.94
Life Ins BOP	-	-
Life Ins SEC	8.25	16.50
Life Ins CUS	18.15	36.30
Life Ins CAF	396.00	800.25
Disability Ins SPV	51.60	103.20
Disability Ins ADM	23.20	46.40
Disability Ins BOP	-	-

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		STATEMENT OF INCOME For the Period Ending August 31, 2023 CAFETERIA FUND Current Period	STATEMENT OF INCOME For the Period Ending August 31, 2023 CAFETERIA FUND Year-to-Date
	CSIU Account Number		
Disability Ins SEC	50-3100-214-000-00-000-000-502-0000	4.85	9.70
Disability Ins CUS	50-3100-214-000-00-000-000-802-0000	11.85	23.70
Disability Ins CAF	50-3100-214-000-00-000-000-804-0000	120.64	242.73
Social Security SPV	50-3100-220-000-00-000-000-106-0000	1,751.51	2,042.60
Social Security ADM	50-3100-220-000-00-000-000-109-0000	752.51	1,004.64
Social Security BOP	50-3100-220-000-00-000-000-301-0000	-	-
Social Security SEC	50-3100-220-000-00-000-000-502-0000	314.58	363.81
Social Security CUS	50-3100-220-000-00-000-000-802-0000	823.99	943.65
Social Security CAF	50-3100-220-000-00-000-000-804-0000	2,561.71	2,824.51
PSERS SPV	50-3100-230-000-00-000-000-106-0000	7,952.66	9,239.28
PSERS ADM	50-3100-230-000-00-000-000-109-0000	3,412.38	4,549.84
PSERS BOP	50-3100-230-000-00-000-000-301-0000	-	-
PSERS SEC	50-3100-230-000-00-000-000-502-0000	1,438.94	1,664.45
PSERS CUS	50-3100-230-000-00-000-000-802-0000	3,765.68	4,312.64
PSERS CAF	50-3100-230-000-00-000-000-804-0000	8,824.96	9,992.89
Work Comp SPV	50-3100-260-000-00-000-000-106-0000	1.88	2.11
Work Comp ADM	50-3100-260-000-00-000-000-109-0000	0.80	1.00
Work Comp BOP	50-3100-260-000-00-000-000-301-0000	-	-
Work Comp SEC	50-3100-260-000-00-000-000-502-0000	0.33	0.37
Work Comp CUS	50-3100-260-000-00-000-000-802-0000	0.92	1.02
Work Comp CAF	50-3100-260-000-00-000-000-804-0000	2.76	2.95
Health Benefits	50-3100-271-000-00-000-000-000-0000	(2,554.01)	(5,843.73)
Medical Benefits SPV	50-3100-271-000-00-000-000-106-0000	4,711.94	7,965.25
Medical Benefits ADM	50-3100-271-000-00-000-000-109-0000	1,578.80	3,157.60
Medical Benefits BOP	50-3100-271-000-00-000-000-301-0000	-	-
Medical Benefits SEC	50-3100-271-000-00-000-000-502-0000	1,653.34	3,306.68
Medical Benefits CUS	50-3100-271-000-00-000-000-802-0000	3,637.35	7,274.70
Medical Benefits CAF	50-3100-271-000-00-000-000-804-0000	31,399.00	61,277.00
Contract Maintenance	50-3100-411-000-00-000-000-000-0000	3,633.32	3,633.32
Repair & Maintenance Equipment	50-3100-432-000-00-000-000-000-0000	-	2,295.82
Vehicles-Repair/Maintenance	50-3100-433-000-00-000-000-000-0000	-	-
Maintenance Repair Upgrade	50-3100-433-000-00-000-000-000-0000	-	-
Postage	50-3100-531-000-00-000-000-000-0000	22.56	22.56
Printing & Binding	50-3100-550-000-00-000-000-000-0000	-	-
Travel/Mileage	50-3100-580-000-00-000-000-000-0000	1,104.09	1,104.09
General Supplies	50-3100-610-000-00-000-000-000-0000	4,819.97	3,991.97
Paper Bid Supply	50-3100-611-000-00-000-000-000-0000	-	-
Electricity	50-3100-622-000-00-000-000-000-0000	3,267.76	3,574.77
Fuel/Gasoline	50-3100-626-000-00-000-000-000-0000	633.99	992.43
Food Purchases	50-3100-631-000-00-000-000-000-0000	105,761.05	105,613.00
Milk Purchases	50-3100-632-000-00-000-000-000-0000	7,213.18	6,054.55
Technology Supplies	50-3100-650-000-00-000-000-000-0000	895.00	895.00
Depreciation Expense	50-3100-741-000-00-000-000-000-0000	2,439.32	4,878.63
Dues & Fees	50-3100-810-000-00-000-000-000-0000	832.33	1,264.29
TOTAL FOOD SERVICE EXPENSES		\$ 285,666.65	\$ 345,054.20
NET INCOME (LOSS)		\$ (112,508.10)	\$ (43,417.02)

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CSIU Account Number	STATEMENT OF INCOME	STATEMENT OF INCOME	
	For the Period Ending September 30, 2023 CAFETERIA FUND Current Period	For the Period Ending September 30, 2023 CAFETERIA FUND Year-to-Date	
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000	386.96	1,248.95
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000	632.00	722.52
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000	-	-
SALES, A LA CARTE LUNCH	50-6620-000-000-00-000-000-0000	36,829.53	41,467.71
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000	525.25	6,243.19
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000	1,532.50	3,621.83
TOTAL SALES		<u>39,519.28</u>	<u>52,055.25</u>
TOTAL LOCAL REVENUE		<u>39,906.24</u>	<u>53,304.20</u>
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000	11,747.82	17,763.40
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000	5,570.80	8,747.20
STATE SUBSIDY - INITIATIVE	50-7600-000-521-00-000-000-0000	19,300.55	22,705.70
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-0000	4,561.87	8,151.48
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-0000	20,071.93	34,951.48
TOTAL STATE REVENUE		<u>61,252.97</u>	<u>92,319.26</u>
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - SUPPLY CHAIN ASST	50-8531-000-356-00-000-000-0000	-	-
FEDERAL SUBSIDY - P-EBT	50-8531-000-358-00-000-000-0000	-	-
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000	317,404.75	496,713.39
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000	132,782.29	210,646.58
TOTAL FEDERAL REVENUE		<u>450,187.04</u>	<u>707,359.97</u>
OTHER			
TRANSFER FROM GENERAL FUND	50-9310-939-000-00-000-000-0010		
TOTAL CAFETERIA REVENUE		<u>\$ 551,346.25</u>	<u>\$ 852,983.43</u>
EXPENSES OF OPERATIONS			
Salary SPV	50-3100-111-000-00-000-000-106-0000	14,884.80	41,322.54
Salary ADM	50-3100-111-000-00-000-000-109-0000	6,690.92	20,072.76
OT Salary SPV	50-3100-113-000-00-000-000-106-0000	835.49	1,572.07
Salary, Cafeteria BOP	50-3100-151-000-00-000-000-301-0000	-	-
Salary, Cafeteria SUB BOP	50-3100-152-000-00-000-000-301-0000	-	-
Salary, Cafeteria OT BOP	50-3100-153-000-00-000-000-301-0000	-	-
Salary SEC	50-3100-151-000-00-000-000-502-0000	2,754.10	7,484.83
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000	151.54	316.25
Salary Operative Labor	50-3100-170-000-00-000-000-804-0000	86,329.19	96,467.44
Salary, OT Secretary	50-3100-171-000-00-000-000-804-0000	-	-
Salary Substitute Workers	50-3100-172-000-00-000-000-804-0000	1,417.50	1,417.50
Salary OT Workers	50-3100-173-000-00-000-000-804-0000	-	-
Salary Summer Feed	50-3100-177-000-00-000-000-804-0000	-	26,782.50
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000	7,858.08	20,542.32
Salary, OT Custodian	50-3100-183-000-00-000-000-802-0000	100.24	100.24
Life Insurance	50-3100-213-000-00-000-000-000-0000	20.79	62.37
Life Ins SPV	50-3100-213-000-00-000-000-106-0000	100.81	302.43
Life Ins ADM	50-3100-213-000-00-000-000-109-0000	35.97	107.91
Life Ins BOP	50-3100-213-000-00-000-000-301-0000	-	-
Life Ins SEC	50-3100-213-000-00-000-000-502-0000	8.25	24.75
Life Ins CUS	50-3100-213-000-00-000-000-802-0000	18.15	54.45
Life Ins CAF	50-3100-213-000-00-000-000-804-0000	379.50	1,179.75
Disability Ins SPV	50-3100-214-000-00-000-000-106-0000	51.60	154.80
Disability Ins ADM	50-3100-214-000-00-000-000-109-0000	23.20	69.60
Disability Ins BOP	50-3100-214-000-00-000-000-301-0000	-	-

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		STATEMENT OF INCOME For the Period Ending September 30, 2023 CAFETERIA FUND Current Period	STATEMENT OF INCOME For the Period Ending September 30, 2023 CAFETERIA FUND Year-to-Date
	CSIU Account Number		
Disability Ins SEC	50-3100-214-000-00-000-000-502-0000	4.85	14.55
Disability Ins CUS	50-3100-214-000-00-000-000-802-0000	11.85	35.55
Disability Ins CAF	50-3100-214-000-00-000-000-804-0000	117.01	359.74
Social Security SPV	50-3100-220-000-00-000-000-106-0000	1,173.51	3,216.11
Social Security ADM	50-3100-220-000-00-000-000-109-0000	502.32	1,506.96
Social Security BOP	50-3100-220-000-00-000-000-301-0000	-	-
Social Security SEC	50-3100-220-000-00-000-000-502-0000	216.17	579.98
Social Security CUS	50-3100-220-000-00-000-000-802-0000	592.27	1,535.92
Social Security CAF	50-3100-220-000-00-000-000-804-0000	6,639.46	9,463.97
PSERS SPV	50-3100-230-000-00-000-000-106-0000	5,344.90	14,584.18
PSERS ADM	50-3100-230-000-00-000-000-109-0000	2,274.92	6,824.76
PSERS BOP	50-3100-230-000-00-000-000-301-0000	-	-
PSERS SEC	50-3100-230-000-00-000-000-502-0000	987.92	2,652.37
PSERS CUS	50-3100-230-000-00-000-000-802-0000	2,705.83	7,018.47
PSERS CAF	50-3100-230-000-00-000-000-804-0000	28,830.29	38,823.18
Work Comp SPV	50-3100-260-000-00-000-000-106-0000	1.23	3.34
Work Comp ADM	50-3100-260-000-00-000-000-109-0000	0.60	1.60
Work Comp BOP	50-3100-260-000-00-000-000-301-0000	-	-
Work Comp SEC	50-3100-260-000-00-000-000-502-0000	0.26	0.63
Work Comp CUS	50-3100-260-000-00-000-000-802-0000	0.74	1.76
Work Comp CAF	50-3100-260-000-00-000-000-804-0000	7.95	10.90
Health Benefits	50-3100-271-000-00-000-000-000-0000	(520.48)	(6,364.21)
Medical Benefits SPV	50-3100-271-000-00-000-000-106-0000	4,711.94	12,677.19
Medical Benefits ADM	50-3100-271-000-00-000-000-109-0000	1,578.80	4,736.40
Medical Benefits BOP	50-3100-271-000-00-000-000-301-0000	-	-
Medical Benefits SEC	50-3100-271-000-00-000-000-502-0000	1,653.34	4,960.02
Medical Benefits CUS	50-3100-271-000-00-000-000-802-0000	3,637.54	10,912.24
Medical Benefits CAF	50-3100-271-000-00-000-000-804-0000	29,763.00	91,040.00
Contract Maintenance	50-3100-411-000-00-000-000-000-0000	-	3,633.32
Repair & Maintenance Equipment	50-3100-432-000-00-000-000-000-0000	1,455.40	3,751.22
Vehicles-Repair/Maintenance	50-3100-433-000-00-000-000-000-0000	-	-
Maintenance Repair Upgrade	50-3100-433-000-00-000-000-000-0000	-	-
Postage	50-3100-531-000-00-000-000-000-0000	9.95	32.51
Printing & Binding	50-3100-550-000-00-000-000-000-0000	-	-
Travel/Mileage	50-3100-580-000-00-000-000-000-0000	972.76	2,076.85
General Supplies	50-3100-610-000-00-000-000-000-0000	27,186.97	31,178.94
Paper Bid Supply	50-3100-611-000-00-000-000-000-0000	-	-
Electricity	50-3100-622-000-00-000-000-000-0000	6,583.10	10,157.87
Fuel/Gasoline	50-3100-626-000-00-000-000-000-0000	523.76	1,516.19
Food Purchases	50-3100-631-000-00-000-000-000-0000	(11,081.00)	94,532.00
Milk Purchases	50-3100-632-000-00-000-000-000-0000	18,612.20	24,666.75
Technology Supplies	50-3100-650-000-00-000-000-000-0000	10,592.62	11,487.62
Depreciation Expense	50-3100-741-000-00-000-000-000-0000	2,439.32	7,317.95
Dues & Fees	50-3100-810-000-00-000-000-000-0000	748.26	2,012.55
TOTAL FOOD SERVICE EXPENSES		\$ 269,939.69	\$ 614,993.89
NET INCOME (LOSS)		\$ 281,406.56	\$ 237,989.54

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CSIU Account Number	STATEMENT OF INCOME	STATEMENT OF INCOME	
	For the Period Ending October 31, 2023 CAFETERIA FUND Current Period	For the Period Ending October 31, 2023 CAFETERIA FUND Year-to-Date	
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000	761.12	2,010.07
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000	(426.65)	295.87
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000	1.45	1.45
SALES, A LA CARTE LUNCH	50-6620-000-000-00-000-000-0000	44,534.27	86,001.98
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000	194.25	6,437.44
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000	1,976.10	5,597.93
TOTAL SALES		<u>46,279.42</u>	<u>98,334.67</u>
TOTAL LOCAL REVENUE		<u>47,040.54</u>	<u>100,344.74</u>
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000	13,413.68	31,177.08
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000	6,733.10	15,480.30
STATE SUBSIDY - INITIATIVE	50-7600-000-521-00-000-000-0000	23,321.40	46,027.10
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-0000	5,166.37	13,317.85
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-0000	22,962.99	57,914.47
TOTAL STATE REVENUE		<u>71,597.54</u>	<u>163,916.80</u>
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - SUPPLY CHAIN ASST	50-8531-000-356-00-000-000-0000	-	-
FEDERAL SUBSIDY - P-EBT	50-8531-000-358-00-000-000-0000	6,180.00	6,180.00
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000	362,420.20	859,133.59
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000	160,492.23	371,138.81
TOTAL FEDERAL REVENUE		<u>529,092.43</u>	<u>1,236,452.40</u>
OTHER			
TRANSFER FROM GENERAL FUND	50-9310-939-000-00-000-000-0010		
TOTAL CAFETERIA REVENUE		<u>\$ 647,730.51</u>	<u>\$ 1,500,713.94</u>
EXPENSES OF OPERATIONS			
Salary SPV	50-3100-111-000-00-000-000-106-0000	12,568.64	53,891.18
Salary ADM	50-3100-111-000-00-000-000-109-0000	6,690.92	26,763.68
OT Salary SPV	50-3100-113-000-00-000-000-106-0000	1,243.31	2,815.38
Salary, Cafeteria BOP	50-3100-151-000-00-000-000-301-0000	1,554.63	1,554.63
Salary, Cafeteria SUB BOP	50-3100-152-000-00-000-000-301-0000	-	-
Salary, Cafeteria OT BOP	50-3100-153-000-00-000-000-301-0000	-	-
Salary SEC	50-3100-151-000-00-000-000-502-0000	1,370.46	8,855.29
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000	39.53	355.78
Salary Operative Labor	50-3100-170-000-00-000-000-804-0000	101,334.68	197,802.12
Salary, OT Secretary	50-3100-171-000-00-000-000-804-0000	913.39	913.39
Salary Substitute Workers	50-3100-172-000-00-000-000-804-0000	4,593.75	6,011.25
Salary OT Workers	50-3100-173-000-00-000-000-804-0000	418.25	418.25
Salary Summer Feed	50-3100-177-000-00-000-000-804-0000	-	26,782.50
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000	6,618.88	27,161.20
Salary, OT Custodian	50-3100-183-000-00-000-000-802-0000	650.26	750.50
Life Insurance	50-3100-213-000-00-000-000-000-0000	20.79	83.16
Life Ins SPV	50-3100-213-000-00-000-000-106-0000	80.02	382.45
Life Ins ADM	50-3100-213-000-00-000-000-109-0000	35.97	143.88
Life Ins BOP	50-3100-213-000-00-000-000-301-0000	8.25	8.25
Life Ins SEC	50-3100-213-000-00-000-000-502-0000	-	24.75
Life Ins CUS	50-3100-213-000-00-000-000-802-0000	18.15	72.60
Life Ins CAF	50-3100-213-000-00-000-000-804-0000	404.25	1,584.00
Disability Ins SPV	50-3100-214-000-00-000-000-106-0000	51.60	206.40
Disability Ins ADM	50-3100-214-000-00-000-000-109-0000	23.20	92.80
Disability Ins BOP	50-3100-214-000-00-000-000-301-0000	5.58	5.58

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		STATEMENT OF INCOME For the Period Ending October 31, 2023 CAFETERIA FUND Current Period	STATEMENT OF INCOME For the Period Ending October 31, 2023 CAFETERIA FUND Year-to-Date
	CSIU Account Number		
Disability Ins SEC	50-3100-214-000-00-000-000-502-0000	-	14.55
Disability Ins CUS	50-3100-214-000-00-000-000-802-0000	12.53	48.08
Disability Ins CAF	50-3100-214-000-00-000-000-804-0000	123.01	482.75
Social Security SPV	50-3100-220-000-00-000-000-106-0000	1,022.94	4,239.05
Social Security ADM	50-3100-220-000-00-000-000-109-0000	502.32	2,009.28
Social Security BOP	50-3100-220-000-00-000-000-301-0000	115.87	115.87
Social Security SEC	50-3100-220-000-00-000-000-502-0000	104.80	684.78
Social Security CUS	50-3100-220-000-00-000-000-802-0000	545.68	2,081.60
Social Security CAF	50-3100-220-000-00-000-000-804-0000	8,041.13	17,505.10
PSERS SPV	50-3100-230-000-00-000-000-106-0000	4,696.07	19,280.25
PSERS ADM	50-3100-230-000-00-000-000-109-0000	2,274.92	9,099.68
PSERS BOP	50-3100-230-000-00-000-000-301-0000	528.57	528.57
PSERS SEC	50-3100-230-000-00-000-000-502-0000	479.40	3,131.77
PSERS CUS	50-3100-230-000-00-000-000-802-0000	2,471.50	9,489.97
PSERS CAF	50-3100-230-000-00-000-000-804-0000	35,475.51	74,298.69
Work Comp SPV	50-3100-260-000-00-000-000-106-0000	117.39	120.73
Work Comp ADM	50-3100-260-000-00-000-000-109-0000	56.88	58.48
Work Comp BOP	50-3100-260-000-00-000-000-301-0000	13.21	13.21
Work Comp SEC	50-3100-260-000-00-000-000-502-0000	11.99	12.62
Work Comp CUS	50-3100-260-000-00-000-000-802-0000	61.80	63.56
Work Comp CAF	50-3100-260-000-00-000-000-804-0000	911.65	922.55
Health Benefits	50-3100-271-000-00-000-000-000-0000	(2,205.02)	(8,569.23)
Medical Benefits SPV	50-3100-271-000-00-000-000-106-0000	4,711.94	17,389.13
Medical Benefits ADM	50-3100-271-000-00-000-000-109-0000	1,578.80	6,315.20
Medical Benefits BOP	50-3100-271-000-00-000-000-301-0000	1,653.34	1,653.34
Medical Benefits SEC	50-3100-271-000-00-000-000-502-0000	-	4,960.02
Medical Benefits CUS	50-3100-271-000-00-000-000-802-0000	1,984.01	12,896.25
Medical Benefits CAF	50-3100-271-000-00-000-000-804-0000	29,763.00	120,803.00
Contract Maintenance	50-3100-411-000-00-000-000-000-0000	-	3,633.32
Repair & Maintenance Equipment	50-3100-432-000-00-000-000-000-0000	12,955.72	16,706.94
Vehicles-Repair/Maintenance	50-3100-433-000-00-000-000-000-0000	-	-
Maintenance Repair Upgrade	50-3100-433-000-00-000-000-000-0000	-	-
Postage	50-3100-531-000-00-000-000-000-0000	15.75	48.26
Printing & Binding	50-3100-550-000-00-000-000-000-0000	271.40	271.40
Travel/Mileage	50-3100-580-000-00-000-000-000-0000	525.44	2,602.29
General Supplies	50-3100-610-000-00-000-000-000-0000	28,201.56	59,380.50
Paper Bid Supply	50-3100-611-000-00-000-000-000-0000	9,552.95	9,552.95
Electricity	50-3100-622-000-00-000-000-000-0000	6,972.88	17,130.75
Fuel/Gasoline	50-3100-626-000-00-000-000-000-0000	791.25	2,307.44
Food Purchases	50-3100-631-000-00-000-000-000-0000	157,828.41	252,360.41
Milk Purchases	50-3100-632-000-00-000-000-000-0000	35,494.19	60,160.94
Technology Supplies	50-3100-650-000-00-000-000-000-0000	-	11,487.62
Depreciation Expense	50-3100-741-000-00-000-000-000-0000	2,439.32	9,757.27
Dues & Fees	50-3100-810-000-00-000-000-000-0000	2,100.35	4,112.90
TOTAL FOOD SERVICE EXPENSES		\$ 490,846.97	\$ 1,105,840.86
NET INCOME (LOSS)		\$ 156,883.54	\$ 394,873.08

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CSIU Account Number

STATEMENT OF INCOME
For the Period Ending
November 30, 2023
CAFETERIA FUND
Current Period

STATEMENT OF INCOME
For the Period Ending
November 30, 2023
CAFETERIA FUND
Year-to-Date

REVENUE FROM LOCAL SOURCES:

INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000	1,794.17	3,804.24
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000	236.12	531.99
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000	-	1.45
SALES, A LA CARTE LUNCH	50-6620-000-000-00-000-000-0000	28,589.87	114,591.85
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000	8,770.08	15,207.52
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000	1,837.61	7,435.54
TOTAL SALES		39,433.68	137,768.35
TOTAL LOCAL REVENUE		41,227.85	141,572.59

REVENUE FROM STATE SOURCES

STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000	9,606.66	40,783.74
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000	4,846.40	20,326.70
STATE SUBSIDY - INITIATIVE	50-7600-000-521-00-000-000-0000	16,790.75	62,817.85
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-0000	5,132.48	18,450.33
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-0000	22,701.35	80,615.82
TOTAL STATE REVENUE		59,077.64	222,994.44

REVENUE FROM FEDERAL SOURCES

FEDERAL SUBSIDY - SUPPLY CHAIN ASST	50-8531-000-356-00-000-000-0000	-	-
FEDERAL SUBSIDY - P-EBT	50-8531-000-358-00-000-000-0000	-	6,180.00
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000	259,557.60	1,118,691.19
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000	115,515.97	486,654.78
TOTAL FEDERAL REVENUE		375,073.57	1,611,525.97

OTHER

TRANSFER FROM GENERAL FUND	50-9310-939-000-00-000-000-0010		
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TOTAL CAFETERIA REVENUE

\$	475,379.06	\$	1,976,093.00
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EXPENSES OF OPERATIONS

Salary SPV	50-3100-111-000-00-000-000-106-0000	9,094.40	62,985.58
Salary ADM	50-3100-111-000-00-000-000-109-0000	6,690.92	33,454.60
OT Salary SPV	50-3100-113-000-00-000-000-106-0000	905.21	3,720.59
Salary, Cafeteria BOP	50-3100-151-000-00-000-000-301-0000	3,159.73	4,714.36
Salary, Cafeteria SUB BOP	50-3100-152-000-00-000-000-301-0000	337.50	337.50
Salary, Cafeteria OT BOP	50-3100-153-000-00-000-000-301-0000	98.43	98.43
Salary SEC	50-3100-151-000-00-000-000-502-0000	-	8,855.29
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000	-	355.78
Salary Operative Labor	50-3100-170-000-00-000-000-804-0000	101,572.10	299,374.22
Salary, OT Secretary	50-3100-171-000-00-000-000-804-0000	3,619.45	4,532.84
Salary Substitute Workers	50-3100-172-000-00-000-000-804-0000	3,701.25	9,712.50
Salary OT Workers	50-3100-173-000-00-000-000-804-0000	620.56	1,038.81
Salary Summer Feed	50-3100-177-000-00-000-000-804-0000	-	26,782.50
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000	6,802.88	33,964.08
Salary, OT Custodian	50-3100-183-000-00-000-000-802-0000	85.01	835.51
Life Insurance	50-3100-213-000-00-000-000-0000	51.98	135.14
Life Ins SPV	50-3100-213-000-00-000-000-106-0000	80.02	462.47
Life Ins ADM	50-3100-213-000-00-000-000-109-0000	35.97	179.85
Life Ins BOP	50-3100-213-000-00-000-000-301-0000	8.25	16.50
Life Ins SEC	50-3100-213-000-00-000-000-502-0000	-	24.75
Life Ins CUS	50-3100-213-000-00-000-000-802-0000	18.15	90.75
Life Ins CAF	50-3100-213-000-00-000-000-804-0000	412.50	1,996.50
Disability Ins SPV	50-3100-214-000-00-000-000-106-0000	31.53	237.93
Disability Ins ADM	50-3100-214-000-00-000-000-109-0000	23.20	116.00
Disability Ins BOP	50-3100-214-000-00-000-000-301-0000	5.58	11.16

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	CSIU Account Number	STATEMENT OF INCOME	STATEMENT OF INCOME
		For the Period Ending November 30, 2023 CAFETERIA FUND Current Period	For the Period Ending November 30, 2023 CAFETERIA FUND Year-to-Date
Disability Ins SEC	50-3100-214-000-00-000-000-502-0000	-	14.55
Disability Ins CUS	50-3100-214-000-00-000-000-802-0000	12.53	60.61
Disability Ins CAF	50-3100-214-000-00-000-000-804-0000	121.51	604.26
Social Security SPV	50-3100-220-000-00-000-000-106-0000	746.58	4,985.63
Social Security ADM	50-3100-220-000-00-000-000-109-0000	502.32	2,511.60
Social Security BOP	50-3100-220-000-00-000-000-301-0000	268.94	384.81
Social Security SEC	50-3100-220-000-00-000-000-502-0000	-	684.78
Social Security CUS	50-3100-220-000-00-000-000-802-0000	519.56	2,601.16
Social Security CAF	50-3100-220-000-00-000-000-804-0000	8,227.56	25,732.66
PSERS SPV	50-3100-230-000-00-000-000-106-0000	3,399.87	22,680.12
PSERS ADM	50-3100-230-000-00-000-000-109-0000	2,274.92	11,374.60
PSERS BOP	50-3100-230-000-00-000-000-301-0000	1,222.52	1,751.09
PSERS SEC	50-3100-230-000-00-000-000-502-0000	-	3,131.77
PSERS CUS	50-3100-230-000-00-000-000-802-0000	2,341.89	11,831.86
PSERS CAF	50-3100-230-000-00-000-000-804-0000	36,163.50	110,462.19
Work Comp SPV	50-3100-260-000-00-000-000-106-0000	85.00	205.73
Work Comp ADM	50-3100-260-000-00-000-000-109-0000	56.88	115.36
Work Comp BOP	50-3100-260-000-00-000-000-301-0000	30.55	43.76
Work Comp SEC	50-3100-260-000-00-000-000-502-0000	-	12.62
Work Comp CUS	50-3100-260-000-00-000-000-802-0000	58.56	122.12
Work Comp CAF	50-3100-260-000-00-000-000-804-0000	930.82	1,853.37
Health Benefits	50-3100-271-000-00-000-000-000-0000	(3,546.74)	(12,115.97)
Medical Benefits SPV	50-3100-271-000-00-000-000-106-0000	3,186.87	20,576.00
Medical Benefits ADM	50-3100-271-000-00-000-000-109-0000	1,578.80	7,894.00
Medical Benefits BOP	50-3100-271-000-00-000-000-301-0000	1,653.34	3,306.68
Medical Benefits SEC	50-3100-271-000-00-000-000-502-0000	-	4,960.02
Medical Benefits CUS	50-3100-271-000-00-000-000-802-0000	1,984.01	14,880.26
Medical Benefits CAF	50-3100-271-000-00-000-000-804-0000	29,763.00	150,566.00
Contract Maintenance	50-3100-411-000-00-000-000-000-0000	2,196.86	5,830.18
Repair & Maintenance Equipment	50-3100-432-000-00-000-000-000-0000	636.61	17,343.55
Vehicles-Repair/Maintenance	50-3100-433-000-00-000-000-000-0000	-	-
Maintenance Repair Upgrade	50-3100-433-000-00-000-000-000-0000	-	-
Postage	50-3100-531-000-00-000-000-000-0000	8.19	56.45
Printing & Binding	50-3100-550-000-00-000-000-000-0000	-	271.40
Travel/Mileage	50-3100-580-000-00-000-000-000-0000	455.75	3,058.04
General Supplies	50-3100-610-000-00-000-000-000-0000	3,596.27	62,976.77
Paper Bid Supply	50-3100-611-000-00-000-000-000-0000	-	9,552.95
Electricity	50-3100-622-000-00-000-000-000-0000	-	17,130.75
Fuel/Gasoline	50-3100-626-000-00-000-000-000-0000	-	2,307.44
Food Purchases	50-3100-631-000-00-000-000-000-0000	133,914.73	386,275.14
Milk Purchases	50-3100-632-000-00-000-000-000-0000	53,862.52	114,023.46
Technology Supplies	50-3100-650-000-00-000-000-000-0000	125.00	11,612.62
Depreciation Expense	50-3100-741-000-00-000-000-000-0000	2,439.32	12,196.59
Dues & Fees	50-3100-810-000-00-000-000-000-0000	2,272.89	6,385.79
TOTAL FOOD SERVICE EXPENSES		\$ 428,445.55	\$ 1,534,286.41
NET INCOME (LOSS)		\$ 46,933.51	\$ 441,806.59

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CSIU Account Number		STATEMENT OF INCOME	STATEMENT OF INCOME
		For the Period Ending December 31, 2023 CAFETERIA FUND Current Period	For the Period Ending December 31, 2023 CAFETERIA FUND Year-to-Date
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000	1,602.88	5,407.12
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000	970.76	1,502.75
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000	-	1.45
SALES, A LA CARTE LUNCH	50-6620-000-000-00-000-000-0000	24,045.49	138,637.34
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000	5,398.75	20,606.27
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000	1,798.81	9,234.35
TOTAL SALES		32,213.81	169,982.16
TOTAL LOCAL REVENUE		33,816.69	175,389.28
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000	9,419.06	50,202.80
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000	4,571.60	24,898.30
STATE SUBSIDY - INITIATIVE	50-7600-000-521-00-000-000-0000	15,839.00	78,656.85
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-0000	4,861.42	23,311.75
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-0000	20,188.88	100,804.70
TOTAL STATE REVENUE		54,879.96	277,874.40
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - SUPPLY CHAIN ASST	50-8531-000-356-00-000-000-0000	153,150.49	153,150.49
FEDERAL SUBSIDY - P-EBT	50-8531-000-358-00-000-000-0000	-	6,180.00
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000	254,487.05	1,373,178.24
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000	108,965.68	595,620.46
TOTAL FEDERAL REVENUE		516,603.22	2,128,129.19
OTHER			
TRANSFER FROM GENERAL FUND	50-9310-939-000-00-000-000-0010	29,883.00	29,883.00
TOTAL CAFETERIA REVENUE		\$ 635,182.87	\$ 2,611,275.87
EXPENSES OF OPERATIONS			
Salary SPV	50-3100-111-000-00-000-000-106-0000	9,094.40	72,079.98
Salary ADM	50-3100-111-000-00-000-000-109-0000	6,690.92	40,145.52
OT Salary SPV	50-3100-113-000-00-000-000-106-0000	515.76	4,236.35
Salary, Cafeteria BOP	50-3100-151-000-00-000-000-301-0000	3,089.07	7,803.43
Salary, Cafeteria SUB BOP	50-3100-152-000-00-000-000-301-0000	-	337.50
Salary, Cafeteria OT BOP	50-3100-153-000-00-000-000-301-0000	37.86	136.29
Salary SEC	50-3100-151-000-00-000-000-502-0000	-	8,855.29
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000	-	355.78
Salary Operative Labor	50-3100-170-000-00-000-000-804-0000	96,187.03	395,561.25
Salary, OT Secretary	50-3100-171-000-00-000-000-804-0000	3,445.11	7,977.95
Salary Substitute Workers	50-3100-172-000-00-000-000-804-0000	3,180.00	12,892.50
Salary OT Workers	50-3100-173-000-00-000-000-804-0000	50.65	1,089.46
Salary Summer Feed	50-3100-177-000-00-000-000-804-0000	-	26,782.50
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000	6,802.88	40,766.96
Salary, OT Custodian	50-3100-183-000-00-000-000-802-0000	92.09	927.60
Life Insurance	50-3100-213-000-00-000-000-000-0000	51.98	187.12
Life Ins SPV	50-3100-213-000-00-000-000-106-0000	80.02	542.49
Life Ins ADM	50-3100-213-000-00-000-000-109-0000	35.97	215.82
Life Ins BOP	50-3100-213-000-00-000-000-301-0000	8.25	24.75
Life Ins SEC	50-3100-213-000-00-000-000-502-0000	-	24.75
Life Ins CUS	50-3100-213-000-00-000-000-802-0000	18.15	108.90
Life Ins CAF	50-3100-213-000-00-000-000-804-0000	396.00	2,392.50
Disability Ins SPV	50-3100-214-000-00-000-000-106-0000	31.53	269.46
Disability Ins ADM	50-3100-214-000-00-000-000-109-0000	23.20	139.20
Disability Ins BOP	50-3100-214-000-00-000-000-301-0000	5.58	16.74

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		STATEMENT OF INCOME For the Period Ending December 31, 2023 CAFETERIA FUND Current Period	STATEMENT OF INCOME For the Period Ending December 31, 2023 CAFETERIA FUND Year-to-Date
	CSIU Account Number		
Disability Ins SEC	50-3100-214-000-00-000-000-502-0000	-	14.55
Disability Ins CUS	50-3100-214-000-00-000-000-802-0000	12.53	73.14
Disability Ins CAF	50-3100-214-000-00-000-000-804-0000	119.57	723.83
Social Security SPV	50-3100-220-000-00-000-000-106-0000	748.95	5,734.58
Social Security ADM	50-3100-220-000-00-000-000-109-0000	502.32	3,013.92
Social Security BOP	50-3100-220-000-00-000-000-301-0000	233.09	617.90
Social Security SEC	50-3100-220-000-00-000-000-502-0000	-	684.78
Social Security CUS	50-3100-220-000-00-000-000-802-0000	520.11	3,121.27
Social Security CAF	50-3100-220-000-00-000-000-804-0000	7,718.36	33,451.02
PSERS SPV	50-3100-230-000-00-000-000-106-0000	3,267.46	25,947.58
PSERS ADM	50-3100-230-000-00-000-000-109-0000	2,274.92	13,649.52
PSERS BOP	50-3100-230-000-00-000-000-301-0000	1,063.15	2,814.24
PSERS SEC	50-3100-230-000-00-000-000-502-0000	-	3,131.77
PSERS CUS	50-3100-230-000-00-000-000-802-0000	2,344.29	14,176.15
PSERS CAF	50-3100-230-000-00-000-000-804-0000	31,427.95	141,890.14
Work Comp SPV	50-3100-260-000-00-000-000-106-0000	81.69	287.42
Work Comp ADM	50-3100-260-000-00-000-000-109-0000	56.88	172.24
Work Comp BOP	50-3100-260-000-00-000-000-301-0000	26.57	70.33
Work Comp SEC	50-3100-260-000-00-000-000-502-0000	-	12.62
Work Comp CUS	50-3100-260-000-00-000-000-802-0000	58.62	180.74
Work Comp CAF	50-3100-260-000-00-000-000-804-0000	874.29	2,727.66
Health Benefits	50-3100-271-000-00-000-000-000-0000	(897.27)	(13,013.24)
Medical Benefits SPV	50-3100-271-000-00-000-000-106-0000	3,186.87	23,762.87
Medical Benefits ADM	50-3100-271-000-00-000-000-109-0000	1,578.80	9,472.80
Medical Benefits BOP	50-3100-271-000-00-000-000-301-0000	1,653.34	4,960.02
Medical Benefits SEC	50-3100-271-000-00-000-000-502-0000	-	4,960.02
Medical Benefits CUS	50-3100-271-000-00-000-000-802-0000	1,984.01	16,864.27
Medical Benefits CAF	50-3100-271-000-00-000-000-804-0000	29,828.00	180,394.00
Contract Maintenance	50-3100-411-000-00-000-000-000-0000	-	5,830.18
Repair & Maintenance Equipment	50-3100-432-000-00-000-000-000-0000	-	17,343.55
Vehicles-Repair/Maintenance	50-3100-433-000-00-000-000-000-0000	-	-
Maintenance Repair Upgrade	50-3100-433-000-00-000-000-000-0000	-	-
Postage	50-3100-531-000-00-000-000-000-0000	10.56	67.01
Printing & Binding	50-3100-550-000-00-000-000-000-0000	-	271.40
Travel/Mileage	50-3100-580-000-00-000-000-000-0000	976.29	4,034.33
General Supplies	50-3100-610-000-00-000-000-000-0000	17,619.65	80,596.42
Paper Bid Supply	50-3100-611-000-00-000-000-000-0000	-	9,552.95
Electricity	50-3100-622-000-00-000-000-000-0000	8,094.16	25,224.91
Fuel/Gasoline	50-3100-626-000-00-000-000-000-0000	388.01	2,695.45
Food Purchases	50-3100-631-000-00-000-000-000-0000	138,918.70	525,193.84
Milk Purchases	50-3100-632-000-00-000-000-000-0000	26,482.91	140,506.37
Technology Supplies	50-3100-650-000-00-000-000-000-0000	-	11,612.62
Depreciation Expense	50-3100-741-000-00-000-000-000-0000	2,439.32	14,635.91
Dues & Fees	50-3100-810-000-00-000-000-000-0000	2,376.43	8,762.22
TOTAL FOOD SERVICE EXPENSES		\$ 415,806.98	\$ 1,950,093.39
NET INCOME (LOSS)		\$ 219,375.89	\$ 661,182.48

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CSIU Account Number		STATEMENT OF INCOME	STATEMENT OF INCOME
		For the Period Ending January 31, 2024 CAFETERIA FUND Current Period	For the Period Ending January 31, 2024 CAFETERIA FUND Year-to-Date
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000	1,539.22	6,946.34
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000	(174.06)	1,328.69
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000	-	1.45
SALES, A LA CARTE LUNCH	50-6620-000-000-00-000-000-0000	33,368.38	172,005.72
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000	4,809.60	25,415.87
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000	2,070.30	11,304.65
TOTAL SALES		40,074.22	210,056.38
TOTAL LOCAL REVENUE		41,613.44	217,002.72
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000	11,857.30	62,060.10
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000	5,568.60	30,466.90
STATE SUBSIDY - INITIATIVE	50-7600-000-521-00-000-000-0000	19,286.45	97,943.30
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-0000	4,835.88	28,147.63
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-0000	20,021.46	120,826.16
TOTAL STATE REVENUE		61,569.69	339,444.09
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - SUPPLY CHAIN ASST	50-8531-000-356-00-000-000-0000	-	153,150.49
FEDERAL SUBSIDY - P-EBT	50-8531-000-358-00-000-000-0000	-	6,180.00
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000	320,367.55	1,693,545.79
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000	132,736.33	728,356.79
TOTAL FEDERAL REVENUE		453,103.88	2,581,233.07
OTHER			
TRANSFER FROM GENERAL FUND	50-9310-939-000-00-000-000-0010	-	29,883.00
TOTAL CAFETERIA REVENUE		\$ 556,287.01	\$ 3,167,562.88
EXPENSES OF OPERATIONS			
Salary SPV	50-3100-111-000-00-000-000-106-0000	9,094.40	81,174.38
Salary ADM	50-3100-111-000-00-000-000-109-0000	6,690.92	46,836.44
OT Salary SPV	50-3100-113-000-00-000-000-106-0000	1,022.91	5,259.26
Salary, Cafeteria BOP	50-3100-151-000-00-000-000-301-0000	3,109.26	10,912.69
Salary, Cafeteria SUB BOP	50-3100-152-000-00-000-000-301-0000	-	337.50
Salary, Cafeteria OT BOP	50-3100-153-000-00-000-000-301-0000	45.42	181.71
Salary SEC	50-3100-151-000-00-000-000-502-0000	-	8,855.29
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000	-	355.78
Salary Operative Labor	50-3100-170-000-00-000-000-804-0000	95,775.57	491,336.82
Salary, OT Secretary	50-3100-171-000-00-000-000-804-0000	3,172.23	11,150.18
Salary Substitute Workers	50-3100-172-000-00-000-000-804-0000	2,760.00	15,652.50
Salary OT Workers	50-3100-173-000-00-000-000-804-0000	479.69	1,569.15
Salary Summer Feed	50-3100-177-000-00-000-000-804-0000	-	26,782.50
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000	6,824.15	47,591.11
Salary, OT Custodian	50-3100-183-000-00-000-000-802-0000	8.86	936.46
Life Insurance	50-3100-213-000-00-000-000-000-0000	51.98	239.10
Life Ins SPV	50-3100-213-000-00-000-000-106-0000	80.02	622.51
Life Ins ADM	50-3100-213-000-00-000-000-109-0000	35.97	251.79
Life Ins BOP	50-3100-213-000-00-000-000-301-0000	8.25	33.00
Life Ins SEC	50-3100-213-000-00-000-000-502-0000	-	24.75
Life Ins CUS	50-3100-213-000-00-000-000-802-0000	18.15	127.05
Life Ins CAF	50-3100-213-000-00-000-000-804-0000	396.00	2,788.50
Disability Ins SPV	50-3100-214-000-00-000-000-106-0000	31.53	300.99
Disability Ins ADM	50-3100-214-000-00-000-000-109-0000	23.20	162.40
Disability Ins BOP	50-3100-214-000-00-000-000-301-0000	5.58	22.32

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		STATEMENT OF INCOME For the Period Ending January 31, 2024 CAFETERIA FUND Current Period	STATEMENT OF INCOME For the Period Ending January 31, 2024 CAFETERIA FUND Year-to-Date
	CSIU Account Number		
Disability Ins SEC	50-3100-214-000-00-000-000-502-0000	-	14.55
Disability Ins CUS	50-3100-214-000-00-000-000-802-0000	12.53	85.67
Disability Ins CAF	50-3100-214-000-00-000-000-804-0000	122.57	846.40
Social Security SPV	50-3100-220-000-00-000-000-106-0000	755.59	6,490.17
Social Security ADM	50-3100-220-000-00-000-000-109-0000	502.32	3,516.24
Social Security BOP	50-3100-220-000-00-000-000-301-0000	235.21	853.11
Social Security SEC	50-3100-220-000-00-000-000-502-0000	-	684.78
Social Security CUS	50-3100-220-000-00-000-000-802-0000	515.38	3,636.65
Social Security CAF	50-3100-220-000-00-000-000-804-0000	7,663.25	41,114.27
PSERS SPV	50-3100-230-000-00-000-000-106-0000	3,439.89	29,387.47
PSERS ADM	50-3100-230-000-00-000-000-109-0000	2,274.92	15,924.44
PSERS BOP	50-3100-230-000-00-000-000-301-0000	1,072.59	3,886.83
PSERS SEC	50-3100-230-000-00-000-000-502-0000	-	3,131.77
PSERS CUS	50-3100-230-000-00-000-000-802-0000	2,323.22	16,499.37
PSERS CAF	50-3100-230-000-00-000-000-804-0000	30,932.31	172,822.45
Work Comp SPV	50-3100-260-000-00-000-000-106-0000	86.00	373.42
Work Comp ADM	50-3100-260-000-00-000-000-109-0000	56.88	229.12
Work Comp BOP	50-3100-260-000-00-000-000-301-0000	26.81	97.14
Work Comp SEC	50-3100-260-000-00-000-000-502-0000	-	12.62
Work Comp CUS	50-3100-260-000-00-000-000-802-0000	58.09	238.83
Work Comp CAF	50-3100-260-000-00-000-000-804-0000	868.57	3,596.23
Health Benefits	50-3100-271-000-00-000-000-000-0000	(2,597.94)	(15,611.18)
Medical Benefits SPV	50-3100-271-000-00-000-000-106-0000	3,186.87	26,949.74
Medical Benefits ADM	50-3100-271-000-00-000-000-109-0000	1,578.80	11,051.60
Medical Benefits BOP	50-3100-271-000-00-000-000-301-0000	1,653.34	6,613.36
Medical Benefits SEC	50-3100-271-000-00-000-000-502-0000	-	4,960.02
Medical Benefits CUS	50-3100-271-000-00-000-000-802-0000	1,984.01	18,848.28
Medical Benefits CAF	50-3100-271-000-00-000-000-804-0000	29,828.00	210,222.00
Contract Maintenance	50-3100-411-000-00-000-000-000-0000	7,388.06	13,218.24
Repair & Maintenance Equipment	50-3100-432-000-00-000-000-000-0000	390.38	17,733.93
Vehicles-Repair/Maintenance	50-3100-433-000-00-000-000-000-0000	629.32	629.32
Maintenance Repair Upgrade	50-3100-433-000-00-000-000-000-0000	35.77	35.77
Postage	50-3100-531-000-00-000-000-000-0000	10.71	77.72
Printing & Binding	50-3100-550-000-00-000-000-000-0000	-	271.40
Travel/Mileage	50-3100-580-000-00-000-000-000-0000	460.14	4,494.47
General Supplies	50-3100-610-000-00-000-000-000-0000	8,141.60	88,738.02
Paper Bid Supply	50-3100-611-000-00-000-000-000-0000	-	9,552.95
Electricity	50-3100-622-000-00-000-000-000-0000	5,659.30	30,884.21
Fuel/Gasoline	50-3100-626-000-00-000-000-000-0000	188.28	2,883.73
Food Purchases	50-3100-631-000-00-000-000-000-0000	62,618.56	587,812.40
Milk Purchases	50-3100-632-000-00-000-000-000-0000	32,690.32	173,196.69
Technology Supplies	50-3100-650-000-00-000-000-000-0000	-	11,612.62
Depreciation Expense	50-3100-741-000-00-000-000-000-0000	2,609.72	17,245.63
Dues & Fees	50-3100-810-000-00-000-000-000-0000	1,358.39	10,120.61
TOTAL FOOD SERVICE EXPENSES		\$ 338,393.85	\$ 2,288,487.24
NET INCOME (LOSS)		\$ 217,893.16	\$ 879,075.64

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CSIU Account Number	STATEMENT OF INCOME	STATEMENT OF INCOME	
	For the Period Ending February 29, 2024 CAFETERIA FUND Current Period	For the Period Ending February 29, 2024 CAFETERIA FUND Year-to-Date	
REVENUE FROM LOCAL SOURCES:			
INTEREST ON INVESTMENTS	50-6510-000-000-00-000-000-0000	1,127.10	8,073.44
REVENUE FROM OPERATIONS:			
SALES, LUNCH - PAID	50-6611-000-000-00-000-000-0000	(25.09)	1,303.60
SALES, BREAKFAST - PAID	50-6612-000-000-00-000-000-0000	-	1.45
SALES, A LA CARTE LUNCH	50-6620-000-000-00-000-000-0000	30,891.19	202,896.91
SALES, SPECIAL FUNCTIONS	50-6630-000-000-00-000-000-0000	2,386.91	27,802.78
MISC. PEPSI COMMISSION & REBATES	50-6920-000-000-00-000-000-0000	1,612.20	12,916.85
TOTAL SALES		<u>34,865.21</u>	<u>244,921.59</u>
TOTAL LOCAL REVENUE		<u>35,992.31</u>	<u>252,995.03</u>
REVENUE FROM STATE SOURCES			
STATE SUBSIDY - LUNCH	50-7600-000-510-00-000-000-0000	11,831.40	73,891.50
STATE SUBSIDY - BREAKFAST	50-7600-000-511-00-000-000-0000	5,750.60	36,217.50
STATE SUBSIDY - INITIATIVE	50-7600-000-521-00-000-000-0000	19,918.60	117,861.90
STATE SUBSIDY -SOCIAL SECURITY	50-7810-000-725-00-000-000-0000	7,491.53	35,639.16
STATE SUBSIDY -RETIREMENT	50-7820-000-726-00-000-000-0000	32,669.22	153,495.38
TOTAL STATE REVENUE		<u>77,661.35</u>	<u>417,105.44</u>
REVENUE FROM FEDERAL SOURCES			
FEDERAL SUBSIDY - SUPPLY CHAIN ASST	50-8531-000-356-00-000-000-0000	-	153,150.49
FEDERAL SUBSIDY - P-EBT	50-8531-000-358-00-000-000-0000	-	6,180.00
FEDERAL SUBSIDY - LUNCH	50-8531-000-362-00-000-000-0000	319,651.35	2,013,197.14
FEDERAL SUBSIDY - BREAKFAST	50-8531-000-365-00-000-000-0000	137,072.78	865,429.57
TOTAL FEDERAL REVENUE		<u>456,724.13</u>	<u>3,037,957.20</u>
OTHER			
TRANSFER FROM GENERAL FUND	50-9310-939-000-00-000-000-0010	-	29,883.00
TOTAL CAFETERIA REVENUE		<u>\$ 570,377.79</u>	<u>\$ 3,737,940.67</u>
EXPENSES OF OPERATIONS			
Salary SPV	50-3100-111-000-00-000-000-106-0000	13,641.60	94,815.98
Salary ADM	50-3100-111-000-00-000-000-109-0000	10,036.38	56,872.82
OT Salary SPV	50-3100-113-000-00-000-000-106-0000	741.00	6,000.26
Salary, Cafeteria BOP	50-3100-151-000-00-000-000-301-0000	4,648.75	15,561.44
Salary, Cafeteria SUB BOP	50-3100-152-000-00-000-000-301-0000	-	337.50
Salary, Cafeteria OT BOP	50-3100-153-000-00-000-000-301-0000	105.99	287.70
Salary SEC	50-3100-151-000-00-000-000-502-0000	-	8,855.29
Salary, OT Secretary	50-3100-153-000-00-000-000-502-0000	-	355.78
Salary Operative Labor	50-3100-170-000-00-000-000-804-0000	151,577.04	642,913.86
Salary, OT Secretary	50-3100-171-000-00-000-000-804-0000	5,787.33	16,937.51
Salary Substitute Workers	50-3100-172-000-00-000-000-804-0000	1,507.50	17,160.00
Salary OT Workers	50-3100-173-000-00-000-000-804-0000	1,206.50	2,775.65
Salary Summer Feed	50-3100-177-000-00-000-000-804-0000	-	26,782.50
Salary, Cafeteria Custodian	50-3100-181-000-00-000-000-802-0000	10,128.76	57,719.87
Salary, OT Custodian	50-3100-183-000-00-000-000-802-0000	195.42	1,131.88
Life Insurance	50-3100-213-000-00-000-000-000-0000	51.98	291.08
Life Ins SPV	50-3100-213-000-00-000-000-106-0000	80.02	702.53
Life Ins ADM	50-3100-213-000-00-000-000-109-0000	35.97	287.76
Life Ins BOP	50-3100-213-000-00-000-000-301-0000	8.25	41.25
Life Ins SEC	50-3100-213-000-00-000-000-502-0000	-	24.75
Life Ins CUS	50-3100-213-000-00-000-000-802-0000	18.15	145.20
Life Ins CAF	50-3100-213-000-00-000-000-804-0000	396.00	3,184.50
Disability Ins SPV	50-3100-214-000-00-000-000-106-0000	31.53	332.52
Disability Ins ADM	50-3100-214-000-00-000-000-109-0000	23.20	185.60
Disability Ins BOP	50-3100-214-000-00-000-000-301-0000	5.58	27.90

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	CSIU Account Number	STATEMENT OF INCOME	STATEMENT OF INCOME
		For the Period Ending February 29, 2024 CAFETERIA FUND Current Period	For the Period Ending February 29, 2024 CAFETERIA FUND Year-to-Date
Disability Ins SEC	50-3100-214-000-00-000-000-502-0000	2.57	17.12
Disability Ins CUS	50-3100-214-000-00-000-000-802-0000	12.53	98.20
Disability Ins CAF	50-3100-214-000-00-000-000-804-0000	122.92	969.32
Social Security SPV	50-3100-220-000-00-000-000-106-0000	1,071.51	7,561.68
Social Security ADM	50-3100-220-000-00-000-000-109-0000	752.51	4,268.75
Social Security BOP	50-3100-220-000-00-000-000-301-0000	354.55	1,207.66
Social Security SEC	50-3100-220-000-00-000-000-502-0000	-	684.78
Social Security CUS	50-3100-220-000-00-000-000-802-0000	778.79	4,415.44
Social Security CAF	50-3100-220-000-00-000-000-804-0000	12,025.69	53,139.96
PSERS SPV	50-3100-230-000-00-000-000-106-0000	4,890.10	34,277.57
PSERS ADM	50-3100-230-000-00-000-000-109-0000	3,412.38	19,336.82
PSERS BOP	50-3100-230-000-00-000-000-301-0000	1,616.61	5,503.44
PSERS SEC	50-3100-230-000-00-000-000-502-0000	-	3,131.77
PSERS CUS	50-3100-230-000-00-000-000-802-0000	3,510.22	20,009.59
PSERS CAF	50-3100-230-000-00-000-000-804-0000	51,909.14	224,731.59
Work Comp SPV	50-3100-260-000-00-000-000-106-0000	122.25	495.67
Work Comp ADM	50-3100-260-000-00-000-000-109-0000	85.32	314.44
Work Comp BOP	50-3100-260-000-00-000-000-301-0000	40.41	137.55
Work Comp SEC	50-3100-260-000-00-000-000-502-0000	-	12.62
Work Comp CUS	50-3100-260-000-00-000-000-802-0000	87.77	326.60
Work Comp CAF	50-3100-260-000-00-000-000-804-0000	1,360.52	4,956.75
Health Benefits	50-3100-271-000-00-000-000-000-0000	(5,428.13)	(21,039.31)
Medical Benefits SPV	50-3100-271-000-00-000-000-106-0000	3,186.87	30,136.61
Medical Benefits ADM	50-3100-271-000-00-000-000-109-0000	1,578.80	12,630.40
Medical Benefits BOP	50-3100-271-000-00-000-000-301-0000	1,653.34	8,266.70
Medical Benefits SEC	50-3100-271-000-00-000-000-502-0000	-	4,960.02
Medical Benefits CUS	50-3100-271-000-00-000-000-802-0000	1,984.01	20,832.29
Medical Benefits CAF	50-3100-271-000-00-000-000-804-0000	36,112.00	246,334.00
Contract Maintenance	50-3100-411-000-00-000-000-000-0000	-	13,218.24
Repair & Maintenance Equipment	50-3100-432-000-00-000-000-000-0000	2,998.90	20,732.83
Vehicles-Repair/Maintenance	50-3100-433-000-00-000-000-000-0000	843.47	1,472.79
Maintenance Repair Upgrade	50-3100-433-000-00-000-000-000-0000	-	35.77
Postage	50-3100-531-000-00-000-000-000-0000	13.44	91.16
Printing & Binding	50-3100-550-000-00-000-000-000-0000	-	271.40
Travel/Mileage	50-3100-580-000-00-000-000-000-0000	705.10	5,199.57
General Supplies	50-3100-610-000-00-000-000-000-0000	12,279.44	101,017.46
Paper Bid Supply	50-3100-611-000-00-000-000-000-0000	-	9,552.95
Electricity	50-3100-622-000-00-000-000-000-0000	3,815.99	34,700.20
Fuel/Gasoline	50-3100-626-000-00-000-000-000-0000	-	2,883.73
Food Purchases	50-3100-631-000-00-000-000-000-0000	167,583.96	755,396.36
Milk Purchases	50-3100-632-000-00-000-000-000-0000	44,495.77	217,692.46
Technology Supplies	50-3100-650-000-00-000-000-000-0000	-	11,612.62
Depreciation Expense	50-3100-741-000-00-000-000-000-0000	3,075.21	20,320.84
Dues & Fees	50-3100-810-000-00-000-000-000-0000	1,721.27	11,841.88
TOTAL FOOD SERVICE EXPENSES		\$ 559,002.18	\$ 2,847,489.42
NET INCOME (LOSS)		\$ 11,375.61	\$ 890,451.25

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APPLICATION AND CERTIFICATION FOR PAYMENT (SUMMARY SHEET)

Invoice: 314457307

To: EAST STROUDSBURG SCHOOL DIST EAST STROUDSBURG SD NRTH HS - APPLICATION NO: 01
 05-APR-2024
 01-APR-2024
 Signed Proposal

From: Trane 279 TIMBERWOLF DR CONTRACT DATE: 07-MAR-2024
 1185 NORTH WASHINGTON STREE LOCATION: DINGMANS FERRY, PA 18328 CID00118559
 WILKES BARRE, PA 18705 CONTRACT NO:

APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract

- 1 ORIGINAL CONTRACT SUM: \$1,410,877.00
- 2 NET CHANGE BY CHANGE ORDERS: \$0.00
- 3 CONTRACT SUM TO DATE (Line 1 + 2): \$1,410,877.00
- 4 TOTAL COMPLETED & STORED TO DATE (Column G on Detail Sheet): \$366,645.00
- 5 RETAINAGE:
 - a. 0.00% of Completed Work: \$0.00
 - b. 0.00% of Stored Material: \$0.00
 Total Retainage: \$0.00
 (Line 5a+5b or Total in Column I of Detail Sheet)
- 6 TOTAL EARNED LESS RETAINAGE: \$366,645.00
 (Line 4 less Line 5 Total)
- 7 LESS PREVIOUS CERTIFICATES FOR PAYMENT: \$0.00
 (Line 6 from prior Certificate)
- 8 CURRENT PAYMENT DUE: \$366,645.00
 (Before Applicable Sales Taxes)
- 9 BALANCE TO FINISH, INCLUDING RETAINAGE: \$1,044,232.00
 (Line 3 less line 6)

The undersigned Company Certifies that to the best of the Company's knowledge, information and belief, the work covered by this Application For Payment has been completed in accordance with the Contract Documents, and that current payment shown herein is now due

COMPANY: Trane

BY: Catherine J. Romano Date: 4/22/24

Commonwealth of Pennsylvania - Notary Seal
 CATHERINE J. ROMANO, Notary Public
 Montgomery County
 My Commission Expires August 5, 2024
 Commission Number 1177855

State of: Montgomery
 County of: Montgomery
 Subscribed and sworn to before
 Me this 22 day of April, 2024

My Commission expires:

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the undersigned company Certifies that to the best of their knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the company indicated above is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$366,645.00
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Detail Sheet that are changed to conform to the amount certified.)

CERTIFIER: Josh Grice Date: 4/24/24
 BY: Josh Grice
 ACCEPTANCE: _____ Date: _____
 BY: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the company named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the party under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS:	\$0.00	\$0.00

TRANE TECHNOLOGIES

DETAIL SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT.
Containing Certification is attached

160118537

Invoice: 314457307

APPLICATION NO: 01
APPLICATION DATE: 05-APR-2024
PERIOD TO: 01-APR-2024

CUST PO NO: Signed Proposal
CONTRACT DATE: 07-MAR-2024
CONTRACT NO: CID00118559

A No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN DORE)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	FROM PREVIOUS APPLICATION (D+E)					
1	General Conditions	194,543.00	0.00	0.00	175,088.70	0.00	175,088.70	19,454.30	0.00
2	Insurance / Bonds	59,169.00	0.00	0.00	59,169.00	0.00	59,169.00	0.00	0.00
3	Mechanical Labor	672,861.00	0.00	0.00	0.00	0.00	0.00	672,861.00	0.00
4	Mechanical Material	297,923.00	0.00	0.00	112,759.70	0.00	112,759.70	185,163.30	0.00
5	Electrical Labor	61,469.00	0.00	0.00	0.00	0.00	0.00	61,469.00	0.00
6	Electrical Material	28,636.00	0.00	0.00	10,000.00	0.00	10,000.00	18,636.00	0.00
7	Trane Labor	96,276.00	0.00	0.00	9,627.60	0.00	9,627.60	86,648.40	0.00
	TOTAL	1,410,877.00	0.00	0.00	386,645.80	0.00	386,645.80	1,044,232.80	0.00

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TRANE

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

For questions please contact:

Wilkes Barre TCS SO, PA
Tel: 570-821-4960
Fax: 866-483-5414

Remit Payment To

Trane U.S. Inc.
P. O. Box 406469
ATLANTA, GA 30384-6469

Invoice Number **314457307**

Invoice Date **05-APR-2024**
Customer No. **75934**
Reference No. **D400256**
Internal Account **3644415**
Payment Terms **.5%10 NET30**
Payment Due Date **05-May-2024**
Discount Date **15-Apr-2024**

Bill To

EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301
UNITED STATES

Customer Tax ID

Inco Terms	
Supply Location	Wilkes Barre TCS SO, PA
Shipping Method	
Tracking No.	
Freight Terms	
Bill of Lading	

Sold To
EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301
UNITED STATES

Ship To
279 TIMBERWOLF DR
DINGMANS FERRY, PA 18328

<https://www.tranetechnologies.com/customer>
CERTifyTax - for submittal of tax exemption certificates.
IRecolvables - access invoice copies, account balances & make payments.

1001326037

Tax/GST ID: 25-0900465	State Tax: 0.00 0.0000%	County Tax: 0.00 0.0000%	City Tax: 0.00 0.0000%	District Tax: 0.00 0.0000%
PST/QST ID:	PA	PIKE	DINGMANS FERRY	

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	366645.00	0.00	0.00	0.00	366645.00

Special Instructions East Stroudsburg SD Nrh HS

Contract No.	Contract Date	Ship Date	Purchase Order
CID00118559	07-MAR-2024	01-APR-2024	Signed Proposal

Application No. 01 for work completed thru 01-APR-2024

- | | | | |
|---------------------------------|----------------|--|---------------|
| 1. ORIGINAL CONTRACT SUM: | \$1,410,877.00 | 4. TOTAL COMPLETED & STORED TO DATE: | \$366,645.00 |
| 2. NET CHANGE BY CHANGE ORDERS: | \$0.00 | a. Percentage Completed: | <u>25.99%</u> |
| 3. CONTRACT SUM TO DATE: | \$1,410,877.00 | 5. RETAINAGE: | |
| | | a. 0.00% of Completed Work: | \$0.00 |
| | | b. 0.00% of Stored Material: | \$0.00 |
| | | Total Retainage: | \$0.00 |
| | | 6. TOTAL EARNED LESS RETAINAGE: | \$366,645.00 |
| | | 7. LESS PREVIOUS REQUESTS FOR PAYMENT: | \$0.00 |

Sections Included: Summary Sheet and Detail Sheet(s)

8. CURRENT PROJECT PAYMENT DUE:	\$366,645.00
(Before Applicable Sales Taxes)	
9. Applicable Sales Taxes:	\$0.00
10. Amount Due This Requisition:	\$366,645.00
Currency: USD	
PLEASE REFERENCE NUMBER 314457307 WITH YOUR PAYMENT	

TRANE
TECHNOLOGIES

APPLICATION AND CERTIFICATION FOR PAYMENT (SUMMARY SHEET)

Invoice: 314459415

APPLICATION NO: 01
APPLICATION DATE: 08-APR-2024
PERIOD TO: 01-APR-2024
CUST PO NO: Signed Proposal 7589246

CONTRACT EAST STROUDSBURG SD RESICA ES
NAME:

From: Trane 1185 NORTH WASHINGTON STREE WILKES BARRE, PA 18705
CONTRACT 1 GRAVEL RIDGE RD EAST STROUDSBURG, PA 18302
LOCATION:

CONTRACT DATE: 14-MAR-2024
CONTRACT NO: CID00118628

APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

- 1 ORIGINAL CONTRACT SUM: \$1,770,955.00
- 2 NET CHANGE BY CHANGE ORDERS: \$0.00
- 3 CONTRACT SUM TO DATE (Line 1 +/-2) \$1,770,955.00
- 4 TOTAL COMPLETED & STORED TO DATE: (Column G on Detail Sheet) \$420,000.00
- 5 RETAINAGE:
 - a. 0.00% of Completed Work: \$0.00 (Columns D + E on Detail Sheet)
 - b. 0.00% of Stored Material: \$0.00 (Column F on Detail Sheet)
- Total Retainage: (Line 5a+5b or Total in Column I of Detail Sheet) \$0.00
- 6 TOTAL EARNED LESS RETAINAGE: (Line 4 less Line 5 Total) \$420,000.00
- 7 LESS PREVIOUS CERTIFICATES FOR PAYMENT: (Line 6 from prior Certificate) \$0.00
- 8 CURRENT PAYMENT DUE: (Before Applicable Sales Taxes) \$420,000.00
- 9 BALANCE TO FINISH, INCLUDING RETAINAGE: (Line 3 less line 6) \$1,350,955.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS:	\$0.00	\$0.00

The undersigned Company Certifies that to the best of the Company's knowledge, information and belief, the work covered by this Application For Payment has been completed in accordance with the Contract Documents, and that current payment shown herein is now due

COMPANY: Trane

BY: *Catherine J. Romano* Date: 4/22/24

State of: *Pennsylvania*
County of: *Montgomery*

Commonwealth of Pennsylvania - Notary Seal
CATHERINE J. ROMANO, Notary Public
Montgomery County
My Commission Expires August 5, 2024
Commission Number 1177855

Subscribed and sworn to before

Me this *22* day of *April*, *2024*

My Commission expires:

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the undersigned company Certifies that to the best of their knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the company indicated above is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$420,000.00
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Detail Sheet that are changed to conform to the amount certified.)

CERTIFIER: *Josh Grice* Date: 4/24/24

ACCEPTANCE: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the company named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the party under this Contract.

TRANE

TECHNOLOGIES

DETAIL SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT,
Containing Certification is attached

Invoice: 314459415

Signed Proposal 7589246
11-MAR-2024
CID00118628

1032248107

APPLICATION NO: 01
08-APR-2024
01-APR-2024
CUST. PO NO:
CONTRACT DATE:
CONTRACT NO:

A No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN STORE)	G TOTAL COMPLETED AND STORED TO DATE (D+E)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D-E)	THIS PERIOD					
1	General Conditions	283,979.00	0.00	264,561.10	0.00	0.00	264,561.10	29,397.90	0.00
2	Insurance / Bonds	76,940.00	0.00	76,940.00	0.00	0.00	76,940.00	0.00	0.00
3	Mechanical Labor	546,850.00	0.00	0.00	0.00	0.00	0.00	546,850.00	0.00
4	Mechanical Material	384,213.00	0.00	39,178.90	0.00	0.00	39,178.90	345,034.10	0.00
5	Electrical Labor	78,654.00	0.00	0.00	0.00	0.00	0.00	78,654.00	0.00
6	Electrical Material	65,840.00	0.00	0.00	0.00	0.00	0.00	65,840.00	0.00
7	Trane Labor	264,580.00	0.00	23,500.00	0.00	0.00	23,500.00	241,080.00	0.00
8	Non Trane material	59,899.00	0.00	15,800.00	0.00	0.00	15,800.00	44,099.00	0.00
	TOTAL	1,770,955.00	0.00	420,000.00	0.00	0.00	420,000.00	1,350,955.00	0.00

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TRANE
TECHNOLOGIES



TRANE

Trane U.S. Inc.
2313 S 20th Street
La Crosse, WI 54601
United States

Invoice

Invoice Number **314459415**

For questions please contact:

Wilkes Barre TCS SO, PA
Tel: 570-821-4960
Fax: 866-483-5414

Remit Payment To

Trane U.S. Inc.
P. O. Box 408469
ATLANTA, GA 30384-8469

Invoice Date **08-APR-2024**
Customer No. **75934**
Reference No. **D400258**
Internal Account **3644415**
Payment Terms **.5%10 NET30**
Payment Due Date **08-May-2024**
Discount Date **18-Apr-2024**

Bill To

EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301
UNITED STATES

Customer Tax ID

Inco Terms	
Supply Location	Wilkes Barre TCS SO, PA
Shipping Method	
Tracking No.	
Freight Terms	
Bill of Lading	

Sold To

EAST STROUDSBURG SCHOOL DIST
50 VINE STREET
EAST STROUDSBURG, PA 18301
UNITED STATES

Ship To

1 GRAVEL RIDGE RD
EAST STROUDSBURG, PA 18302

<https://www.tranetechnologies.com/customer>
CERTifyTax - for submittal of tax exemption certificates.
Receivables - access invoice copies, account balances & make payments.

1062546107

Tax/GST ID: 25-0900465 PST/QST ID:	State Tax: 0.00 0.0000% PA	County Tax: 0.00 0.0000% MONROE	City Tax: 0.00 0.0000% EAST STROUDSBURG	District Tax: 0.00 0.0000%
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Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	420000.00	0.00	0.00	0.00	420000.00

Special Instructions: East Stroudsburg SD Rosica ES

Contract No.	Contract Date	Ship Date	Purchase Order
CID00118628	11-MAR-2024	01-APR-2024	Signed Proposal 7589246

Application No. 01 for work completed thru 01-APR-2024

- | | | | |
|---------------------------------|----------------|--|---------------|
| 1. ORIGINAL CONTRACT SUM: | \$1,770,955.00 | 4. TOTAL COMPLETED & STORED TO DATE: | \$420,000.00 |
| 2. NET CHANGE BY CHANGE ORDERS: | \$0.00 | a. Percentage Completed: | <u>23.72%</u> |
| 3. CONTRACT SUM TO DATE: | \$1,770,955.00 | 5. RETAINAGE: | |
| | | a. <u>0.00%</u> of Completed Work: | \$0.00 |
| | | b. <u>0.00%</u> of Stored Material: | \$0.00 |
| | | Total Retainage: | \$0.00 |
| | | 6. TOTAL EARNED LESS RETAINAGE: | \$420,000.00 |
| | | 7. LESS PREVIOUS REQUESTS FOR PAYMENT: | \$0.00 |

Sections Included: Summary Sheet and Detail Sheet(s)

8. CURRENT PROJECT PAYMENT DUE: (Before Applicable Sales Taxes)	\$420,000.00
9. Applicable Sales Taxes:	\$0.00
10. Amount Due This Requisition: Currency: USD	\$420,000.00
PLEASE REFERENCE NUMBER 314459415 WITH YOUR PAYMENT	

TRANE
TECHNOLOGIES

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Rec'd
5/9/2024

REQUEST TO CLOSE A STUDENT ACTIVITY

- 1. NAME OF CLUB: ESN Intramural Foreign Language
- 2. CLUB ACCOUNT #: _____
- 3. CLUB ADVISOR: Gisela Piedra (retired) (Carla Mathiesen)
- 4. REASON FOR CLOSING: (Briefly describe why this organization is being disband) (Repst chair)

5. DISPOSITION OF FUNDS:

- a. Does this organization have any funds? YES NO
 If yes, what is the present balance? \$ 4649.55
 Balance as of (date): _____

- b. What disposition will be made of these funds?
Split equally between the classes
of 2024, 2025, 2026, 2027

6. REQUEST SUBMISSION:

Date submitted: 5/28/24 Anticipated board approval date: _____

Approval of Sponsoring Principal: [Signature]

This request was (Approved _____ Disapproved _____) by the Board of Education at their meeting held on _____.

Reasons for disapproval or qualifications of approval, if applicable, were as follows:

Date: _____ Secretary: _____

****SUBMIT ORIGINAL PLUS ONE (1) COPY TO SPONSORING PRINCIPAL****



**Education Improvement Tax Credit Program
Educational Improvement Organization**

Pocono Mountains United Way is an Educational Improvement Organization that provides contributions to East Stroudsburg Area School District's (ESASD) summer STEAM-R Program. The program is an innovative educational program that is offered separately from ESASD's curriculum, after public school hours, and an extension of the public-school year.

Students in grades K-5 are eligible to participate in the STEAM-R Program. The program is offered in six East Stroudsburg Area School District's elementary schools: Bushkill, East Stroudsburg, JM Hill, Middle Smithfield, Resica, and Smithfield. The program is held annually for 4 weeks in July and August.

Pocono Mountains United Way agrees to make a grant in the amount of \$4,000 to East Stroudsburg Area School District's summer STEAM-R Program.

A handwritten signature in black ink that reads "Michael Tukeva".

Michael Tukeva, President /CEO

Date: 5/3/2024

East Stroudsburg Area School District

Date

TOGETHER. MORE THAN EVER.

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Model Memorandum of Understanding

**Memorandum of Understanding
Between**

ESASD SCHOOL POLICE DEPARTMENT

(Law Enforcement Authority)

and

EAST STROUDSBURG AREA SCHOOL DISTRICT

(School Entity)

MAY 16, 2024 – June 30, 2026

(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter – Memorandum):

ESASD SCHOOL POLICE DEPARTMENT

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

EAST STROUDSBURG AREA SCHOOL DISTRICT

- B. This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning

environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.

2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

3. Information from Student Records

a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*

ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.

b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:

i. Comply with the Family Educational Rights and Privacy Act (hereinafter -FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.

ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.

iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.

c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other

individuals so that it can demonstrate to parents, students and the Family Policy Compliance Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

i. Section 908 (relating to prohibited offensive weapons).

a. The term offensive weapon is defined by section 908 of the Crimes Code as any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa.C.S. § 908 (c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term weapon is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

- iii. Chapter 25 (relating to criminal homicide).
 - iv. Section 2702 (relating to aggravated assault).
 - v. Section 2709.1 (relating to stalking).
 - vi. Section 2901 (relating to kidnapping).
 - vii. Section 2902 (relating to unlawful restraint).
 - viii. Section 3121 (relating to rape).
 - ix. Section 3122.1 (relating to statutory sexual assault).
 - x. Section 3123 (relating to involuntary deviate sexual intercourse).
 - xi. Section 3124.1 (relating to sexual assault).
 - xii. Section 3124.2 (relating to institutional sexual assault).
 - xiii. Section 3125 (relating to aggravated indecent assault).
 - xiv. Section 3126 (relating to indecent assault).
 - xv. Section 3301 (relating to arson and related offenses)
 - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xvii. Section 3502 (relating to burglary).
 - xviii. Section 3503(a) and (b)(1)(v)(relating to criminal trespass).
 - xix. Section 5501 (relating to riot).
 - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).
- c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
- d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):
 - i. Section 2701 (relating to simple assault)
 - ii. Section 2705 (relating to recklessly endangering another person).
 - iii. Section 2706 (relating to terroristic threats).
 - iv. Section 2709 (relating to harassment).
 - v. Section 3127 (relating to indecent exposure)
 - vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - viii. Chapter 39 (relating to theft and related offenses).
 - ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - x. Section 5503 (relating to disorderly conduct).
 - xi. Section 6305 (relating to sale of tobacco).
 - xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
 - xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).
 - b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).
2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's

age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a

disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

All incidents involving a student with disabilities the East Stroudsburg School District Police will consult with the East Stroudsburg Area School District Office of Special Education and building principal to determine if intervention by the School Police or outside agency is necessary, or if the incident can be handled by school discipline. If the East Stroudsburg Area School District Police or outside agencies after review of the offending students' disability determine that law enforcement interaction is necessary, can take appropriate action required by statute.

- E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
 1. Whether the incident is in-progress or has concluded.
 2. Nature of the incident.
 3. Exact location of the incident.
 4. Number of persons involved in the incident.
 5. Names and ages of the individuals involved.
 6. Weapons, if any, involved in the incident.
 7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
 8. Injuries involved.
 9. Whether EMS or the Fire Department have been notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
 13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

1. Blueprints or floor plans of the school buildings.
2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.
7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

- A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:
 1. For incidents in progress:
 - a. Meet with contact person and locate scene of incident.
 - b. Stabilize incident.
 - c. Provide/arrange for emergency medical treatment, if necessary.
 - d. Control the scene of the incident.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.
 - g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 2. Incidents not in progress:
 - a. Meet with contact person.
 - b. Recover any physical evidence.
 - c. Conduct investigation.
 - d. Exchange information.
 - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
 - a. The student has been placed under arrest.
 - b. The student is being placed under investigative detention
 - c. The student is being taken into custody for the protection of the student.
 - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. *In Loco Parentis*

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement

Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

- a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

- a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by

student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

- a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
- b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall notify the chief school administrator and the office in writing.
- c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
- d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.
- e. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

- a. Thirty days prior to deadline for submitting the Safe School violence statistics, the Chief of School Police/Safety and Security Coordinator shall review for accuracy the reports from the Superintendent's Office with the School Police records.
- b. Fifteen days prior to submission of the Safe School violence statistics, the Chief of School Police/Safety and Security Coordinator will notify the Superintendent if the report is accurate. If the report is not accurate, the Chief of School Police/Safety and Security Officer will indicate such.
- c. If any discrepancies are found in the report, the ESASD School Police Department and

the district will attempt to resolve any discrepancies found. If the discrepancy cannot be resolved, a report to the Superintendent will be forwarded.

V. General Provisions

- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.
- C. If changes in state or federal law require changes to the Memorandum, the parties shall amend this Memorandum.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

Chief School Administrator
William R. Riker, Superintendent



Chief Law Enforcement Authority

East Stroudsburg Area School District
School Entity

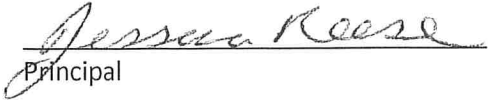
East Stroudsburg Area School Police
Law Enforcement Authority



Principal

ESASA South High School

School Entity



Principal

J. M. Hill Elementary School

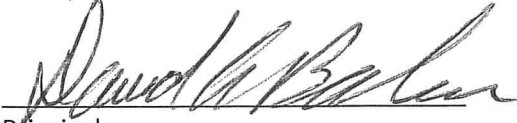
School Entity



Principal

Smithfield Elementary School

School Entity



Principal

East Shrodsburg Elementary School

School Entity



Principal

JT Lambert Intermediate School

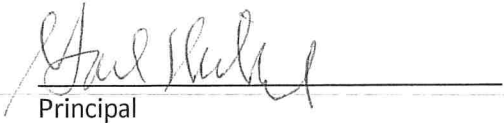
School Entity



Principal

Middle Smithfield Elementary School

School Entity



Principal

Resica Elementary School

School Entity



Principal

Bushkill Elementary School

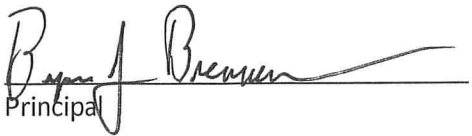
School Entity



Principal

Lehman Elementary School

School Entity



Principal

ESASA North High School

School Entity

Board Approved: _____

Model Memorandum of Understanding

**Memorandum of Understanding
Between**

PENNSYLVANIA STATE POLICE-STROUDSBURG

(Law Enforcement Authority)

and

EAST STROUDSBURG AREA SCHOOL DISTRICT

(School Entity)

July 1, 2024 - June 30, 2026

(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter – Memorandum):

PENNSYLVANIA STATE POLICE - STROUDSBURG

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

EAST STROUDSBURG AREA SCHOOL DISTRICT

- B. This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning

environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.

2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

3. Information from Student Records

a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*

ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.

b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:

i. Comply with the Family Educational Rights and Privacy Act (hereinafter -FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.

ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.

iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.

c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other

individuals so that it can demonstrate to parents, students and the Family Policy Compliance Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charged may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

i. Section 908 (relating to prohibited offensive weapons).

a. The term offensive weapon is defined by section 908 of the Crimes Code as any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa.C.S. § 908 (c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term weapon is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

- iii. Chapter 25 (relating to criminal homicide).
 - iv. Section 2702 (relating to aggravated assault).
 - v. Section 2709.1 (relating to stalking).
 - vi. Section 2901 (relating to kidnapping).
 - vii. Section 2902 (relating to unlawful restraint).
 - viii. Section 3121 (relating to rape).
 - ix. Section 3122.1 (relating to statutory sexual assault).
 - x. Section 3123 (relating to involuntary deviate sexual intercourse).
 - xi. Section 3124.1 (relating to sexual assault).
 - xii. Section 3124.2 (relating to institutional sexual assault).
 - xiii. Section 3125 (relating to aggravated indecent assault).
 - xiv. Section 3126 (relating to indecent assault).
 - xv. Section 3301 (relating to arson and related offenses)
 - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xvii. Section 3502 (relating to burglary).
 - xviii. Section 3503(a) and (b)(1)(v)(relating to criminal trespass).
 - xix. Section 5501 (relating to riot).
 - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).
 - c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
 - d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):
 - i. Section 2701 (relating to simple assault)
 - ii. Section 2705 (relating to recklessly endangering another person).
 - iii. Section 2706 (relating to terroristic threats).
 - iv. Section 2709 (relating to harassment).
 - v. Section 3127 (relating to indecent exposure)
 - vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - viii. Chapter 39 (relating to theft and related offenses).
 - ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - x. Section 5503 (relating to disorderly conduct).
 - xi. Section 6305 (relating to sale of tobacco).
 - xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
 - xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).
 - b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).
2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's

age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a

disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

All incidents involving a student with disabilities the East Stroudsburg School District Police will consult with the East Stroudsburg Area School District Office of Special Education and building principal to determine if intervention by the School Police or outside agency is necessary, or if the incident can be handled by school discipline. If the East Stroudsburg Area School District Police or outside agencies after review of the offending students' disability determine that law enforcement interaction is necessary, can take appropriate action required by statute.

- E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
 1. Whether the incident is in-progress or has concluded.
 2. Nature of the incident.
 3. Exact location of the incident.
 4. Number of persons involved in the incident.
 5. Names and ages of the individuals involved.
 6. Weapons, if any, involved in the incident.
 7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
 8. Injuries involved.
 9. Whether EMS or the Fire Department have been notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
 13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

1. Blueprints or floor plans of the school buildings.
2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.
7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

- A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:
 1. For incidents in progress:
 - a. Meet with contact person and locate scene of incident.
 - b. Stabilize incident.
 - c. Provide/arrange for emergency medical treatment, if necessary.
 - d. Control the scene of the incident.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.
 - g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 2. Incidents not in progress:
 - a. Meet with contact person.
 - b. Recover any physical evidence.
 - c. Conduct investigation.
 - d. Exchange information.
 - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
 - a. The student has been placed under arrest.
 - b. The student is being placed under investigative detention
 - c. The student is being taken into custody for the protection of the student.
 - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. *In Loco Parentis*

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement

Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

- a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

- a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by

student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

- a. No that than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
- b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall notify the chief school administrator and the office in writing.
- c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
- d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.
- e. Where there are discrepancies between the School Entity's incident data and the police indicate data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

a. *Thirty days prior to deadline for submitting the Safe School violence statistics, the Chief of School Police/Safety and Security Coordinator shall review for accuracy the reports from the Superintendent's Office for incidents handled by the Pennsylvania State Police – Stroudsburg's records.*

b. *Fifteen days prior to submission of the Safe School violence statistics, the Chief of School Police/Safety and Security Coordinator will notify the Superintendent if the report is accurate. If the report is not accurate, the Chief of School Police/Safety and Security Officer will indicate such.*

c. *If any discrepancies are found in the report, the Chief of School Police/Safety and Security Coordinator will attempt to resolve any discrepancies found. If the discrepancy cannot be resolved, a report to the Superintendent will be forwarded.*

V. General Provisions

- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.
- C. If changes in state or federal law require changes to the Memorandum, the parties shall amend this Memorandum.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

Chief School Administrator
William R. Riker, Superintendent

East Stroudsburg Area School District
School Entity

Lt. Jim Jim
Chief Law Enforcement Authority

Pennsylvania State Police - Stroudsburg
Law Enforcement Authority

[Signature]

Principal

ESASA South High School

School Entity

Jessica Reese

Principal

J.M. Hill Elementary School

School Entity

[Signature]

Principal

Smithfield Elementary School

School Entity

David A. Butler

Principal

East Shroudsburg Elementary School

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Ray [Signature]

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JT Lambert Intermediate School

School Entity

James Moseley

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Middle Smithfield Elementary School

School Entity

Gail Shuler

Principal

Resica Elementary School

School Entity

Mr [Signature]

Principal

Bushkill Elementary School

School Entity

[Signature]

Principal

Lehman Elementary School

School Entity

Bryan Brennan

Principal

ESASA North High School

School Entity

Board Approved: _____

Model Memorandum of Understanding

**Memorandum of Understanding
Between**

PENNSYLVANIA STATE POLICE-BLOOMING GROVE

(Law Enforcement Authority)

and

EAST STROUDSBURG AREA SCHOOL DISTRICT

(School Entity)

July 1, 2024 -June 30, 2026

(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter – Memorandum):

PENNSYLVANIA STATE POLICE – BLOOMING GROVE

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

EAST STROUDSBURG AREA SCHOOL DISTRICT

- B. This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning

environment.

- C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the – Safe Schools Act, as amended, 24 P.S. §§ 13-1301-A – 13-1313-A.
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.
3. Information from Student Records
 - a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:
 - i. Criminal History Record Information Act, 18 Pa C.S. § 1901 *et seq.*
 - ii. The prohibition against disclosures, specified in section IV (C)(5) of this Memorandum.
 - b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:
 - i. Comply with the Family Educational Rights and Privacy Act (hereinafter -FERPA), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.
 - ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.
 - iii. Complete reports as required by section 13-303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.
 - c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other

individuals so that it can demonstrate to parents, students and the Family Policy Compliance Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

- a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):

- i. Section 908 (relating to prohibited offensive weapons).

- a. The term offensive weapon is defined by section 908 of the Crimes Code as any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose. See 18 Pa.C.S. § 908 (c) (relating to definitions).

- b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

- ii. Section 912 (relating to possession of weapon on school property).

- a. The term weapon is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

- b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

- iii. Chapter 25 (relating to criminal homicide).
 - iv. Section 2702 (relating to aggravated assault).
 - v. Section 2709.1 (relating to stalking).
 - vi. Section 2901 (relating to kidnapping).
 - vii. Section 2902 (relating to unlawful restraint).
 - viii. Section 3121 (relating to rape).
 - ix. Section 3122.1 (relating to statutory sexual assault).
 - x. Section 3123 (relating to involuntary deviate sexual intercourse).
 - xi. Section 3124.1 (relating to sexual assault).
 - xii. Section 3124.2 (relating to institutional sexual assault).
 - xiii. Section 3125 (relating to aggravated indecent assault).
 - xiv. Section 3126 (relating to indecent assault).
 - xv. Section 3301 (relating to arson and related offenses)
 - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xvii. Section 3502 (relating to burglary).
 - xviii. Section 3503(a) and (b)(1)(v)(relating to criminal trespass).
 - xix. Section 5501 (relating to riot).
 - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act, *as amended*, 35 P.S. §§ 780-101 – 780-144, popularly known as the Drug Act. For purposes of the Memorandum, the terms controlled substance, designer drug and drug paraphernalia shall be defined as they are in Section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).
- c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
- d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

2. In responding to student who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based program, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S. (relating to crimes and offenses):
 - i. Section 2701 (relating to simple assault)
 - ii. Section 2705 (relating to recklessly endangering another person).
 - iii. Section 2706 (relating to terroristic threats).
 - iv. Section 2709 (relating to harassment).
 - v. Section 3127 (relating to indecent exposure)
 - vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - vii. Section 3503(b)(1)(i), (ii), (iii), and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - viii. Chapter 39 (relating to theft and related offenses).
 - ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - x. Section 5503 (relating to disorderly conduct).
 - xi. Section 6305 (relating to sale of tobacco).
 - xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
 - xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).
 - b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).
2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's

age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a

disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

All incidents involving a student with disabilities the East Stroudsburg School District Police will consult with the East Stroudsburg Area School District Office of Special Education and building principal to determine if intervention by the School Police or outside agency is necessary, or if the incident can be handled by school discipline. If the East Stroudsburg Area School District Police or outside agencies after review of the offending students' disability determine that law enforcement interaction is necessary, can take appropriate action required by statute.

- E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
 1. Whether the incident is in-progress or has concluded.
 2. Nature of the incident.
 3. Exact location of the incident.
 4. Number of persons involved in the incident.
 5. Names and ages of the individuals involved.
 6. Weapons, if any, involved in the incident.
 7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
 8. Injuries involved.
 9. Whether EMS or the Fire Department have been notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
 13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

1. Blueprints or floor plans of the school buildings.
2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.
7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency.

III. Law Enforcement Authority Response

- A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:
 1. For incidents in progress:
 - a. Meet with contact person and locate scene of incident.
 - b. Stabilize incident.
 - c. Provide/arrange for emergency medical treatment, if necessary.
 - d. Control the scene of the incident.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.
 - g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 2. Incidents not in progress:
 - a. Meet with contact person.
 - b. Recover any physical evidence.
 - c. Conduct investigation.
 - d. Exchange information.
 - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
 - a. The student has been placed under arrest.
 - b. The student is being placed under investigative detention
 - c. The student is being taken into custody for the protection of the student.
 - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. *In Loco Parentis*

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General principles: Once the Law Enforcement Authority assume primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement

Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.

2. Victims

- a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witness

- a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by

student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

- a. No that than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
- b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall notify the chief school administrator and the office in writing.
- c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
- d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.
- e. Where there are discrepancies between the School Entity's incident data and the police indicate data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

a. *Thirty days prior to deadline for submitting the Safe School violence statistics, the Chief of School Police/Safety and Security Coordinator shall review for accuracy the reports from the Superintendent's Office for incidents handled by the Pennsylvania State Police – Stroudsburg's records.*

b. *Fifteen days prior to submission of the Safe School violence statistics, the Chief of School Police/Safety and Security Coordinator will notify the Superintendent if the report is accurate. If the report is not accurate, the Chief of School Police/Safety and Security Officer will indicate such.*

c. If any discrepancies are found in the report, the Chief of School Police/Safety and Security Coordinator will attempt to resolve any discrepancies found. If the discrepancy cannot be resolved, a report to the Superintendent will be forwarded.

V. General Provisions

- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter. Describe what modifications have been made to this Memorandum of Understanding. If you have not made any modifications or amended it in any way, please enter "Not Applicable" in the space provided.
- C. If changes in state or federal law require changes to the Memorandum, the parties shall amend this Memorandum.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

Chief School Administrator
William R. Riker, Superintendent

East Stroudsburg Area School District
School Entity

 KISTLE 894
Chief Law Enforcement Authority

Pennsylvania State Police – Blooming Grove
Law Enforcement Authority

[Signature]
Principal

ESASA South High School
School Entity

Jessica Reese
Principal

J. M. Hill Elementary School
School Entity

[Signature]
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David A. Balcer
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JT Lambert Intermediate School
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James Moseley
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Aud Shuck
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Resica Elementary School
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Mr [Signature]
Principal

Bushkill Elementary School
School Entity

[Signature]
Principal

Lehman Elementary School
School Entity

Barry Brennan
Principal

ESASA North High School
School Entity

Board Approved: _____



Agency for Community
EmPOWERment OF NEPA
Helping People Prosper

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

ACE of NEPA
Early Learning Program
123 Wyoming Ave. Suite 311
Scranton, PA. 18503

HSSAP Letter of Agreement

This Letter of Agreement is subject to the terms and conditions below and is contingent upon the receipt from the PA Department of Education of the full amount of funding requested in the Grant Application presented by the Agency for Community Empowerment of NEPA Early Learning Program to that Department under the Head Start Supplemental Assistance Program (HSSAP).

It is understood that this funding, and therefore this Agreement, is valid from July 1, 2024 to June 30, 2025.

A new Agreement will be negotiated if there should be any change in funding. In such case, if no Agreement can be reached, the Program will not be implemented.

This Agreement can be deemed void at any time by either party by providing the other party with sixty (60) days written notification.

In such case, that service cannot be provided as deemed in this contract, it is the responsibility of the contractor to contact ACE of NEPA with a written plan of action immediately.

- 1) **Staffing** – Teacher and Teacher Aide hired by ACE of NEPA, Inc. and paid with HSSAP Funds. Teachers are required to have a minimum of a Bachelor’s Degree in Early Childhood Education or a related field from an accredited college or university. Teacher Aides must have a minimum of a Child Development Associate (CDA).
 - a) Staff time includes classroom time, classroom planning for each teacher and aide, collaborating with ACE of NEPA family engagement worker, and in-service training.
 - b) Substitutes are the responsibility of the ACE of NEPA. Class size is sixteen children with a teacher and aide or two teachers.
 - c) Students will receive 6.5 hours of service per day. Group size staffing requirements must be met at all times.
 - d) ACE of NEPA will assure that all staff has appropriate background checks, health appraisal, TB test prior to initial date of service and COVID vaccination requirements set forth by Head Start (1304.52).

- 2) **Curriculum** – The Creative Curriculum will be implemented. Pre-k programs must implement developmentally appropriate research-based early childhood curriculum, including additional curricular enhancements, as appropriate. Curriculum must be fully aligned with the Pennsylvania Early Learning Standards.

- 7) **Special Services**- The program must ensure enrolled children with disabilities and their families receive all applicable services delivered in the least restrictive possible environment and that they fully participate in all program activities. The ACE of NEPA Special Services staff will assist in the coordination for referral and provision of early intervention services.
- 8) **Mental Health** – ACE of NEPA staff agree to promote children’s mental health, social and emotional well-being by providing supports for effective classroom management and a positive learning environment, supportive teaching practices and strategies for supporting children with challenging behaviors and/or other social, emotional and mental health concerns. ACE of NEPA will provide the services of a Mental Health Consultant to staff and families through scheduled classroom observations and consultation, as well as the weekly Helpline.
- 9) **Suspension and Expulsion**- The program must prohibit or severely limit the use of suspension due to a child’s behavior. Such suspensions may only be temporary in nature and used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. The program must engage with mental health resources, collaborate with parents, utilize appropriate community resources and develop a written plan to document the action and support needed to help the child return to full participation in all program activities as quickly as possible while ensuring child safety. Ultimately, the program cannot expel a child from the program because of a child’s behavior.
- 10) **Family Engagement** – Recruitment will be the joint responsibility of the School District and ACE of NEPA. Eligibility determination and selection will be the responsibility of the ACE of NEPA ERSEA coordinator
- 11) **Training and Professional Development** – Pre-Service and In-Service Training including, Child Development Associate (CDA) Credential, and college courses for credit are the responsibility of ACE of NEPA. In-service trainings offered by the ACE of NEPA Inc. or the School District will be open to staff of the partnering agency, whenever topics are appropriate.
- 12) **Monitoring**- ACE of NEPA Early Learning Programs monitor the required tasks and requirements of the program in alignment with the HSSAP program and other Federal, State and local regulations. Monitoring protocols are established at the center/site level, coordinator level, management level and administrative level for all service areas.
 - a) Districts will utilize a system of ongoing monitoring for staff and facility safety and maintenance.
 - b) Additional monitoring tools used by ACE of NEPA Early Learning Programs include: Child Outcome Planning and Administration (COPA) data system, Teaching Strategies GOLD Child Assessment, Center Compliance Checklist, Health and Safety Checklist, Family Engagement Checklist, Indoor/Outdoor Safety Checklist, as well as observation tools such as, CLASS, ECERS, and TPOT. Results will be shared with District staff.
 - c) Assigned Preschool Program Specialist will conduct Site Visits and Monitoring using the Program Review Instrument.
- 13) **Data Management** - ACE of NEPA uses the COPA (Child Outcome, Planning & Administration) database designed for Head Start, Early Head Start and Community Actions Agencies and specifically geared to program and data management. COPA is a secure online, 100% web-based program, customizable to the needs of the Agency and is able to aggregate data for reporting needs. It offers real-time data collection,

assessments, monitoring, reporting, referral and organizational work-flow with the ability to be accessed from any location. ACE of NEPA's COPA database has been configured for seamless reporting of:

- a) The National Association for State Community Service Programs (NASCSPP's) Community Service Block Grant (CSBG) Report.
- b) Head Start's Program Information Report (PIR)

14) **Data Monitoring** - On a monthly basis, data is reviewed by ACE of NEPA's Data and Education Managers for program performance, data captured/reported and progress toward agency goals. Specific data points have been identified for the purposes of monthly monitoring and are necessary for standard program compliance and to identify needed areas of improvement to improve service to children/families. By monitoring these data points monthly, ACE of NEPA is able to accurately assess the needs of the community while internally identifying the status of data collection, data entry and outcomes. Monitoring on a monthly basis also lends for seamless reporting to funding sources. Data that is monitored includes, but is not limited to:

- a) Enrollment Information including daily attendance
- b) Child and Family Demographics
- c) Child and Family Health Demographic Information is collected by program staff at different points in the program enrollment process:
 - i) At time of application
 - ii) Reviewed/updated during orientation
 - iii) Reviewed/updated throughout the program year for goals, referrals for services and case notes.

15) **Age Appropriate Equipment** - (Classroom and Playground) Provided by the district and ACE of NEPA.

16) **Age Appropriate Supplies** - Toothbrushes and toothpaste will be provided by ACE of NEPA for each child. Diapers and/or pull ups will be provided by ACE of NEPA, if necessary. Other supplies provided by the district and ACE of NEPA.

17) **Space** – provided by the district at no cost to ACE of NEPA.

18) **Utilities** – provided by the district and ACE of NEPA.

19) **Maintenance** – Including snow plowing, lawn care and garbage removal provided by the district.

20) **Repairs to Facility and Equipment** - provided by the district and ACE of NEPA.

21) **Classes** - will be provided utilizing a combination of the school district and ACE of NEPA calendars (1020 hours) at 6.5 hours per class day.

22) **School Closings**- Closings due to inclement weather will be at the discretion of the Superintendent. Sessions will be rescheduled, if needed, in order to meet the 1020 hour requirement. The School District will inform ACE of NEPA immediately of any unscheduled long term closing. The ACE of NEPA staff will ensure weekly contact is made with all families during unforeseen closures. ACE of NEPA will contact families in accordance with the ACE of NEPA *Home Connections Implementation Plan*. The School District will submit a plan for reopening along with weekly progress updates to ACE of NEPA.



BEHAVIORAL HEALTH ASSOCIATES

AND THE

EAST STROUDSBURG AREA SCHOOL DISTRICT

This contract between Behavioral Health Associates (BHA) and the East Stroudsburg Area School District (ESASD) effective for the 2024-2025 school year, subsequent school years, and extending through written notice of cancellation by either party and shall address the procedures to be followed with implementation of the general education or special education programs by Behavioral Health Associates for ESASD. Behavioral Health Associates and ESASD, intending to be legally bound, agree to the following terms and conditions:

Section 1: Services

This contract will outline several different services that are available to the ESASD. Each of the services has specific language which is covered in attached appendices. **This contract between BHA and ESASD shall only cover the services which are specifically requested and physically utilized by ESASD.**

Section 2: Physical Attendance at BHA Educational Facilities

If ESASD chooses to utilize BHA's General Education Programming / Special Education Programming both parties shall be bound by the terms outlined in Appendix A.

Section 3: Career Employment Services

If ESASD chooses to utilize the Career Employment Services offered by BHA both parties shall be bound by the terms outlined in Appendix B.

Section 4: eBridge Academy Online Education

If ESASD chooses to utilize eBridge Academy Online Education Services offered by BHA both parties shall be bound by the terms outlined in Appendix C.

Section 5: Other Services

If ESASD chooses to utilize other services available to them the services and prices are addressed in Appendix D.

Section 6: Rate Modification

This agreement and its contents are contingent on (insert District) depositing the full amount contained within the Cost Savings Program agreement letter no later than 09/01/2024. If the deposit is not received by that date, BHA reserves the right to modify the rates for services to their Non-Participating equivalents.

Behavioral Health Associates and ESASD, intending to be legally bound, sign this contract on this _____ day of _____, 2024.

East Stroudsburg Area School District

Behavioral Health Associates Licensed Private Academic School

Behavioral Health Associates – Administrative Offices
200 Beaver Run Rd.
Lehighton PA 18235



SCHOOLS AMENDED APPENDIX A

GENERAL EDUCATION / SPECIAL EDUCATION

LICENSED PRIVATE ACADEMIC

Section 1

Behavioral Health Associates shall operate a general education and/or special education program for ESASD and adhere to all Pennsylvania (PA) and Federal laws governing special and general education programs.

Section 2

Behavioral Health Associates is and shall continue to be a licensed facility and/or program by the Pennsylvania Department of Education (PDE). Educational programming will serve grade levels K-12. Behavioral Health Associates is an approved Act 48 Provider through the Pennsylvania Department of Education.

Section 3

Behavioral Health Associates shall operate five days a week, Monday through Friday, starting at 8:00 a.m. and concluding at 2:30 p.m., according to the Lehigh Area School District's calendar year and shall provide no less than 990 hours of instruction per year for secondary and 900 hours per year for elementary levels.

Section 4

Behavioral Health Associates shall employ Pennsylvania professional certified general and special education staff. Staff shall have current Pennsylvania Act 34 Criminal History clearance, Act 151 Child Abuse clearance and Act 24 of 2011 form as per state requirements. Behavioral Health Associates employees hired on or after April 1st, 2007 shall also meet the requirement of Act 114 of 2006, which additionally requires the employee to provide to the agency a current Federal Criminal History Record.

Section 5

Behavioral Health Associates shall determine if a student's special education needs can be met by reviewing the student records, and meeting with appropriate district personnel, parents, and others from outside agencies with a vested interest in the student including but not limited to MHDS, County Probation, County Children and Youth Services, and private service providers. Behavioral Health Associates shall become members of ESASD multidisciplinary team (MDT) and Individualized Education Program (IEP) Teams.

The IEP team shall review each enrolled student's program every 45 school days to review whether the student's needs are being met or if a change in the student's IEP is necessary.

Section 6

Any significant changes in the IEP or placement shall occur only after a MDT reevaluation is performed and an Evaluation Report (ER) with recommendations to the IEP team is completed, and an IEP team meeting is held. The IEP team shall determine and make any necessary changes to the student's IEP.

Section 7

Behavioral Health Associates shall provide ESASD with general education and/or the appropriate special education documentation, utilizing ESASD forms and formats as required by PDE, Bureau of Special Education (BSE). Behavioral Health Associates can also provide the documentation necessary for ESASD with regard to Act 48 educational placements.

Section 8

Behavioral Health Associates shall provide ESASD with daily attendance reports and shall assist in the enforcement of PA compulsory attendance laws pursuant to ESASD policy and procedures.



Section 9

ESASD agrees to provide Behavioral Health Associates with the appropriate curriculum guides and planned courses when appropriate. In the absence of curriculum guides and planned courses, the IEP requirements shall prevail and/or Behavioral Health Associates will utilize its state approved curriculum.

ESASD shall provide access to their facilities for all ESASD students enrolled at Behavioral Health Associates as required by PDE special education law regarding participation in the general education curriculum and extracurricular activities.

Section 10

ESASD shall provide transportation for its students to and from Behavioral Health Associates. The cost of transportation will be borne by the district.

Section 11

Behavioral Health Associates shall provide the following education programs and services:

Programs

- General education placement
- Special education placement
- Accelerated learning program
- 30 to 60 day educational appropriateness program
- Special education services
- Academic assessment
- Behavioral assessment
- Behavioral programming
- Social assessment
- Social skills training
- Psycho-educational group instruction three (3) times per week for a minimum one (1) hour
- Technology-based research

Section 12

ESASD shall pay the current daily rate of \$135.00 for each day a general education ESASD student is enrolled at Behavioral Health Associates.

ESASD shall pay the current daily rate of \$198.00 for each day an ESASD student is enrolled at Behavioral Health Associates who is a special education student.

ESASD shall pay the current daily rate of \$284.00 for each day an ESASD student is enrolled in the BHA ISST Program (Intensive Social Skill Training Program).

ESASD shall pay the current daily rate of \$402.00 for each day an ESASD student is enrolled in the BHA MVA-DD Program (Dual Diagnosis).

ESASD shall pay the current daily rate of \$402.00 for each day an ESASD student is enrolled in the BHA MVA-Life Skills/ Transitional Program.

ESASD shall pay the current daily rate of \$427.00 for each day an ESASD student is enrolled in the BHA MVA-ISM Program (Intensive Self-Management).

ESASD shall pay the current daily rate of \$459.00 for each day an ESASD student is enrolled in BHA MVA-Enhanced Program.

ESASD shall pay the current daily rate of \$284.00 for each day an ESASD student is enrolled in the BHA PRIDE Program (Positively Reinforced Individually Directed Education).

PMSD shall pay the current daily rate of \$398.00 for each day a PMSD student is enrolled in the BHA PRIDE Intensive Emotional Support (IES) Program (Positively Reinforced Individually Directed Education).



ESASD shall pay the current daily rate of \$267.00 for each day an ESASD student is enrolled in the BHA Journey Program.

Section 13

ESASD shall pay Behavioral Health Associates on a monthly basis for its services, by the 15th day of the month following the provision of services. Disagreements and/or discrepancies on a specific billing figure shall not hinder compensation due Behavioral Health Associates, however, ESASD shall not pay any amount in question or dispute until satisfactory agreement can be reached between ESASD and Behavioral Health Associates.

Section 14

Behavioral Health Associates and ESASD agree that this contract can be modified at any time by mutual consent of both parties in writing, signed by Behavioral Health Associates and ESASD. No modifications or waiver of any of the terms of this contract shall be valid unless in writing and signed by both parties.

Section 15

This contract can be terminated without cause by either party by giving 30 days advance written notice. Termination can be immediate if either party violates the conditions of this contract, and no amicable solution can be reached by the parties. If this contract is terminated by either party, all Pennsylvania special education laws regarding a significant change in program/placement must be abided by both Behavioral Health Associates and ESASD.

End of Appendix A



APPENDIX B

CAREER EMPLOYMENT PROGRAM

This contract between Behavioral Health Associates (BHA) and the East Stroudsburg Area School District (ESASD) effective for the 2024-2025 school year, subsequent school years, and extending through written notice of cancellation by either party shall address the procedures to be followed with the implementation of the Career Employment Program by BHA for ESASD. BHA and ESASD, intending to be legally bound, agree to the following terms and conditions:

Section 1

BHA shall provide a Career Employment Program for each referred student with supervised work placement. This program will provide vocational, academic, and job-skill instruction as well as hands-on job placement experience to prepare the student for the workforce.

Section 2

All students will be supervised by a Job Coach who will accompany the student to the work site. This Job Coach will remain with the student for the entire length of the daily work experience. The Job Coach and student will be supervised regularly by a Career and Training Consultant as well as the work site employees/supervisor.

Section 3

All BHA employees are subject to the licensing requirements from the PA Department of Education. As such, all BHA staff must have all clearances in place before commencing work with BHA. Every Job Coach is certified in First Aid, CPR, and CPI (Crisis Prevention & Intervention). Each Job Coach completes training in Ethics and Boundaries, Mandated Reporting, Special Education Practices and Procedures, Emergency and Evacuation Drills and Progress Monitoring throughout the school year. Every Job Coach must possess a valid driver's license.

Section 4

BHA shall provide round-trip transportation for each student from their current school district placement to their work/instruction site. This cost is included in the monthly rate for the Career Employment Program. All liability for the program is covered by BHA's liability insurance.

Section 5

ESASD shall pay the current daily rate of \$97.00 per student per session. The amount of days per week is dictated by each child's IEP, or based on a team meeting for students who are not IEP students. If the IEP team determines that a one-on-one job coach is needed, then the district will be charged an additional \$30.00 per hour the student utilizes the services.

Section 6

The cost of the Career Employment Program as outlined in Section 5 is an additional cost. Daily tuition rates will also apply to all students who are simultaneously enrolled in a BHA educational placement.

Section 7

BHA shall invoice, and ESASD shall pay BHA on a monthly basis for its services, by the 15th day of the month following the provision of services. Disagreements and/or discrepancies on a specific billing figure shall not hinder compensation due BHA, however, ESASD shall not pay any amount in question or dispute until satisfactory agreement can be reached between ESASD and BHA.

Section 8

The Career Employment Program will be open to all students. BHA, in accordance with its license by the Department of Education, shall grade the performance of all participants. Credit hours will be granted by BHA and accepted by ESASD. Program attendance will be documented and reported to ESASD on a regular basis.

Section 9

Behavioral Health Associates shall retain the right to refuse a referral or to discharge a student if the program is determined inappropriate for the student. The safety of all students and the driver of students shall never be compromised by the behavior of a fellow student. Immediate suspension from the program will occur if a student places themselves or



any other student, teacher, job coach, driver, or coworker at risk of harm or injury. A student shall not be discharged from the program without a meeting between BHA and ESASD administration.

Section 10

BHA and ESASD agree that this contract can be modified at any time by mutual consent of both parties in writing, signed by BHA and ESASD. No modifications or waiver of any of the terms of this contract shall be valid unless in writing and signed by both parties.

Section 11

This contract can be terminated without cause by either party by giving 60 days advanced written notice. Termination can be immediate if either party violates the conditions of this contract, and no amicable solution can be reached by the parties. If this contract is terminated by either party, all Pennsylvania special education laws regarding a significant change in program/placement must be followed by both BHA and ESASD.

End of Appendix B



APPENDIX C

EBRIDGE ACADEMY ONLINE EDUCATION

This contract between Behavioral Health Associate's Licensed Private Academic School (Behavioral Health Associates) and the East Stroudsburg Area School District (ESASD) effective for the 2024-2025 school year, subsequent school years, and extending through written notice of cancellation by either party and shall address the procedures to be followed with implementation of the general education or special education online school programs by Behavioral Health Associates for ESASD. Behavioral Health Associates and ESASD, intending to be legally bound, agree to the following terms and conditions:

Section 1

Behavioral Health Associates shall operate an online general education and/or special education program for ESASD and adhere to all Pennsylvania (PA) and Federal laws governing special and general education programs.

Section 2

Behavioral Health Associates is and shall continue to be a licensed facility and/or program by the Pennsylvania Department of Education (PDE). Educational programming will serve grade levels K-12.

Section 3

Behavioral Health Associates shall provide no less than 990 hours of instruction per year for secondary and 900 hours per year for elementary levels. The instruction time is logged and documented and will be made available to ESASD upon request.

Section 4

Behavioral Health Associates shall employ Pennsylvania professional certified general and special education staff. Staff shall have current Pennsylvania Act 34 Criminal History clearance, Act 151 Child Abuse clearance and Act 24 of 2011 form as per state requirements. Behavioral Health Associates employees hired on or after April 1st, 2007 shall also meet the requirement of Act 114 of 2006, which additionally requires the employee to provide to the agency a current Federal Criminal History Record.

Section 5

Behavioral Health Associates shall determine if a student's special education needs can be met by reviewing the student records, and meeting with appropriate district personnel, parents, and others from outside agencies with a vested interest in the student including but not limited to MHDS, County Probation, County Children and Youth Services, and private counselors. Behavioral Health Associates shall become members of ESASD multidisciplinary team (MDT) and Individualized Education Program (IEP) Teams.

The IEP team shall review each enrolled student's program every 45 school days to review whether the student's needs are being met or if a change in the student's IEP is necessary.

Section 6

Any significant changes in the IEP or placement shall occur only after a MDT reevaluation is performed and an Evaluation Report (ER) with recommendations to the IEP team is completed, and an IEP team meeting is held. The IEP team shall determine and make any necessary changes to the student's IEP.

Section 7

Behavioral Health Associates shall provide ESASD with general education and/or the appropriate special education documentation, utilizing ESASD forms and formats as required by PDE, Bureau of Special Education (BSE).

Section 8

Behavioral Health Associates shall provide ESASD with attendance reports and shall assist in the enforcement of PA compulsory attendance laws pursuant to ESASD policy and procedures. Every student's participation is logged: time, date, and duration of services and will be provided to the district in a format and frequency mutually agreed upon by Behavioral Health Associates and ESASD.



Section 9

Behavioral Health Associates will use industry-standard curriculum, which is approved by the PA Dept. Of Education and is aligned to the PA educational standards.

ESASD shall provide access to their facilities for all students enrolled in a Behavioral Health Associates program as required by PDE special education law regarding participation in the general education curriculum and extracurricular activities.

Section 10

Behavioral Health Associates shall provide the following education programs and services:

Programs

- General education online instruction
- Special education online instruction
- Accelerated learning program online
- Technology-based research
- Participation in IEP/MDE meetings, evaluations, revisions, and implementation.

Section 11

ESASD shall pay the current daily rate of \$31.00 for each day an ESASD student is enrolled at eBridge Academy.

Section 12

ESASD shall pay Behavioral Health Associates on a monthly basis for its services, by the 15th day of the month following the provision of services. Disagreements and/or discrepancies on a specific billing figure shall not hinder compensation due Behavioral Health Associates; however, ESASD shall not pay any amount in question or dispute until satisfactory agreement can be reached between ESASD and Behavioral Health Associates.

Section 13

Behavioral Health Associates and ESASD agree that this contract can be modified at any time by mutual consent of both parties in writing, signed by Behavioral Health Associates and ESASD. No modifications or waiver of any of the terms of this contract shall be valid unless in writing and signed by both parties.

Section 14

This contract can be terminated without cause by either party by giving 30 days advance written notice. Termination can be immediate if either party violates the conditions of this contract, and no amicable solution can be reached by the parties. If this contract is terminated by either party, all Pennsylvania special education laws regarding a significant change in program/placement must be abided by both Behavioral Health Associates and ESASD.

Section 15

One laptop computer, one all in one scanner/printer/copier and one set of headphones/microphone will be provided to each student by eBridge Academy and assigned to the student for use limited to the eBridge Academy.com curriculum.

eBridge Academy will monitor the location of the hardware ID to ensure the student is participating in cyber school as a resident within the boundaries of the home school district.

The replacement value of above laptop, scanner/printer/copier and headphones/microphone is \$450 if damaged, lost or not returned within seven days of internet inactivity and/or disenrollment. It will be the responsibility of the student's parent/guardian to ensure the equipment is returned. If the equipment is not returned, BHA will directly bill the parents/guardian for the costs.



Section 16

The following programs are available to the district at an additional cost.

Credit Recovery Program

- Offering 4 Math classes, 4 English classes, 4 Science classes, 2 Social Studies classes, and 1 Music Appreciation class
- Cost \$128 per course
- Computers will not be provided by eBridge Academy
- Students must have internet access
- All necessary documentation will be provided to the school district to award credits based on the passing completion of each course.

AP Classes

- AP classes in English, Math, Science and Social Studies
- Cost - \$500/year per course plus the cost of a book if necessary (not to exceed \$100)
- All necessary documentation will be provided to the school district to award credits based on the passing completion of each course.
- Computers will not be provided by eBridge Academy
- Students must have internet access

Foreign Language Classes

- Nine Foreign Language classes are offered: Russian, Arabic, Japanese, Chinese, Hindi, French, Spanish, German and Latin
- Cost - \$850/year per course
- Courses are 2.5 hours of synchronous and 2.5 hours asynchronous by the student
- All necessary documentation will be provided to the school district to award credits based on the passing completion of each course.
- Computers will not be provided by eBridge Academy
- Students must have internet access

End of Appendix C



APPENDIX D

OTHER SERVICES AND COSTS

Section 1

BHA is able to provide the following services which are not included in BHA's Cost-Savings Program. Each of these services will be billed at the end of the month that the services were used.

• Interpreter – Deaf / Hearing Impaired	\$78.00 per hour
• Interpreter – Spanish	\$78.00 per hour
• Interpreter – Other Foreign Languages	Rate determined by availability
• Psychiatric Evaluation	\$413.00 per evaluation
• Psychological Evaluation	\$312.00 per evaluation
• Occupational Therapy	\$225.00 per hour
• Physical Therapy	Cost is district specific upon analysis of current usage
• Speech Therapy	\$176.00 per hour
• Augmentative & Alternative Communication Evaluation	\$300 per hour
• Board Certified Behavioral Analyst (BCBA)	\$381 per hour (Consultation)
• Behavioral Health Technician (BHT) 1:1	\$300.00 per scheduled school day
• One-on-One Instructional Assistant	\$223.00 per scheduled school day
• Registered Behavioral Technician (RBT)	\$63 per hour
• Transport Base	\$223
• Pick-Up/Drop Off/Add seat	\$50
• Transport Aid	\$175
• Transport-Surcharge	\$75

End of Appendix D

**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 15th day of May 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 Bilicic (the “Contractor”) of Speech and Language 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, Kathy Bilicic, will provide compensatory speech and language sessions and develop speech IEPs to students in the ESASD school district. Ms. Bilicic will keep session logs for each student.

Location of Services:

District schools as needed

Effective Date: June 10st 2024- June 10th 2025

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ **80.00 per hour**

b) Time (Days/Hour/Other): _____

Total Cost: \$ _____

c) Fixed Rate:

d) 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
Independent Contractor Agreement**

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

THIS AGREEMENT is made this 15th day of May 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

Obiozo Chukwuma (the "Contractor") of Speech and Language 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, Obiozo Chukwuma, will provide compensatory speech and language sessions and develop speech IEPs to students in the ESASD school district. Ms. Chukuma will keep session logs for each student.

Location of Services:

District schools as needed

Effective Date: June 10st 2024- June 10th 2025

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ **80.00 per hour**

b) Time (Days/Hour/Other): _____

Total Cost: \$ _____

c) Fixed Rate:

d) 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 # _____

COMMUNICATION ASSOCIATES, LLC

Speech, Language and Occupational Therapy

272 Hunsberger Lane | Harleysville, PA 19438 | 484.973.6226 | commassocllc.com

Communicationassociates@comcast.net

AGREEMENT FOR SERVICES PROVIDED TO EAST STROUDSBURG AREA SCHOOL DISTRICT

This agreement to provide contracted services to East Stroudsburg Area School District is made as of April 30, 2024 by and between East Stroudsburg Area School District and **Communication Associates, LLC** (the "Contractor").

1. Services and Responsibilities of Contractor.

- a. Contractor will complete an Independent Educational Occupational Therapy Evaluation for _____, a student in the East Stroudsburg Area School District, at a time to be scheduled by the Contractor amicable to the student, their family, school faculty and the Contractor.
- b. Contractor is responsible for providing East Stroudsburg Area School District with complete and current information relating to the Contractor's qualifications and experience upon request.
- c. In providing services, Contractor shall act in accordance with applicable professional practices, federal and Pennsylvania statutes and regulations and policies mandated by the American Occupational Therapy Association (AOTA).
- d. Contractor shall treat all children and their families as a professional with respect and keep all information relating to them confidential.

2. Term of Agreement

- a. The term of this Agreement shall commence on the date of April 30, 2024 and continue until April 30, 2025. East Stroudsburg Area School District agrees to pay Contractor \$2700 per student for the document review, evaluation, report preparation and attendance at the IEP if warranted. A fee of \$80 per hour will be charged for travel as warranted.
- b. Payment will be made by East Stroudsburg Area School District within 45 days from the receipt of the invoice.
- c. The Independent Educational Occupational Therapy Evaluation will be submitted to the East Stroudsburg Area School District and the parent(s) or guardians of the student simultaneously, via email, in a PDF format.

3. Billing Procedures

Communication Associates will be responsible for submitting an invoice of services, with all dates of service listed. The invoice will be emailed within 30 days of completion of all services

provided to the student. Payment is due 45 days from receipt of the invoice. Communication Associates will complete any other billing form that is required by East Stroudsburg Area School District in a timely fashion.

4. Other Representations and Covenants.

- a. **Independent Contractor.** Contractor represents and warrants that it is an independent contractor and the parties agree that this Agreement is not exclusive.
- b. **Insurance.** Contractor agrees to obtain and maintain an occurrence policy for malpractice and professional liability insurance. A certificate of such insurance shall be submitted to East Stroudsburg Area School District for inspection upon request.
- c. **Confidentiality and Non-solicitation.** Contractor shall not use for his or her benefit, or disclose in any manner to any third party, any confidential information, proprietary information, or trade secrets of East Stroudsburg Area School District for any purpose whatsoever without the prior written consent of East Stroudsburg Area School District.
- d. **Severability.** If any part of this Agreement shall be held unenforceable, the rest of this Agreement will still remain in full force and effect.
- e. **Indemnification.** Each party shall indemnify, defend and hold harmless the other from and against any and all claims, penalties, demands, causes of actions, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees in law or in equity, of any kind or nature whatsoever, arising out of that party's intentional tortious or negligent conduct (whether intentional or not), whether by act or omission, arising out of or in any manner directly or indirectly related to the Contractor's obligations pursuant to this Agreement. The parties agree to cooperate fully and to provide assistance to the other party in any third-party complaints, claims, inquiries, actions or proceedings which may be brought or involve the services provided.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first written above.

CONTRACTOR

East Stroudsburg Area School District

Karen M. Clapper, MS CCC-SLP/L
Director of Services

Title:

Date

Date

Contractor Data:

272 Hunsberger Lane
Harleysville, PA 19438
EIN: 23-2916480

Address: _____

Phone: _____

Fax: _____

Contact Person: _____

INTERNATIONAL OCCUPATIONAL THERAPY EVALUATIONS

Communication Associates will thoroughly assess a student's overall educational needs within occupational therapy, including fine motor skills, visual motor skills, sensory processing, executive functioning, handwriting, written expression, and typing, as indicated for the student. The information obtained will offer insight into the strengths and needs of the student at the time of the testing. The cost is \$2700. Travel, as warranted, will be charged at \$80 per hour. The following will be completed for each evaluation completed:

- Document Review.
- Interview with the family and educational team members as available.
- Assessments targeting fine motor, visual motor, sensory processing, executive functioning, handwriting, written expression, and typing (as indicated).
- Dynamic assessments as warranted.
- Classroom observation (observation can be virtual or in-person).
- Analytical Impressions explain the student's learning needs based on the data obtained from the document review, assessments completed, and evidenced-based information in the report.
- Clinical Impressions identifying deficit areas (e.g., fine motor, visual motor, sensory processing).
- Recommendations.
- Sample Goals.
- Attend a meeting with the student's educational team after submitting the IEE report (1-hour allotted). The meeting must be scheduled within two months after submitting the IEE report.
- A 30-minute consultation with the student's school-based Occupational Therapist. The meeting must be scheduled within two months after submitting the IEE report.



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: 5/16/24

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: ~~10-3210-513-000-30-819-121-205-0000~~

Audio/Visual Equipment Needed: ~~10-3210-131-000-30-819-121-205-0000~~

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

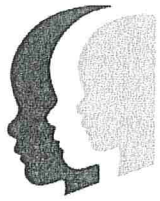
Approvals:	
Assistant Superintendent For Curriculum & Instruction:	_____
Send to the Superintendent's Office	DATE _____
After Board Approved	Board Approval Date _____
Superintendent:	_____
Send back to the Initiator	DATE _____

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



**Developmental
Neuropsychology
Associates PC.**

600 HAVERFORD ROAD, SUITE 205
HAVERFORD, PA 19041
(610) 214-3134

CO-FOUNDERS:
MARY F. LAZAR, PSY.D.
MEGHAN GOLD, PSY.D.

CLINICAL ASSOCIATES:
ERIN SHEPHARD, PSY.D.
AMY BALKO, PSY.D.

May 3, 2024

Carol Dean-Gardner, Supervisor of Special Education
East Stroudsburg School District

MAY 13 2024

RECEIVED

Dear Ms. Dean-Gardner,

This letter represents an agreement between the East Stroudsburg School District and Developmental Neuropsychology Associates to perform an independent educational evaluation (IEE) of a student, Dr. Erin Shephard is the psychologist who will be completing the evaluation.

As part of this evaluation, Developmental Neuropsychology Associates agrees to obtain input from school personnel about this student to include in the assessment. Following the evaluation, we will schedule a meeting with the family to review the results and then forward the written report to both the school district and family simultaneously.

The fee for the evaluation is \$5600 and will be payable upon receipt of the final report, accompanied by an invoice. Should the School District request our attendance in person at any subsequent meeting, there is an additional flat fee of \$350.00 for an in-person meeting, and \$250 if attending virtually.

By signing this letter of agreement, East Stroudsburg School District agrees to these terms.

School District Official (Name and Title)

Date: _____

Mary F. Lazar, Psy.D.
Pediatric Neuropsychologist
PA Licensed Psychologist #PS-006421-L
PA Certified School Psychologist

Meghan Gold, Psy.D.
Pediatric Neuropsychologist
PA Licensed Psychologist #PS018647
PA Certified School Psychologist

Date: 05/03/2024

549

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 4/16, 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 LLC

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):

Supply sound & lighting equipment & set up
for Sing & Sync Show at Bushkill Elementary School on June 3rd
2024.

Location of Services: Bushkill Elementary

Effective Date: JUNE 3RD

Professional Fee:

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

b) Fixed Rate: \$ 400.00

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

Budget Code: _____

Department: _____

District Initiator: _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

March 28, 2024

VIA EMAIL AND FIRST-CLASS MAIL

Dr. William R. Riker, Superintendent
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

RE: Special Counsel Agreement – 2024-2025 - 2026-2027 School Years

Dear Dr. Riker:

This letter constitutes our proposal to act as Special Counsel for the East Stroudsburg Area School District ("School District") for the 2024-2025 school year through the 2026-2027 school year.

SERVICES:

King, Spry, Herman, Freund & Faul, LLC ("KingSpry") shall provide comprehensive consulting services, in-service trainings, and representation on legal matters affecting the School District, which may include, but are not limited to special education; Labor and Employment; Student Discipline; Title IX investigations, and Right to Know requests, upon request by the School District and or the School District's Insurance Carrier.

COMPENSATION AND BILLING:

1. **Consulting Services:** For all matters not in litigation and non-insurance covered, the School District will be billed at the rate of \$195.00 per hour for attorneys and \$100.00 for paralegals.
2. **Matters in Litigation or Subject to Insurance Coverage:** KingSpry represents to the School District that it is approved and qualified as defense counsel for the majority of the writers of educators' liability and errors and omissions insurance. In the event of litigation, an administrative due process request, a claim or suit within the coverage of the School Board's errors and omissions policy, the School District agrees to submit such claims for coverage and defense, and to request the designation of

KingSpry as defense counsel for the School District. In the event of such designation, the School District agrees to accept the hourly rate approved by the insurance carrier.¹ These rates apply whether or not insurance is in effect. Litigation shall include all identifiable disputes including but not limited to where KingSpry represents the School District before courts, administrative agencies, arbitration, or where opposing counsel has legal representation.

- 3. **Labor Negotiations:** Services for labor negotiations include attendance at bargaining sessions, fact finding arbitration, meetings preparation and all matters incidental to securing collective bargaining agreements, but excluding grievance and arbitrations, will be charged at 115% of the Consulting Rate.

Example: If the Consulting Rate is \$185/hour, the Labor Rate is \$210/hour.

- 4. **Billing:** We submit itemized invoices on a monthly basis. Billing in matters subject to insurance will be in accordance with the insurance company litigation guidelines.

- 5. **Reimbursable Expenses:** The School District agrees to reimburse KingSpry's payment of out-of-pocket expenses advanced on behalf of the School District, including but not limited to, filing fees for legal documents, advertising, experts, exhibit preparation, and any extraordinary photocopying, but postage would not be charged, unless reimbursable by insurance.

PERSONNEL ASSIGNED:

We recognize that each educational institution has a unique climate with administrative procedures and policies in place that work best for its day-to-day operations. To best address the School District's needs, one primary attorney and one secondary attorney will be assigned to serve the School District. We have found this business model permits the institution's personnel and administration to build strong

¹ Current approved rates for Professional Educator insurance programs in PA:

<u>CM REGENT</u>	<u>AIG</u>	<u>UTICA</u>	<u>Sedgwick</u>	<u>United Educators</u>	<u>Liberty Mutual</u>	<u>AXA XL</u>
\$195/Partner	\$210/Partner	\$175//Partner	\$170/Partner	\$200/Partner	\$175/Partner	\$195/Partner
\$195/Associate	\$185/Associate	\$175/Associate	\$170/Associate	\$190/Associate	\$150/Associate	\$180/Associate
\$100/Paralegal	\$95/Paralegal	\$100/Paralegal	\$85/Paralegal	\$85/Paralegal	\$80/Paralegal	\$90/Paralegal

March 28, 2024
Page 3 of 3

working relationships and mutual trust with its special counsel. For special education matters, primary and secondary attorneys are Kristine Roddick and Rebecca Young. For labor and employment matters, the primary and secondary attorneys are Avery Smith and John Freund. Task assignments shall be at the sole discretion of the primary responsible attorney(s). However, given the depth of knowledge of the practice team, all our attorneys are available to the School District as needed.

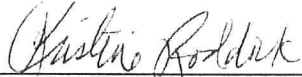
APPOINTMENT:

As an appointee, Special Counsel may be removed at any time in the same manner in which the appointment was made and consistent with the Rules of Professional Responsibility. In the event that the appointment and agreement are rescinded, the School District will be responsible for all hourly fees earned, and costs incurred to date, as well as fees reasonably necessary to protect the client's interest until substitute counsel is in place. (Code of Professional Responsibility 1.16(d)).

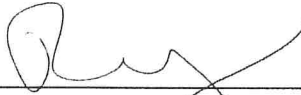
We look forward to serving the needs of the East Stroudsburg Area School District.

Very truly yours,

KING, SPRY, HERMAN, FREUND & FAUL, LLC



Kristine Roddick, Esquire, Chair
Education Practice Group



Rebecca Young, Esquire, Chair
Special Education Practice Group

Accepted and approved by:

EAST STROUDSBURG AREA SCHOOL DISTRICT

By: _____
President, School Board of Directors of
the East Stroudsburg Area School District

**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 6th day of May 2024 by and between:

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

AND

Sherrie Maricle (the "Contractor")

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 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):

Ms. Maricle will be performing jazz music for the East Stroudsburg South instrumental and choral students. This performance will include clinic-style moments and performance experiences. The students will be encouraged to perform on stage with the group. They will learn jazz techniques and improvisational ideas.

Location of Services:

East Stroudsburg High School South
279 North Courtland Street
East Stroudsburg, PA 18301

Effective Date: June 2024

Professional Fee:

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

b) Fixed Rate: \$ 1000.00

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

Budget Code: 10-3210-330-000-30-820-125-000-0000 Department: Instrumental Music

District Initiator: Katy N. Clogg

Authorization for Payment: _____ Date: _____

Purchase Order # _____

EAST STROUDSBURG AREA SCHOOL DISTRICT

Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: Joseph P. Martin

Employee # 7744

Date(s) of Services: June 20, 2024

Title of Presentation/Service: Canva-ing Creativity

Purpose of Presentation/Service: K-12 Professional Learning

Total Time Required for Presentation/Service: 3 Hour Presentation (8:00-11:00)

Presentation/Service Facility: Smithfield Elementary

Maximum Number of Participants: 30

Presentation/Service Rate: \$225.00

Total Estimated Cost of Proposed Presentation/Service: \$225.00

Budget Account Number to be charged: 10-2271-121-000-30-000-004-205-0000

Audio/Visual Equipment Needed: Projector

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: B² 5/6/24
Initiator sends to Provider to sign DATE

Signature of Provider: Joseph P. Martin 5/3/24
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:	
Assistant Superintendent	
For Curriculum & Instruction:	
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

Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: Joseph P. Martin

Employee # 7744

Date(s) of Services: June 20, 2024

Title of Presentation/Service: Tech Tools Takeover: A Station Rotation Extravaganza!

Purpose of Presentation/Service: K-12 Professional Learning

Total Time Required for Presentation/Service: 3 Hour Presentation (12:00-3:00)

Presentation/Service Facility: Smithfield Elementary

Maximum Number of Participants: 30

Presentation/Service Rate: \$225.00

Total Estimated Cost of Proposed Presentation/Service: \$225.00

Budget Account Number to be charged: 10-2271-121-000-30-000-004-205-0000

Audio/Visual Equipment Needed: Projector

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: B² 5/6/24
Initiator sends to Provider to sign DATE

Signature of Provider: Joseph P. Martin 5/3/24
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:	
Assistant Superintendent	
For Curriculum & Instruction: _____	DATE
Send to the Superintendent's Office	
After Board Approved Board	Approval Date: _____
Superintendent: _____	DATE
Send back to the Initiator	

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services

Total due provider Approved for payment
Initiator will distribute the copies:

- Business Office (payroll) for payment
- Human Resources – Place in Presenter's File
- Staff Development Secretary
- Initiator
- Provider

558

EAST STROUDSBURG AREA SCHOOL DISTRICT

Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: Rachel Meola

Employee # 4962

Date(s) of Services: May 15, 2024

Title of Presentation/Service: JM Hill Elementary Spring Concert- Directed by Emily Reagan

Purpose of Presentation/Service: Piano Accompanist

Total Time Required for Presentation/Service: 1 hour Performance/Rehearsal

Presentation/Service Facility: JTL Intermediate School

Maximum Number of Participants: 70

Presentation/Service Rate: \$150

Total Estimated Cost of Proposed Presentation/Service: \$150

Budget Account Number to be charged: JM Hill Vocal General:

10-1110-610-000-10-213-121-000-0000

Audio/Visual Equipment Needed: N/A

Attach supply requisitions for suggested materials. Purchase Orders will be issued for approved items. If numbers of participants do not warrant the participation or if there is inclement weather, no fee will be paid to the provider.

Signature of Initiator: Emily Reagan 4/22/24 DATE

Signature of Provider: Rachel Meola 4/25/24 DATE

Approvals: Assistant Superintendent For Curriculum & Instruction: Send to the Superintendent's Office After Board Approved Board Approval Date Superintendent: Send back to the Initiator

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services

Total due provider Approved for payment

Initiator will distribute the copies:

- Business Office (payroll) for payment
Human Resources – Place in Presenter’s File
Staff Development Secretary
Initiator
Provider

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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 19th day of April, 2024, by and between:

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

AND

Monroe County Conservation District (the "Contractor")

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

1. Nature of Position

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

2. Scope of Duties

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

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 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):

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

Location of Services:

Students will participate in academic instruction that will be split between their Biology teacher and a conservation district educator arranged within the ESHS-S building (classroom/board room). Students will then participate in a field experience day where they will apply their knowledge of skills and understanding of concepts acquired during the academic instruction day conducted by the Conservation district in the school library on a scheduled day which proceeds the field day. This field day will take place along the athletic fields at the rear of the school.

Effective Date:

Two different experiences will take place, one in the fall semester of the 2024-2025 school year. The second will take place during the spring semester of the 2024-2025 school year.

Professional Fee:

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

b) Fixed Rate: \$ 4,130 (half paid by MCCD, half by ESASD)

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

Budget Code: 10-1110-330-000-30-820-180-000-0000 Department: Science - South

District Initiator: _____

Authorization for Payment: _____ Date: _____

Purchase Order # _____

East Stroudsburg South High School 10th grade "Biology Through Ecology" Proposal.
(2024-2025 school year)

Cost Breakdown

Classroom Instruction (60 students per class maximum)

Fall	\$128.75 per class x 4 classes	= \$515.00
Spring	\$128.75 per class x 4 classes	= <u>\$515.00</u>
	Year Total	\$1030.00

Field Instruction (110 students per class maximum)

Fall	\$775.00 per class x 2 classes	= \$1,550.00
Spring	\$775.00 per class x 2 classes	= <u>\$1,550.00</u>
	Year Total	\$3,100.00

Total per School Year **\$4,130.00**

2024-2025 School Year We Propose the Following:

Monroe County Conservation District commitment	\$2,065.00
East Stroudsburg School District	\$2,065.00

EAST STROUDSBURG AREA SCHOOL DISTRICT

Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: Maureen Seidel

Employee # 2091

Date(s) of Services: June 20, 2024

Title of Presentation/Service: Canva-ing Creativity

Purpose of Presentation/Service: K-12 Professional Learning

Total Time Required for Presentation/Service: 3 hour Presentation 8:00-11:00

Presentation/Service Facility: Smithfield Elementary

Maximum Number of Participants: 30

Presentation/Service Rate: \$225

Total Estimated Cost of Proposed Presentation/Service: \$225

Budget Account Number to be charged: 10-2271-121-000-10-000-004-205-0000

Audio/Visual Equipment Needed: Smithfield Training Room/projector

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: B² 5/6/24
Initiator sends to Provider to sign _____ DATE

Signature of Provider: Maureen G. Seidel 5/6/24
Provider sends to Assistant Superintendent for Curriculum & Instruction _____ DATE

Approvals:	
Assistant Superintendent	
For Curriculum & Instruction: _____	
Send to the Superintendent's Office	DATE _____
After Board Approved	Board Approval Date _____
Superintendent: _____	
Send back to the Initiator	DATE _____

Upon Completion of Presentation/Service the Initiator will complete.

Comments on services _____

Total due provider _____ Approved for payment _____

- Initiator will distribute the copies:
- Business Office (payroll) for payment
 - Human Resources – Place in Presenter's File
 - Staff Development Secretary
 - Initiator
 - Provider

EAST STROUDSBURG AREA SCHOOL DISTRICT

Phone: (570) 424-8500 – Fax (570) 421-4968

Contract for In-District Services

Name of Provider: Maureen Seidel

Employee # 2091

Date(s) of Services: June 20, 2024

Title of Presentation/Service: Tech Tools Takeover: A Station Rotation Extravaganza

Purpose of Presentation/Service: K-12 Professional Learning

Total Time Required for Presentation/Service: 3 hour Presentation (12:00-3:00)

Presentation/Service Facility: Smithfield Elementary

Maximum Number of Participants: 30

Presentation/Service Rate: \$225

Total Estimated Cost of Proposed Presentation/Service: \$225

Budget Account Number to be charged: 10-2271-121-000-10-000-004-205-0000

Audio/Visual Equipment Needed: Smithfield Training Room/projector

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: B² 5/6/24
Initiator sends to Provider to sign DATE

Signature of Provider: Maureen G Seidel 5/6/24
Provider sends to Assistant Superintendent for Curriculum & Instruction DATE

Approvals:	
Assistant Superintendent	
For Curriculum & Instruction: _____	DATE _____
Send to the Superintendent's Office	
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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CLIENT ASSIGNMENT CONFIRMATION



This Client Assignment Confirmation is entered into on the date first signed below and supplements the Client Services Agreement between Soliant Health, LLC and the Client named below. The Soliant Consultant has been placed with Client and Client will pay Soliant Health for hours worked by Consultant according to the terms outlined in this confirmation.

ASSIGNMENT DETAILS

CLIENT NAME: East Stroudsburg Area School District
Consultant: Cierra Marks Position: SLP
Assignment Start Date: 09/03/2024 Assignment End Date: 06/12/2025
Bill Rate per hour: \$76.00 Overtime Bill Rate per hour: \$114.00
Minimum Hours per week: 37.5

Miscellaneous: Start & End Date are tentative based on board approval.

It is the Client's responsibility to notify their Account Representative if a Teaching Certification will be required for this position.

Please note: Sales tax will be added to professional fees if required by state law and client is not a tax-exempt entity.
If Soliant Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.
Client agrees that it will not directly or indirectly, personally or through another agent or agency, contract with or employ Consultant for a period of one year after the latest date of introduction, referral, or completion of the assignment.
Option of virtual services will be offered by Soliant in lieu of onsite services.
All precautions will be taken by the Client to create a safe and healthy environment.

BlazerWorks Account Manager Information: Greyson Wade
greyson.wade@blazerworks.com
6788058600

By: 436063 East Stroudsburg Area School District

Print Name: _____

Title: _____

Date: _____

*Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless Soliant is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.



CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (“CONTRACT”) sets forth YOUR and OUR respective responsibilities and obligations with regard to the PROFESSIONAL SERVICES to be provided by US to YOU. When “YOU” and “YOUR” are used in this CONTRACT, it means the SCHOOL ENTITY that is identified below. When “WE”, “US”, “PSBA” and “OUR” are used in this CONTRACT, it means the PENNSYLVANIA SCHOOL BOARDS ASSOCIATION, whose address is 400 Bent Creek Blvd., Mechanicsburg, PA 17050-1983.

<u>Full Legal Name of School District (or other entity):</u> East Stroudsburg Area School District	<u>Term of CONTRACT:</u> As stated on “Appendix A” provided to and executed by PSBA and YOU.
<u>School District’s (or other entity’s) Physical Address:</u> 50 Vine Street East Stroudsburg, PA 18301	<u>PROFESSIONAL SERVICES to be Provided by PSBA and dates for PROFESSIONAL SERVICES to be provided:</u> As stated on “Appendix A” provided to and executed by PSBA and YOU.
<u>School District’s (or other entity’s) Mailing Address:</u> Same as above	

TERMS AND CONDITIONS

1. **CONTRACT.** This CONTRACT consists of the foregoing information, these TERMS AND CONDITIONS and Appendix A. These documents include all items necessary to describe the services and work to be provided by PSBA. The CONTRACT documents are complementary, and what is required by one shall be as binding as if required by all; performance by PSBA shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results. In the event that there is any alleged or real conflict between any term(s) contained in these TERMS AND CONDITIONS and any term(s) contained in the Appendix, these TERMS AND CONDITIONS shall control.
2. **PRICE.** As stated in Appendix “A.”
3. **TIME OF PERFORMANCE.** As stated in Appendix “A.”
4. **OWNERSHIP RIGHTS.** PSBA shall retain ownership rights over any submitted report, data, or material, and any software or modifications and any associated documentation that is designed or developed and delivered to YOU as part of the performance of the CONTRACT. Except for distribution within the school entity or as set forth in Appendix A, no part of PSBA

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materials may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or otherwise, nor shared with other school entities, without the prior written consent of the PSBA, which consent shall not be unreasonably withheld, denied or conditioned.

5. TRADE SECRETS. The products and professional services provided by PSBA to YOU constitute trade secrets and confidential propriety information consistent with 65 P.S. § 67.708(b)(11).

6. COMMERCIAL INFORMATION. The materials and services provided by the PSBA represent commercial information that is privileged and confidential. The disclosure of the materials, oral presentations, policy reviews, or analysis expressed would cause substantial harm to the competitive position of PSBA. The materials should not be forwarded, reproduced, disseminated or transmitted in any form or by any means beyond any school district personnel without the express written consent and approval of the PSBA, which consent shall not be unreasonably withheld, denied or conditioned, or except as may be otherwise required by law. The written material includes information, compilations, methods techniques and processes that provide value to the PSBA. This includes but is not limited to any board self-assessments, superintendent evaluations, labor relation opinions, policy examples, teambuilding material, guides, topic outlines, goal setting descriptions, board self-assessments, workshop handouts, workshop presentations, seminar handouts, seminar presentations, electronic presentations, electronic communication, written communication, salary schedule analysis, fiscal health evaluations, collective bargaining fact-finding communication, arbitration support, negotiations support, financial support, budgetary support, sample job descriptions, training packets, reference guides, sample contracts, sample agreements, PSBA contracts, study results, graphs, photographs, subscription descriptions, applications, permissible/non-permissible reference, interview facilitation guidelines/procedures, evaluation tool materials and or any other written or otherwise material provided by the PSBA. The material derives independent economic value from not being generally known to and not being readily ascertainable by proper means by other persons or entities who can obtain economic value from the disclosure or use of PSBA's materials. YOU should use all reasonable means under the circumstances to maintain the confidentiality of the materials. The material should not be forwarded, reproduced, disseminated or transmitted in any form or by any means to any person or entity without the express written consent of the PSBA, which consent shall not be unreasonably withheld, denied or conditioned.

7. CONFIDENTIAL INFORMATION. "Confidential Information" means all information, materials, data, processes, procedures, methods, documentation, records, drawings, designs, specifications, test results, evaluations, and know-how supplied by, or at the direction of, either party to the other party in any form and whether or not marked or labeled as being confidential or proprietary, including without limitation, the material provided as part of professional services by PSBA to YOU. Before disclosing any Confidential Information under court order or operation of law, the disclosing party shall provide the other party YOU shall provide PSBA with such reasonable notice as is possible so as to allow the opportunity to object to or limit such disclosure. The parties also agree that a violation of the covenants described in this paragraph may cause irreparable and substantial damage and that no adequate remedy may be available at law or in equity. As the result, any such violation may be enjoined through injunctive proceedings in addition to any other rights and remedies available at law or in equity. A party will promptly notify the other party if it becomes aware of any unauthorized use or disclosure of Confidential Information of the other party and will take such action as may be reasonably necessary and legally permissible to terminate or remedy any unauthorized use or disclosure that results from any act or omission of the party or any of its employees, subcontractors or agents.

8. TERMINATION PROVISIONS. PSBA and YOU each have the right to terminate this CONTRACT at any time and with or without cause, effective upon written notice to the other party. PSBA shall be paid for SERVICES satisfactorily completed prior to the effective date of the termination.

9. FORCE MAJEURE. Neither party shall be liable for any delay or failure to perform its obligations under this Agreement (other than obligations of payment) if such delay or failure arises from any cause(s) beyond the reasonable control of such party, including but not limited to third party labor disputes, third party strikes, other third party labor or industrial disturbances, act of God, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, new or changed regulations or orders of any governmental agency or subdivision thereof.

10. CHOICE OF LAW. This CONTRACT shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of law's provisions) and the decisions of the Pennsylvania courts.

11. INTEGRATION. The terms set forth in this CONTRACT constitute the entire agreement between the parties. No modifications, alterations, changes, or waiver to such terms shall be valid or binding unless accomplished by a written amendment signed by properly authorized representatives of both parties.

12. LIMITATION OF LIABILITY. PSBA's liability arising out of this agreement will be limited to refund of the price as stated in Appendix "A". In no event will PSBA be liable for any special, consequential, incidental or indirect damages (including without limitation loss of profit) whether or not PSBA has been advised of the possibility of such loss, however caused and on any theory of liability arising out of this CONTRACT. This exclusion applies to any liability that may arise out of third-party claims against YOU.

13. SURVIVAL OF DESIGNATED PROVISIONS BEYOND TERMINATION OF CONTRACT. Notwithstanding anything herein to the contrary, the following provisions of this CONTRACT shall survive termination of this CONTRACT:

- a. The Ownership Rights provisions in paragraph 4;
- b. The Trade Secrets provisions in paragraph 5;
- c. The Commercial Information provisions in paragraph 6;
- d. The Confidential Information provisions in paragraph 7;

14. AUTHORITY. All persons signing this CONTRACT on behalf of PSBA and YOU hereby personally covenant and warrant that they are authorized to enter into this CONTRACT by the governing body of PSBA and YOUR governing board.

15. CONTEXT. Reference in this CONTRACT to the singular shall be meant to include reference to the plural and vice versa. Reference in this CONTRACT to the masculine gender shall be meant to include the female and neuter and vice versa.

16. HEADINGS. The headings of any Section or Paragraph hereof are for reference purposes only and shall not in any way affect the meaning or interpretation thereof.

17. SEVERABILITY. All agreements and covenants herein contained are severable. In the event that any provision of this CONTRACT should be held to be unenforceable, the validity and enforceability of the remaining provisions hereof shall not be affected thereby. Any court construing this CONTRACT is expressly granted the authority to revise any invalid or unenforceable provision hereof in order to render same enforceable.

East Stroudsburg Area School District

Pennsylvania School Boards Association

By: _____

By: _____

Title: School Board President

Title: _____

Date: _____

Date: _____

By: _____

Title: School Board Secretary

Date: _____

APPENDIX A. EXECUTIVE SEARCH

PSBA agrees to provide professional consultation and clerical services to the **East Stroudsburg Area School District** in the selection of a new Superintendent of Schools. The workplan includes six phases:

- Phase I:** Planning the Search
- Phase II:** Advertising Campaign and Application Administration
- Phase III:** Screening and Selection for Interviews
- Phase IV:** Board Interviewing of Candidates
- Phase V:** References
- Phase VI:** Appointment

The details of each phase will be determined in consultation with the board. The Executive Search will follow a schedule developed by the consultant and the board of school directors, which is open to necessary adjustments, and will continue until a superintendent is appointed.

In return for the above services, the **East Stroudsburg Area School District** shall pay PSBA a fee as follows: \$15,000.

This fee shall be divided into two stages of billing with an initial billing of \$7,500 at the beginning of the search, and a final billing at the conclusion of the search.

East Stroudsburg Area School District

Enrollment Count Matrix

Count of all actively enrolled students for the current school year. Note: students with multiple building enrollments (ME) will be counted once. See details for building choice.

BLDG	GRADE HMRM	EI	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
		21CC	All	0	0	0	0	0	0	0	1	1	2	0	2	3
	21CC Total	0	0	0	0	0	0	0	1	1	2	0	2	3	2	11
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	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	ADM Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
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	2	0	3
	AHCC Total	0	0	0	0	0	0	0	0	0	0	0	1	2	0	3
BES	All	0	72	71	73	66	61	63	0	0	0	0	0	0	0	406
	BES Total	0	72	71	73	66	61	63	0	0	0	0	0	0	0	406
CCAC	All	0	5	4	13	10	10	14	19	29	16	16	10	15	12	173
	CCAC Total	0	5	4	13	10	10	14	19	29	16	16	10	15	12	173
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	1	0	1	2	12
	ECCS Total	0	0	0	0	0	0	0	2	3	3	1	0	1	2	12
EHN	All	0	0	0	0	0	0	0	0	0	0	227	231	230	232	920
	EHN Total	0	0	0	0	0	0	0	0	0	0	227	231	230	232	920
EHS	All	0	0	0	0	0	0	0	0	0	0	332	333	347	311	1323
	EHS Total	0	0	0	0	0	0	0	0	0	0	332	333	347	311	1323
ESE	All	0	93	87	97	108	108	111	0	0	0	0	0	0	0	604
	ESE Total	0	93	87	97	108	108	111	0	0	0	0	0	0	0	604
HOME	All	0	14	11	23	21	23	24	12	8	5	4	6	5	3	159
	HOME Total	0	14	11	23	21	23	24	12	8	5	4	6	5	3	159
IPCC	All	0	3	4	0	3	0	0	1	2	2	6	4	2	3	30
	IPCC Total	0	3	4	0	3	0	0	1	2	2	6	4	2	3	30
IU20	All	0	16	14	25	5	10	12	6	20	16	8	12	13	14	171
	IU20 Total	0	16	14	25	5	10	12	6	20	16	8	12	13	14	171
JMH	All	0	65	72	101	72	76	72	0	0	0	0	0	0	0	458
	JMH Total	0	65	72	101	72	76	72	0	0	0	0	0	0	0	458
JTL	All	0	0	0	0	0	0	1	288	331	297	0	0	0	0	917
	JTL Total	0	0	0	0	0	0	1	288	331	297	0	0	0	0	917
LIS	All	0	0	0	0	0	0	0	183	203	214	0	0	0	0	600
	LIS Total	0	0	0	0	0	0	0	183	203	214	0	0	0	0	600
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	55	80	72	56	88	64	0	0	0	0	0	0	0	415
	MSE Total	0	55	80	72	56	88	64	0	0	0	0	0	0	0	415
PACC	All	0	4	2	1	2	4	3	1	8	6	3	4	5	5	48
	PACC Total	0	4	2	1	2	4	3	1	8	6	3	4	5	5	48

SOSF.

BLDG	GRADE HMRM	El	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
		PADL	All	0	0	2	1	0	0	0	0	0	1	0	0	1
	PADL Total	0	0	2	1	0	0	0	0	0	1	0	0	1	1	6
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	4	5	4	2	7	6	4	5	7	9	7	2	65
	RCCS Total	0	3	4	5	4	2	7	6	4	5	7	9	7	2	65
RES	All	0	75	77	85	61	58	72	0	0	0	0	0	0	0	428
	RES Total	0	75	77	85	61	58	72	0	0	0	0	0	0	0	428
SMI	All	0	63	49	51	51	62	54	0	0	0	0	0	0	0	330
	SMI Total	0	63	49	51	51	62	54	0	0	0	0	0	0	0	330
Total All Buildings		1	473	481	553	464	506	500	527	619	573	611	624	638	592	7162

NOTES:

- {NA} indicates students not assigned to any homeroom.
- 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