

**Jersey Shore Area School District  
Board of Education – Regular Meeting  
Minutes of August 22, 2016**

**A. Opening**

1. **Call to Order:** Mr. David Hines, President, called the meeting to order at 7:03 p.m.

2. **Roll Call:**

Members Present: Mr. Craig Allen, Mr. Christopher Fravel, Mr. David Hines, Mrs. Loren Koch, Mrs. Denise Smith, Mrs. Karen Stover, Mr. Merrill Sweitzer, Mrs. Mary Thomas, Mrs. Kelley Wasson and Dr. Jill Wenrich, Superintendent

Others Present: J. David Smith, Esq., Solicitor and Mrs. Adrienne Craig, Board Secretary

3. **Pledge of Allegiance**

**B. Approvals**

1. **Minutes**

**Motion:** A motion was made by Christopher Fravel and seconded by Denise Smith to approve the following Minutes as listed on the Agenda:

- a. July 25, 2016                      Regular Meeting

The vote was a unanimous Yes. Motion carried.

2. **Treasurer's Report**

**Motion:** A motion was made by Kelley Wasson and seconded by Christopher Fravel to approve the following Treasurer's Report as listed on the Agenda:

- a. July 2016 Treasurer's Report
- b. July 2016 Investment Report    (Attachments)

The vote was a unanimous Yes. Motion carried.

3. **Approval of Bills**

**Motion:** A motion was made by Karen Stover and seconded by Craig Allen to approve the following Bills as listed on the Agenda:

General Fund Computer Checks 2015-2016	196,555.85
General Fund Computer Checks 2016-2017	758,880.77
General Fund Manual Checks 2015-2016	15,899.07
General Fund Manual Checks 2016-2017	104,346.39
General Fund Wire Transfers	1,077,910.33
Ramsey Trust	34,800.00
Sechrist Scholarship Fund	26,500.00
Athletic Fund Checks	600.00
Athletic Fund Wire Transfers	8,947.83
Payroll Fund Checks	69,534.95
Payroll Fund Wire Transfers	489,255.42
	\$2,783,230.61

The vote was a unanimous Yes. Motion carried.

### **C. Presentations:**

#### **1. Communications:**

- a. Letter and certificate from Transform Jersey Shore 2016

#### **2. President's Report:**

- a. An Executive Session was held for Personnel matters at 6:30 p.m. prior to the board meeting.

#### **3. Intermediate Unit Report:** Monthly report sent to Board

#### **4. Superintendent's Report:**

- a. Williams Gas Company – Ken Dady and John Roberto
- b. PSBA Officers Election – Adrienne Craig
- c. PSBA Charter School Report – Jill Wenrich
- d. Demonstration of the FAQ's on the JSASD website – Jill Wenrich

### **J. Executive Session**

An Executive Session was held beginning at 7:17 p.m. for personnel matters after which business will be conducted.

Meeting resumed at 7:38 p.m.

### **D. Courtesy of the Floor:** None

### **E. Personnel**

**Motion:** A motion was made by Craig Allen and seconded by Mary Thomas to amend item E.1.b. to adjust the rate from \$7.50 to \$8.08 per hour.

The vote was a unanimous Yes. Motion carried.

**Motion:** A motion was made by Mary Thomas and seconded by Christopher Fravel to add the following addendum items E.1.i. through E.1.s. to the agenda:

- i. appointment of Cynthia Bennett to a Crossing Guard position at \$12.43 per hour, effective August 22, 2016.
- j. appointment of Devin Hershberger to a Special Education Aide position at Jersey Shore Area Elementary School, Step 1 (\$16,037.00), effective August 22, 2016.
- k. appointment of Lindsay Johnson to a Special Education Aide position at the Middle School, Step B-2 (\$16,430.00), effective upon receipt of required clearances.
- l. acceptance of a letter of resignation from Kendra Blair from her full time Learning Support Aide position at Jersey Shore Area Elementary School, effective August 18, 2016.
- m. reassignment of Nichole McAlister, part time Aide at Jersey Shore Area Elementary School to a full time Special Education Aide position at Jersey Shore Area Elementary School, Step B-1 (\$16,037.00), effective August 22, 2016.
- n. appointment of Kendra Blair as a 4 hour Instructional Aide at Jersey Shore Area Elementary School, \$8.50 per hour, effective August 22, 2016.
- o. appointment of Angel English to a Lunch Monitor position at Jersey Shore Area Elementary School at \$8.71 per hour, effective upon receipt of required clearances.
- p. appointment of Christopher Lahr, High School Music Teacher as Co-Music Department Coordinator at a stipend of \$796, effective the 2016-2017 school year.
- q. appointment of Nicholas Eischeid, Middle School Music Teacher as Co-Music Department Coordinator at a stipend of \$796, effective the 2016-2017 school year.
- r. appointment of Nicole Welshans to a Crossing Guard position at \$12.43 per hour, effective August 22, 2016.
- s. appointment of Briar Houtz to a part time food service position at the High School at \$9.65 hour, effective upon receipt of required clearances.

The vote was a unanimous Yes. Motion carried.

## **E.1. Personnel Items**

### **1. Personnel Items:**

**Motion:** A motion was made by Mary Thomas and seconded by Denise Smith to approve the following Personnel items as ammended:

- a. a letter of resignation from Kurtis Gallagher, Middle School Learning Support Teacher, effective August 11, 2016.
- b. Connor Shade and Ezekiel Miller as cooperative education students with the Jersey Shore Area School District IT department effective August 24, 2016 at a rate of \$8.08 per hour.
- c. acknowledging that Tammy Anderson has reached Master's+30, salary increase to be effective for the 2016-2017 school year.
- d. FMLA for employee 2016-17-04 effective August 29, 2016 through September 19, 2016 (approx.).
- e. a letter of resignation from Lisa Lehman, Food Service at High School, effective August 26, 2016.
- f. Courtney Smith as Middle School Assistant Girls Basketball coach, at a stipend \$2583, effective August 23, 2016.
- g. appointment Dave Kirkendall as a volunteer Varsity Girls Soccer coach, effective August 23, 2016.
- h. appointment of William Mincer as a paid Auxilliary staff member for the sports program, effective August 23, 2016.
- i. appointment of Cynthia Bennett to a Crossing Guard position at \$12.43 per hour, effective August 22, 2016.
- j. appointment of Devin Hershberger to a Special Education Aide position at Jersey Shore Area Elementary School, Step 1 (\$16,037.00), effective August 22, 2016.
- k. appointment of Lindsay Johnson to a Special Education Aide position at the Middle School, Step B-2 (\$16,430.00), effective upon receipt of required clearances.
- l. acceptance of a letter of resignation from Kendra Blair from her full time Learning Support Aide position at Jersey Shore Area Elementary School, effective August 18, 2016.
- m. reassignment of Nichole McAlister, part time Aide at Jersey Shore Area Elementary School to a full time Special Education Aide position at Jersey Shore Area Elementary School, Step B-1 (\$16,037.00), effective August 22, 2016.
- n. appointment of Kendra Blair as a 4 hour Instructional Aide at Jersey Shore Area Elementary School, \$8.50 per hour, effective August 22, 2016.
- o. appointment of Angel English to a Lunch Monitor position at Jersey Shore Area Elementary School at \$8.71 per hour, effective upon receipt of required clearances.
- p. appointment of Christopher Lahr, High School Music Teacher as Co-Music Department

Coordinator at a stipend of \$796, effective the 2016-2017 school year.

- q. appointment of Nicholas Eischeid, Middle School Music Teacher as Co-Music Department Coordinator at a stipend of \$796, effective the 2016-2017 school year.
- r. appointment of Nicole Welshans to a Crossing Guard position at \$12.43 per hour, effective August 22, 2016.
- s. appointment of Briar Houtz to a part time food service position at the High School at \$9.65 hour, effective upon receipt of required clearances.

The vote was a unanimous Yes. Motion carried.

**F. Curriculum and Instruction:** None

**G. Building and Grounds:** None

**H. Finance:** None

**I. Miscellaneous**

**Motion:** A motion was made by Kelley Wasson and seconded by Karen Stover to add the following addendum item I.I.f. to the agenda:

- f. a School Resource Officer MOU between Jersey Shore Area School District and the Tiadaghton Valley Regional Police Commission.

The vote was a unanimous Yes. Motion carried.

#### **1. Miscellaneous Items**

**Motion:** A motion was made by Christopher Fravel and seconded by Karen Stover to approve the following Miscellaneous items as amended:

- a. awarding the 2016-2017, the 2017-2018 and the 2018-2019 Senior High yearbook to Josten's Yearbook. The base bid on 350 books is \$21,000; the adjustment for books above or below the 350 estimate will be \$55.00 + or -; and adjustment for actual pages above and below the 224 page adjustment will be \$125.00 + or \_.
- b. casting the school districts vote for the slate of candidates running for PSBA President-Elect and Vice President. The Board Secretary is authorized to cast the vote on behalf of the district.
- c. a Letter of Engagement between PFM Financial Advisors LLC and Jersey Shore Area School District. (Attachment)
- d. an MOU, between Jersey Shore Area School District and the Jersey Shore Area Act 93 Group, for an annual stipend of \$7700.00 for the CTE Director of the District, Steven Keen. The MOU is in effect for the 2016-2017 school year through the end of the current Act 93 group agreement, which ends June 30, 2018. (Attachment)

- e. an MOU, between Jersey Shore Area School District and the Jersey Shore Area Act 93 Group, to recognize Mr. Jon Jean as the Principal of Avis Elementary School with an annual salary of \$101,663, effective the 2016-2017 school year through the end of the current Act 93 group agreement, which ends June 30, 2018. (Attachment)
- f. a School Resource Officer MOU between Jersey Shore Area School District and the Tiadaghton Valley Regional Police Commission.

The vote was a unanimous Yes. Motion carried.

## **2. Miscellaneous Item**

**Motion:** A motion was made by Christopher Fravel and seconded by Loren Koch to approve the following Miscellaneous item as listed on the agenda:

- a. JSAEA contract as proposed by the mediator.

A roll call vote was taken. The vote was 6 - Yes and 3 - No. Motion carried. The vote was as follows:

Craig Allen	Yes	Chris Fravel	Yes
David Hines	Yes	Loren Koch	Yes
Denise Smith	No	Karen Stover	Yes
Merrill Sweitzer	No	Mary Thomas	No
Kelley Wasson	Yes		

## **K. Adjournment**

**Motion:** A motion was made by Karen Stover and seconded by Christopher Fravel to adjourn the August 22, 2016 Regular Board Meeting at 7:50 p.m.

The vote was a unanimous Yes. Motion carried.

Respectfully submitted,

Adrienne F. Craig  
Board Secretary

Jersey Shore Area School District  
Treasurer's Report - Cash and Cash Equivalents  
For the Month Ended July 31, 2016

<u>Cash Management Accounts</u>	Beginning Balance	Received	Disbursed	Ending Balance
General Fund - FNB	\$49,235.57	\$1,663,746.42	\$1,458,499.60	\$254,482.39
General Fund - PSDLAF	251,244.15	57.50	0.00	251,301.65
Payroll Fund - C & N	6,811.37	98,320.52	97,018.64	8,113.25
General Fund - JSSB	98,419.12	491,533.29	526,936.73	63,015.68
Athletics Fund - JSSB	100.26	218.54	218.78	100.02
Food Service Fund - JSSB	110.17	2,239.15	2,249.28	100.04
Activity/Other Trust Funds - JSSB	915.33	1,263.32	918.60	1,260.05
Payroll Fund - JSSB	0.00	0.00	0.00	0.00
<u>PLGIT Money Market, PLUS and ARM Accounts</u>				
General Fund	3,554,714.34	2,361,238.06	2,177,224.12	3,738,728.28
Accounts Payable Fund	10,020.20	61,308.10	61,300.00	10,028.30
Capital Reserve Fund	1,662,318.84	448.12	0.00	1,662,766.96
Athletics Fund	30,165.82	225.87	9,547.83	20,843.86
Food Service Fund	22,224.15	90,552.25	0.00	112,776.40
Ramsey Fund	80,013.52	14,020.44	34,800.00	59,233.96
Activity/Other Trust Fund	171,865.35	967.34	0.00	172,832.69
Payroll Fund	84,670.16	1,073,304.59	1,091,183.92	66,790.83
Sechrist Scholarship Fund	105,494.64	27.50	26,500.00	79,022.14
<b>Totals</b>	<b>\$6,128,322.99</b>	<b>\$5,859,471.01</b>	<b>\$5,486,397.50</b>	<b>\$6,501,396.50</b>

JERSEY SHORE AREA SCHOOL DISTRICT  
TREASURER'S REPORT - INVESTMENTS  
FOR THE MONTH ENDED JULY 31, 2016

<u>Certificates of Deposit</u> General Fund	<u>Rate</u>	<u>Maturity Date</u>	<u>Beginning Balance</u>	<u>Investment Purchased</u>	<u>Investment Redeemed</u>	<u>Ending Balance</u>
PLGIT	0.89%	1/18/2017	\$988,000.00	\$0.00	\$0.00	\$988,000.00
PLGIT	0.89%	1/18/2017	\$988,000.00	\$0.00	\$0.00	\$988,000.00
PLGIT	0.63%	2/27/2017	\$992,000.00	\$0.00	\$0.00	\$992,000.00
PLGIT	0.70%	3/14/2017	\$496,000.00	\$0.00	\$0.00	\$496,000.00
PLGIT	0.72%	3/28/2017	<u>\$992,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$992,000.00</u>
			\$4,456,000.00	\$0.00	\$0.00	\$4,456,000.00
Total Certificates of Deposit						<u><u>\$4,456,000.00</u></u>



Jersey Shore Area School District  
Monthly Wire Transfers  
July, 2016

<u>Date</u>	<u>Amount</u>	<u>Reason</u>
<b>Payroll Transfers:</b>		
11-Jul	53,630.64	Federal Withholding
	37,262.09	FICA Employee Share
	37,261.99	FICA Employer Share
25-Jul	53,259.91	Federal Withholding
	36,978.07	FICA Employee Share
	36,978.13	FICA Employer Share
27-Jul	3,265.03	Quarterly UC tax
2-Jul	11,019.00	403B Withheld
22-Jul	10,919.00	403B Withheld
8-Jul	436.55	Child Support Withheld
22-Jul	436.55	Child Support Withheld
8-Jul	82,068.22	PSERS
13-Jul	14,953.57	State Tax
27-Jul	14,839.63	State Tax
8-Jul	2,598.52	HSA Withheld
22-Jul	2,598.52	HSA Withheld
6-Jul	90,750.00	Employer Contribution - Health Saving Accounts
<b>Total</b>	<b>\$ 489,255.42</b>	

**General Transfers:**

8-Jul	496,930.03	Gross Payroll
	37,261.99	FICA Employer Share
22-Jul	493,154.18	Gross Payroll
	36,978.13	FICA Employer Share
22-Jul	5,844.20	Employer UC tax
6-Jul	6,398.00	Delta Dental
18-Jul	1,343.80	Source4Teachers
<b>Total</b>	<b>\$ 1,077,910.33</b>	

**Athletic Transfers:**

8-Jul	4,441.24	Gross Payroll
22-Jul	4,506.59	Gross Payroll
<b>Total</b>	<b>\$ 8,947.83</b>	

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044431	06/30/2016	C3511500001		38760	10-2620-442-000-00-000-000-0000	311168	80.00
Vendor: 100470 - ACTION EQUIPMENT							
044432	06/30/2016	C3509300013		117663	10-2620-610-000-00-000-000-0000	310939	80.00
Vendor: 101300 - AGWAY							
044433	06/30/2016	C3509300014		265922	Remit # 1 Check Date: 08/23/2016	Check Amount:	104.95
					10-2620-430-000-00-000-000-0000	310932	104.95
Vendor: 103425 - ALL ROUND TIRE CO							
044434	06/30/2016	C3509300015		122168	Remit # 1 Check Date: 08/23/2016	Check Amount:	152.00
					10-2620-430-000-00-070-000-000-0000	311757	152.00
Vendor: 108510 - AUTOMATED LOGIC CONTRACTING SERVICES							
044435	06/30/2016	C3509300016		1700170	Remit # 1 Check Date: 08/23/2016	Check Amount:	1,232.00
					10-2220-538-000-00-000-023-000-0000	311079	1,232.00
044435	06/30/2016	C3509300017		1700102	10-1200-322-000-00-000-000-000-5800	311650-5800	14,731.71
044435	06/30/2016	C3509300018		1700095	10-1200-322-000-00-000-000-000-5800	311650-5800	25,531.43
044435	06/30/2016	C3509300019		1700086	10-1200-322-000-00-000-000-000-5800	311650-5800	127,601.93
Vendor: 115900 - BLAST INTERMEDIATE UNIT 17							
044436	06/30/2016	C3509300020		JUNE 2016	Remit # 2 Check Date: 08/23/2016	Check Amount:	169,145.68
					10-5800-560-000-00-000-000-000-0000	5800560	750.36
Vendor: 126770 - CLARION AREA SCHOOL DISTRICT							
044437	06/30/2016	C3509300023		161715	Check Date: 08/23/2016	Check Amount:	750.36
					10-2620-430-000-30-020-000-000-0000	310226	2,300.00
044437	06/30/2016	C3509300024		161717	10-2620-610-000-30-010-000-000-0000	310135	3,958.00
044437	06/30/2016	C3509300025		161719	10-2620-610-000-10-030-000-000-0000	310319	2,300.00
044437	06/30/2016	C3509300026		161721	10-2620-610-000-10-060-000-000-0000	310622	1,550.00
Vendor: 130795 - CORECOMM SOLUTIONS INC							
044438	06/30/2016	C3509300003		REFUND	Remit # 1 Check Date: 08/23/2016	Check Amount:	10,108.00
					10-0153-000-000-00-000-000-000-0000	110153	300.00
Vendor: 148049 - MAUREEN ERLANDSON							
044439	06/30/2016	C3509300004		REFUND	Check Date: 08/23/2016	Check Amount:	300.00
Vendor: 149300 - ANGELA C FEERRAR							
044440	06/30/2016	C3509300006		REFUND	Check Date: 08/23/2016	Check Amount:	300.00
Vendor: 149525 - CINDY L FERGUSON							
044441	06/30/2016	C3509300007		REFUND	Remit # 1 Check Date: 08/23/2016	Check Amount:	300.00
					10-0153-000-000-00-000-000-000-0000	110153	225.00
Vendor: 163299 - BETHANY HARTMAN							
044442	06/30/2016	C3509300008		REFUND	Check Date: 08/23/2016	Check Amount:	225.00
Vendor: 163300 - MATTHEW HARTMAN							
044443	06/30/2016	C3509300021		12805193	Check Date: 08/23/2016	Check Amount:	300.00
Vendor: 191493 - MARSHALL, DENNEHEY, WARNER, COLEMAN & GOGGIN							
					10-2350-330-000-00-000-000-000-0000	310835	1,911.30
044444	06/30/2016	C3509300009		REFUND	Remit # 1 Check Date: 08/23/2016	Check Amount:	1,911.30
					10-0153-000-000-00-000-000-000-0000	110153	300.00

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      c - Credit Card Payment  
P - Prenote      d - Direct Deposit

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expended Amt
Vendor: 194450 - CHRISTIANNA MEIXEL								
044445	06/30/2016	C35111500003		15/16-017	10-5800-560-000-000-0000	5800560	300.00	8,477.28
Vendor: 205727 - NORTH POCONO SCHOOL DISTRICT								
044446	06/30/2016	C3509300022		MILEAGE	10-2120-581-000-10-000-000-0000	311738M	8,477.28	9.72
Vendor: 208950 - JENNIFER PATTERSON								
044447	06/30/2016	C3509300010		REFUND	10-0153-000-000-000-000-0000	110153	9.72	300.00
Vendor: 227125 - VINCENT SHEARER								
044448	06/30/2016	C35111500002		A0392	Remit # 1 Check Date: 08/23/2016	Check Amount:	300.00	1,209.56
Vendor: 241331 - TWIN VALLEY SCHOOL DISTRICT								
044449	06/30/2016	C3509300012		REFUND	10-5800-560-000-000-000-0000	5800560	1,209.56	300.00
Vendor: 242125 - LYNISI YOHN								
044450	06/30/2016	C3509300011		REFUND	10-0153-000-000-000-000-0000	110153	300.00	225.00
Vendor: 400090 - TAMMY WHEELER								
044451	06/30/2016	C3509300002		REFUND	10-0153-000-000-000-000-0000	110153	225.00	225.00
Vendor: 401860 - KRISTA CALLAHAN								
044452	06/30/2016	C3509300005		REFUND	10-0153-000-000-000-000-0000	110153	225.00	300.00
Vendor: 402582 - ERIC FEERRAR								
044453	06/30/2016	C3509300001		REFUND	10-0153-000-000-000-000-0000	110153	300.00	300.00
Vendor: 402583 - STEPHEN BELCHER								
					Check Date: 08/23/2016	Check Amount:	300.00	

## 10-GENERAL FUND

196,555.85

Grand Total Manual Checks : 0.00

Grand Total Regular Checks : 196,555.85

Grand Total Direct Deposits: 0.00

Grand Total Credit Card Payments: 0.00

Grand Total All Checks : 196,555.85

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      c - Credit Card Payment  
P - Prenote      d - Direct Deposit

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044454	08/16/2016	C3509400001		118013	10-2620-610-000-000-000-0000	310939	190.00
<b>Vendor: 101300 - AGWAY</b>							
044455	08/16/2016	L3509800001	17000219	4393500024	Remit # 1 Check Date: 08/23/2016	Check Amount:	190.00
044455	08/16/2016	L3509800002	17000202	4395171462	10-1110-610-000-30-020-023-000-0000	312216	14,679.00
<b>Vendor: 106550 - APPLE COMPUTER INC</b>							
044456	08/16/2016	C3509400002	17000113	1607-173958	10-2220-348-000-00-000-023-000-0000	311511	7,500.00
044456	08/16/2016	C3509400003	17000113	1607-172781	Remit # 1 Check Date: 08/23/2016	Check Amount:	22,179.00
044456	08/17/2016	C3511700001	17000299	1608-175135	10-2620-610-000-10-060-000-000-0000	310622	245.49
044456	08/17/2016	C3511700002	17000113	1608-176402	10-2620-610-000-30-010-000-000-0000	310135	9.49
044456	08/17/2016	C3511700003	17000113	1608-175647	10-2620-610-000-30-010-000-000-0000	310135	323.40
044456	08/17/2016	C3511700004	17000113	1608-176210	10-2620-610-000-10-030-000-000-0000	310319	23.97
<b>Vendor: 108815 - BLUETARP FINANCIAL, INC.</b>							
044457	08/16/2016	C3509400005		5619183	10-2620-610-000-00-000-000-0000	310939	22.47
044457	08/16/2016	C3509400006		5619186	Remit # 2 Check Date: 08/23/2016	Check Amount:	309.90
044457	08/16/2016	C3509400007		5617301	10-2620-610-000-10-030-000-000-0000	310319	934.72
<b>Vendor: 109025 - BDS-WILLIAMSPORT</b>							
044458	08/16/2016	L3509800003	17000173	59356	10-2620-610-000-10-060-000-000-0000	310622	42.72
044458	08/16/2016	L3509800004	17000173	59356	10-2620-610-000-10-030-000-000-0000	310319	48.29
044458	08/16/2016	L3509800005	17000173	59356	10-2620-610-000-10-060-000-000-0000	310622	79.50
044458	08/16/2016	L3509800006	17000173	59356	Remit # 1 Check Date: 08/23/2016	Check Amount:	170.51
<b>Vendor: 109035 - BE PUBLISHING</b>							
044459	08/16/2016	C3509400004		CONFERENCE REIMB	10-1110-348-000-10-030-023-000-0000	310386	661.44
<b>Vendor: 110630 - JENNIFER BARNHART</b>							
044460	08/17/2016	C3511700005		CONFERENCE REIMB	10-1110-348-000-10-040-023-000-0000	310484	1,882.56
044460	08/17/2016	C3511700006		SRA 221	10-1110-348-000-10-060-023-000-0000	310663	661.44
<b>Vendor: 111900 - DAVID BECKER</b>							
044461	08/16/2016	L3509800007	17000174	1236534	10-1110-348-000-30-020-023-000-0000	312214	1,882.56
044461	08/16/2016	L3509800008	17000270	1237923	Check Date: 08/23/2016	Check Amount:	5,088.00
044461	08/16/2016	L3509800009	17000270	1237923	10-2271-580-000-30-010-000-000-0000	313736C	759.16
044461	08/16/2016	L3509800010	17000270	1237923	Check Date: 08/23/2016	Check Amount:	759.16
044461	08/16/2016	L3509800011	17000270	1237923	10-2270-240-000-00-000-000-0000	310811	424.00
044461	08/16/2016	L3509800012	17000270	1237923	Check Date: 08/23/2016	Check Amount:	1,737.00
044461	08/16/2016	L3509800013	17000270	1237923	10-2220-348-000-00-000-023-000-0000	311511	2,161.00
<b>Vendor: 115725 - BLACKBOARD INC.</b>							
044461	08/16/2016	L3509800013	17000270	1237923	10-1110-348-000-10-030-023-000-0000	310386	3,790.50
					10-1110-348-000-10-040-023-000-0000	310484	2,000.00
					10-1110-348-000-10-060-023-000-0000	310663	2,000.00
					10-1110-348-000-30-010-023-000-0000	312122	2,000.00
					10-1110-348-000-30-020-023-000-0000	312214	2,000.00
					10-2220-348-000-00-000-023-000-0000	311511	2,758.15
					Remit # 1 Check Date: 08/23/2016	Check Amount:	16,548.65

\* Denotes Non-Negotiable Transaction

P - Prenote

# - Payable Transaction

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044462	08/16/2016	C3509400008	17000114	56719	10-2620-610-000-00-070-000-000-0000	311758	8.64
044462	08/16/2016	C3509400009	17000114	56718	10-2620-610-000-00-000-000-000-0000	310939	248.35
044462	08/16/2016	C3509400010	17000114	56987	10-2620-610-000-00-000-000-000-0000	310939	169.07
044462	08/16/2016	C3509400011	17000114	56972	10-2620-610-000-30-010-000-000-0000	310135	44.59
044462	08/16/2016	C3509400012	17000114	56918	10-2620-610-000-30-010-000-000-0000	310135	87.78
044462	08/16/2016	C3509400013	17000114	56878	10-2620-610-000-30-010-000-000-0000	310135	81.68
044462	08/16/2016	C3509400014	17000114	56721	10-2620-610-000-30-010-000-000-0000	310135	69.15
044462	08/16/2016	C3509400016	17000114	56828	10-2620-610-000-30-010-000-000-0000	310135	66.62
044462	08/16/2016	C3509400017	17000114	57025	10-2620-610-000-30-010-000-000-0000	310135	20.28
044462	08/16/2016	C3509400018	17000114	56722	10-2620-610-000-30-020-000-000-0000	310228	61.41
044462	08/16/2016	C3509400019	17000114	56724	10-2620-610-000-10-040-000-000-0000	310424	3.99
044462	08/16/2016	C3509400020	17000114	56723	10-2620-610-000-10-060-000-000-0000	310622	48.70
044462	08/16/2016	C3509400021	17000114	56725	10-2620-610-000-10-030-000-000-0000	310319	17.79
<b>Vendor: 121100 - BUTTORFFS HARDWARE</b>							
044463	08/16/2016	L3509800014	17000223	49548186RI	Remit # 1 Check Date: 08/23/2016	Check Amount:	928.05
044463	08/17/2016	L3512200001	17000252	49566302 RI	10-1110-610-154-30-000-017-000-0000	340309	131.67
044463	08/17/2016	L3512200002	17000252	495700525 RI	10-1110-610-000-30-010-000-000-0000	310102	2,283.35
044463	08/17/2016	L3512200003	17000252	49568861 RI	10-1110-610-000-30-010-000-000-0000	310102	129.50
044463	08/17/2016	L3512200004	17000252	49567687 RI	10-1110-610-000-30-010-000-000-0000	310102	179.95
<b>Vendor: 122900 - CAROLINA BIOLOGICAL SUPPLY CO</b>							
044464	08/16/2016	L3509800015	17000028	05419	Remit # 1 Check Date: 08/23/2016	Check Amount:	3,209.00
<b>Vendor: 123360 - CASCADE SCHOOL SUPPLIES</b>							
044465	08/17/2016	C3511700009		0916139-9	Remit # 1 Check Date: 08/23/2016	Check Amount:	36.42
<b>Vendor: 124560 - CENTRAL PENN GAS</b>							
044466	08/16/2016	C3509400023	17000115	INV45768	Check Date: 08/23/2016	Check Amount:	33.74
<b>Vendor: 127200 - CLARKSON CHEMICAL CO INC</b>							
044467	08/16/2016	L3510200025	17000090	SERV6784486	Remit # 1 Check Date: 08/23/2016	Check Amount:	75.42
<b>Vendor: 127700 - CLEVELAND BROTHERS EQUIPMENT CO., INC.</b>							
044468	08/17/2016	C3511700010		983587	Remit # 1 Check Date: 08/23/2016	Check Amount:	75.42
<b>Vendor: 129750 - COMMONWEALTH OF PENNSYLVANIA</b>							
044469	08/16/2016	C3509400024		1132	Remit # 14 Check Date: 08/23/2016	Check Amount:	65.00
<b>Vendor: 129784 - COMMUNITY ARTS CENTER</b>							
044470	08/16/2016	L3509800016	17000167	626861	Remit # 1 Check Date: 08/23/2016	Check Amount:	65.00
044470	08/16/2016	L3509800017	17000166	626681	10-1110-640-000-30-010-000-000-0000	310103	500.00
					10-1110-640-000-30-020-000-000-0000	310204	500.00
							500.00
							2,843.00
							2,843.00
							65.00
							65.00
							500.00
							500.00
							882.75
							5,654.95

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

## GENERAL FUND - FROM 08/23/2016 TO 08/23/2016

Fund Accounting Check Register

# - Payable Transaction

\* Denotes Non-Negotiable Transaction

p - Prenote      d - Direct Deposit      c - Credit Card Payment

# - Payable Transaction

\* Denotes Non-Negotiable Transaction

p - Prenote      d - Direct Deposit      c - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044480	08/16/2016	L3509800031	17000243	27298302	10-2620-750-000-000-000-0000	310945	435.99
<b>Vendor: 147130 - EIMIRA WINDUSTRIAL COMPANY</b>							
044481	08/16/2016	L3509800033	17000206	160805-103815D	Check Date: 08/23/2016	Check Amount:	4,535.92
044481	08/16/2016	L3509800034	17000206	160805-103815D	10-1110-348-000-10-030-023-000-0000	310386	125.00
044481	08/16/2016	L3509800035	17000206	160805-103815D	10-1110-348-000-10-040-023-000-0000	310484	125.00
					10-1110-348-000-10-060-023-000-0000	310663	125.00
<b>Vendor: 147400 - ENCHANTED LEARNING</b>							
044482	08/17/2016	L3512200007	17000159	207844	Remit # 1 Check Date: 08/23/2016	Check Amount:	375.00
					10-1110-640-000-30-010-000-000-0000	310103	429.30
<b>Vendor: 148100 - EVERBIND/MARCO BOOK COMPANY</b>							
044483	08/17/2016	C3511700012		08122016	Check Date: 08/23/2016	Check Amount:	429.30
044483	08/17/2016	C3511700013		08122016	10-2620-430-000-10-040-000-000-0000	310421	650.00
044483	08/17/2016	C3511700014		08122016	10-2620-430-000-30-020-000-000-0000	310226	1,300.00
					10-2620-430-000-30-010-000-000-0000	310133	800.00
<b>Vendor: 148210 - EXTERIOR CLEANING SERVICE</b>							
044484	08/17/2016	C3511700015		CONFERENCE REIMB	Check Date: 08/23/2016	Check Amount:	2,750.00
					10-2271-580-000-10-040-000-000-0000	313734C	635.22
<b>Vendor: 149300 - ANGELA C FEERRAR</b>							
044485	08/16/2016	C3509400073		1035897	Check Date: 08/23/2016	Check Amount:	635.22
					10-2310-310-000-00-000-000-000-0000	311912	520.00
<b>Vendor: 149540 - WILMINGTON TRUST</b>							
044486	08/16/2016	L3509800037	17000247	1998447	Check Date: 08/23/2016	Check Amount:	520.00
044486	08/16/2016	L3509800038	17000248	1998639	10-1110-610-000-30-010-000-000-0000	310102	5,863.02
044486	08/17/2016	L3512200008	17000247	1999665	10-1110-610-000-30-020-000-000-0000	310203	629.15
					10-1110-610-000-30-010-000-000-0000	310102	33.30
<b>Vendor: 151150 - FLINN SCIENTIFIC INC</b>							
044487	08/16/2016	C3509400030		34852	Remit # 1 Check Date: 08/23/2016	Check Amount:	6,525.47
					10-2620-610-000-10-060-000-000-0000	310622	373.54
<b>Vendor: 154025 - G I ELECTRIC</b>							
044488	08/16/2016	C3509400031		84146	Remit # 1 Check Date: 08/23/2016	Check Amount:	373.54
					10-2620-610-000-10-060-000-000-0000	310622	98.00
<b>Vendor: 158100 - GRAND RENTAL STATION</b>							
044489	08/17/2016	C3511700016		121866	Check Date: 08/23/2016	Check Amount:	98.00
					10-0180-000-000-00-000-000-000-0000	110180	74,803.00
<b>Vendor: 166185 - HIGHMARK CASUALTY INSURANCE COMPANY</b>							
044490	08/16/2016	C3509400032	17000122	192363374-1	Check Date: 08/23/2016	Check Amount:	74,803.00
044490	08/16/2016	C3509400033	17000122	192360572-1	10-2620-610-000-30-020-000-000-0000	310228	35.64
044490	08/16/2016	C3509400034	17000122	192372390-1	10-2620-610-000-30-010-000-000-0000	310135	121.40
					10-2620-610-000-30-020-000-000-0000	310228	161.00
<b>Vendor: 166500 - THE HITE CO</b>							
044491	08/16/2016	L3509800040	17000110	952410279	Remit # 1 Check Date: 08/23/2016	Check Amount:	318.04
					10-1110-610-411-10-110-017-000-PRNT	343980-17	229.44
<b>Vendor: 168921 - HOUGHTON MIEFFLIN HARCOURT PUBLISHING CO.</b>							
					Remit # 1 Check Date: 08/23/2016	Check Amount:	229.44
044492	08/17/2016	L3512200009	17000227	3092555	10-1110-610-000-10-040-000-000-0000	310405	981.52

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      c - Credit Card Payment  
P - Prenote      d - Direct Deposit

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044492	08/17/2016	L3512200010	17000227	3092555	10-1110-610-000-10-060-000-000-0000	310604	372.78
044492	08/17/2016	L3512200011	17000227	3092555	10-1110-610-000-30-010-000-000-0000	310102	1,163.92
044492	08/17/2016	L3512200012	17000227	3092555	10-1110-610-000-30-020-000-000-0000	310203	981.52
<b>Vendor: 170303 - IDville</b>							
044493	08/16/2016	L3509800053	17000232	13935	10-2540-430-000-00-000-000-000-0000	310896	3,499.74
<b>Vendor: 170315 - IGS KNIVES</b>							
044494	08/16/2016	C3509400035		1-0277236	10-2330-340-000-00-000-000-000-0000	310833	12.00
044494	08/16/2016	C3509400036		1-0276948	10-2590-532-000-00-000-000-000-0000	310911	166.25
044494	08/16/2016	C3509400037		1-0276949	10-2590-532-000-00-000-000-000-0000	310911	704.18
<b>Vendor: 171600 - INFOCON CORPORATION</b>							
044495	08/17/2016	C3511700017		CONFERENCE REIMB	10-2271-580-000-10-040-000-000-0000	313734C	2,150.76
<b>Vendor: 171650 - JENNIFER INGRAHAM</b>							
044496	08/16/2016	L3509800046	17000112	26062	10-2620-430-000-10-030-000-000-0000	310316	3,021.19
044496	08/16/2016	L3509800047	17000112	26062	10-2620-430-000-10-040-000-000-0000	310421	259.00
044496	08/16/2016	L3509800048	17000112	26062	10-2620-430-000-10-060-000-000-0000	310619	860.00
044496	08/16/2016	L3509800049	17000112	26062	10-2620-430-000-30-010-000-000-0000	310133	470.00
044496	08/16/2016	L3509800050	17000112	26062	10-2620-430-000-30-020-000-000-0000	310226	370.00
<b>Vendor: 171730 - INTEGRITEC INC.</b>							
044497	08/16/2016	L3509800041	17000269	171247	10-2220-348-000-00-000-023-000-0000	311511	870.00
<b>Vendor: 172450 - INTEGRA BUSINESS CENTER</b>							
044498	08/16/2016	L3509800042	17000210	S289539	10-1110-348-000-10-030-023-000-0000	310386	3,440.00
044498	08/16/2016	L3509800043	17000210	S289539	10-1110-348-000-10-040-023-000-0000	310484	21,685.65
044498	08/16/2016	L3509800044	17000210	S289539	10-1110-348-000-10-060-023-000-0000	310663	21,685.65
044498	08/16/2016	L3509800045	17000210	S289539	10-1110-348-000-30-020-023-000-0000	312214	3,340.00
<b>Vendor: 173335 - IXL LEARNING</b>							
044499	08/16/2016	C3509400038		72016120	10-5800-211-000-00-000-000-000-0000	310984	9,686.00
<b>Vendor: 177151 - KADES-MARGOLIS CORPORATION</b>							
044500	08/17/2016	C3511700018		CONFERENCE REIMB	10-2380-580-000-30-010-025-000-0000	311041	3,674.00
<b>Vendor: 177880 - STEVEN KEEN</b>							
044501	08/16/2016	L3509800052	17000142	47090.00	10-1110-610-000-30-010-000-000-0000	310102	10,200.00
<b>Vendor: 181800 - KURTZ BROTHERS</b>							
044502	08/16/2016	L3509800051	17000018	28450.00	10-5800-610-000-00-000-000-000-SUSP	999999	26,900.00
<b>Vendor: 181801 - KURTZ BROTHERS</b>							
044503	08/16/2016	L3509800039	17000211	712353801	10-1110-758-000-30-010-023-000-0000	312125	70.00

\* Denotes Non-Negotiable Transaction

P - Prenote

# - Payable Transaction

d - Direct Deposit

c - Credit Card Payment



# Fund Accounting Check Register

GENERAL FUND - FROM 08/23/2016 TO 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expend Amt
<b>Vendor: 182430 - GDC IT SOLUTIONS</b>								
044504	08/16/2016	L3509800054	17000014	94484427RI	Remit # 3 Check Date: 08/23/2016	10-5800-610-000-00-000-000-SUSP	999999	6,390.00
044504	08/16/2016	L3509800055	17000056	94484428RI	Remit # 1 Check Date: 08/23/2016	10-5800-610-000-00-000-000-SUSP	999999	3,144.10
<b>Vendor: 185621 - LINDENMEYR MUNRO</b>								
044505	08/16/2016	C3509400039		070738	Remit # 1 Check Date: 08/23/2016	10-2590-549-000-00-000-000-0000	310912	430.60
044505	08/16/2016	C3509400040		070738	Remit # 1 Check Date: 08/23/2016	10-2310-549-000-00-000-000-0000	310825	3,574.70
<b>Vendor: 186200 - LOCK HAVEN EXPRESS</b>								
044506	08/16/2016	C3509400044		94352057	Remit # 1 Check Date: 08/23/2016	10-2620-610-000-30-010-000-000-0000	310135	167.00
044506	08/16/2016	L3510200010	17000236	C92227576	Remit # 1 Check Date: 08/23/2016	10-2620-610-000-00-000-000-0000	310939	212.00
044506	08/16/2016	L3510200011	17000262	C94923946	Remit # 1 Check Date: 08/23/2016	10-2620-610-000-30-010-000-000-0000	310135	379.00
044506	08/16/2016	L3510200012	17000262	98873096	Remit # 1 Check Date: 08/23/2016	10-2620-610-000-30-010-000-000-0000	310135	89.04
044506	08/16/2016	L3510200013	17000263	98873116	Remit # 1 Check Date: 08/23/2016	10-2620-610-000-30-020-000-000-0000	310228	786.37
044506	08/16/2016	L3510200014	17000263	C94925606	Remit # 1 Check Date: 08/23/2016	10-2620-610-000-30-020-000-000-0000	310228	215.53
044506	08/16/2016	L3510200015	17000264	98873106	Remit # 1 Check Date: 08/23/2016	10-2620-610-000-10-040-000-000-0000	310424	28.07
044506	08/16/2016	L3510200016	17000264	C94925466	Remit # 1 Check Date: 08/23/2016	10-2620-610-000-10-040-000-000-0000	310424	26.56
044506	08/16/2016	L3510200017	17000265	98873086	Remit # 1 Check Date: 08/23/2016	10-2620-610-000-10-030-000-000-0000	310319	85.16
044506	08/16/2016	L3510200018	17000265	94924076	Remit # 1 Check Date: 08/23/2016	10-2620-610-000-10-030-000-000-0000	310319	41.02
<b>Vendor: 189325 - MSC INDUSTRIAL SUPPLY CO.</b>								
044507	08/16/2016	L3510200001	17000086	IN0563749	Remit # 1 Check Date: 08/23/2016	10-2400-610-000-10-060-000-000-0000	310635	57.82
044507	08/16/2016	L3510200002	17000094	IN0563744	Remit # 1 Check Date: 08/23/2016	10-2400-610-000-10-030-000-000-0000	310342	17.37
044507	08/16/2016	L3510200003	17000136	IN0563689	Remit # 1 Check Date: 08/23/2016	10-2400-610-000-30-020-000-000-0000	310221	21.70
<b>Vendor: 189500 - WILLIAM V MACGILL &amp; CO</b>								
044508	08/16/2016	L3510200004	17000108	92851373001	Remit # 1 Check Date: 08/23/2016	10-1110-610-000-30-020-000-000-0000	310203	1,368.64
<b>Vendor: 189750 - MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC</b>								
044509	08/17/2016	C3511700019		AUGUST 2016	Remit # 1 Check Date: 08/23/2016	10-2700-513-000-00-000-000-0000	310954	327.94
044509	08/17/2016	C3511700020		AUGUST 2016	Remit # 1 Check Date: 08/23/2016	10-5800-626-000-00-000-000-0000	311025	217.10
<b>Vendor: 190800 - MARDEN'S INC.</b>								
044510	08/16/2016	L3510200005	17000137	92823647001	Remit # 1 Check Date: 08/23/2016	10-1200-610-000-30-020-000-000-0000	310295	385.02
044510	08/16/2016	L3510200006	17000097	92748032001	Remit # 1 Check Date: 08/23/2016	10-1110-640-000-10-030-000-000-0000	310305	930.06
044510	08/16/2016	L3510200007	17000239	92912977001	Remit # 1 Check Date: 08/23/2016	10-1200-640-000-00-000-000-0000	311661	2,550.02
044510	08/16/2016	L3510200008	17000099	92869431001	Remit # 1 Check Date: 08/23/2016	10-1110-640-000-10-060-000-000-0000	310605	2,550.02
<b>Vendor: 192851 - THE MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC</b>								
044510	08/16/2016	L3510200008	17000099	92869431001	Remit # 1 Check Date: 08/23/2016	10-1110-640-000-10-060-000-000-0000	310605	91,683.05

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      C - Credit Card Payment  
P - Prenote      d - Direct Deposit

## GENERAL FUND - From 08/23/2016 To 08/23/2016

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code
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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044511	08/16/2016	C3509400041		71003847	10-2620-610-000-10-060-000-0000	310622	87.35
Vendor: 193385 - MCMASTER-CARR SUPPLY COMPANY							
044512	08/16/2016	C3509400042		1654911	10-2620-610-000-30-010-000-0000	310135	87.35
044512	08/16/2016	C3509400043		1657177	10-2620-610-000-30-010-000-0000	310135	233.04
044512	08/17/2016	C3511700021	17000120	1662774	10-2620-610-000-10-030-000-0000	310319	52.05
Vendor: 194200 - MEIER SUPPLY CO., INC							
044513	08/17/2016	C3511700022		INSURANCE RENEWL	10-2620-521-000-00-000-000-0000	310934	163.44
044513	08/17/2016	C3511700023		INSURANCE RENEWL	10-2620-522-000-00-000-000-0000	310935	448.53
044513	08/17/2016	C3511700024		INSURANCE RENEWL	10-2310-523-000-00-000-000-0000	310823	88,941.00
Vendor: 200400 - R R MOTTER AGENCY							
044514	08/16/2016	L3510200009	17000141	92816541	10-1110-640-000-30-010-000-0000	310103	10,606.00
044514	08/17/2016	L3512200013	17000283	94585202	10-1110-640-000-30-010-000-0000	310103	37,583.00
Vendor: 200460 - MPS - ACCOUNTS RECEIVABLE							
044515	08/16/2016	L3510200019	17000076	59029	10-1200-610-000-30-010-000-0000	312102	137,130.00
044515	08/16/2016	L3510200020	17000076	34852	10-1200-610-000-30-010-000-0000	312102	19,436.20
044515	08/16/2016	L3510200021	17000102	37408	10-1110-610-000-30-010-000-0000	310102	1,989.00
044515	08/16/2016	L3510200022	17000102	54030	10-1110-610-000-30-010-000-0000	310102	21,425.20
044515	08/16/2016	L3510200023	17000126	48822	10-1110-610-000-30-010-000-0000	310102	238.77
044515	08/16/2016	L3510200024	17000126	34851	10-1110-610-000-30-010-000-0000	310102	231.34
044515	08/17/2016	L3512200014	17000128	74218	10-1110-610-000-30-010-000-0000	310102	1,720.03
Vendor: 201800 - NASCO							
044516	08/16/2016	L3510200026	17000031	62170	10-5800-610-000-00-000-000-SUSP	999999	27.64
044516	08/16/2016	L3510200027	17000040	62169	10-5800-610-000-00-000-000-SUSP	999999	112.52
044516	08/16/2016	L3510200028	17000045	62168	10-5800-610-000-00-000-000-SUSP	999999	3,267.40
044516	08/16/2016	L3510200029	17000057	62171	10-5800-610-000-00-000-000-SUSP	999999	53.44
044516	08/16/2016	L3510200030	17000067	62166	10-5800-610-000-00-000-000-SUSP	999999	5,651.14
044516	08/17/2016	L3512200015	17000025	62167	10-5800-610-000-00-000-000-SUSP	999999	91.56
044516	08/17/2016	L3512200016	17000019	62165	10-5800-610-000-00-000-000-SUSP	999999	59.22
Vendor: 201961 - NATIONAL ART & SCHOOL SUPPLIES							
044517	08/16/2016	L3510200031	17000176	536161	10-2220-618-000-00-000-023-000-0000	311417	72.53
Vendor: 203945 - NET SUPPORT INC							
044518	08/17/2016	C3512000002		SEPTEMBER 2016	10-5800-213-000-00-000-000-0000	310986	934.45
Vendor: 203975 - NATIONWIDE EMPLOYEE BENEFITS							
044519	08/16/2016	C3509400045		JILL WENRICH	10-2360-580-000-00-000-000-0000	310845	1,305.60

# - Payable Transaction

\* Denotes Non-Negotiable Transaction  
P - Prenote                      d - Direct Deposit

**C - Credit Card Payment**

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044519	08/17/2016	C3511700025		LAURA MILARCH	10-2380-580-000-30-020-000-000-0000	310244	175.00
<b>Vendor: 205700 - NORTHEASTERN EDUCATIONAL INTERMEDIATE</b>							
					Remit # 1 Check Date: 08/23/2016	Check Amount:	
<b>UNIT</b>							
044520	08/17/2016	L3512200017	17000281	678974645-01	10-1110-610-000-10-030-000-000-0000	310304	5.59
044520	08/17/2016	L3512200018	17000281	678974645-01	10-1110-610-000-10-040-000-000-0000	310405	10.50
044520	08/17/2016	L3512200019	17000281	678974645-01	10-1110-610-000-10-060-000-000-0000	310604	5.62
<b>Vendor: 207060 - ORIENTAL TRADING COMPANY, INC</b>							
044521	08/16/2016	L3510200032	17000277	NPM05053816	10-2620-430-000-10-040-000-000-0000	310421	21.71
044521	08/16/2016	L3510200033	17000277	NPM05053816	10-2620-430-000-30-010-000-000-0000	310133	2,375.34
044521	08/16/2016	L3510200034	17000277	NPM05053816	10-2620-430-000-30-020-000-000-0000	310226	4,750.68
<b>Vendor: 207150 - OTIS ELEVATOR COMPANY</b>							
044522	08/16/2016	C3509400048		LYNN ROBINSON	10-2590-810-000-00-000-000-000-0000	310917	2,375.34
044522	08/16/2016	C3509400049		MAUREEN ERLANDSN	10-2590-810-000-00-000-000-000-0000	310917	9,501.36
<b>Vendor: 208900 - PASBO</b>							
044523	08/16/2016	C3509400047		MILEAGE	10-2120-581-000-10-000-000-000-0000	311738M	132.00
<b>Vendor: 208950 - JENNIFER PATTERSON</b>							
044524	08/16/2016	L3510200037	17000208	10783050	10-2150-610-000-10-000-000-000-0000	340205	9.72
<b>Vendor: 209563 - NCS PEARSON, INC</b>							
044525	08/16/2016	C3509400046		00453	10-2380-810-000-30-020-000-000-0000	310247	9.72
<b>Vendor: 210140 - PAMLE</b>							
044526	08/16/2016	C3509400050		15-018	10-2590-810-000-00-000-000-000-0000	310917	1,523.55
<b>Vendor: 210525 - PA ENRGY CONSORTIUM</b>							
044527	08/16/2016	L3510200038	17000009	S1305175.001	10-2620-610-000-00-000-000-000-0000	310939	25.00
<b>Vendor: 210750 - PENNSYLVANIA PAPER &amp; SUPPLY COMPANY</b>							
044528	08/17/2016	C3511700027		91078131-3	10-2620-538-000-00-000-023-000-0000	311765	4,134.54
<b>Vendor: 210800 - PPL CORPORATION</b>							
044529	08/16/2016	C3509400052		75230-67000	10-2620-422-000-10-040-000-000-0000	310418	4,134.54
044529	08/17/2016	C3511700026		83670-61003	10-2700-422-000-00-000-000-000-0000	311365	9,660.07
<b>Vendor: 210800 - PPL ELECTRIC UTILITIES</b>							
044530	08/16/2016	C3509400051		0000692140	10-2620-610-000-00-000-000-000-0000	310939	9,660.07
<b>Vendor: 210850 - PA ONE CALL SYSTEM INC</b>							
044531	08/17/2016	C3512000003		SEPTEMBER 2016	10-5800-214-000-00-000-000-000-0000	311037	4,630.55
<b>Vendor: 210900 - SCHOOL CLAIMS-ASSURANT</b>							
044532	08/16/2016	C3509400053		INV-11034-Q4R0P2	10-2360-580-000-00-000-000-000-0000	310845	22.49

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackirgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expended Amt
<b>Vendor: 210900 - PA SCHOOL BOARDS ASSOCIATION</b>								
044533	08/16/2016	L3510200039	17000035	F9885	Remit # 3 Check Date: 08/23/2016	10-5800-610-000-00-000-000-SUSP	999999	332.00
044533	08/16/2016	L3510200040	17000050	F9886	10-5800-610-000-00-000-000-SUSP		999999	8.74
044533	08/16/2016	L3510200041	17000065	F9887	10-5800-610-000-00-000-000-SUSP		999999	14.54
044533	08/16/2016	L3510200042	17000023	F9888	10-5800-610-000-00-000-000-SUSP		999999	66.00
<b>Vendor: 212300 - PHILLIPS SUPPLY COMPANY</b>								
044534	08/16/2016	C3509400055		1001306584	Remit # 1 Check Date: 08/23/2016	10-2590-532-000-00-000-000-0000	310911	273.00
<b>Vendor: 213000 - PITNEY BOWES INC</b>								
044535	08/16/2016	C3509400054		AUGUST 2016	Remit # 1 Check Date: 08/23/2016	10-2590-532-000-00-000-000-0000	310911	362.28
<b>Vendor: 213000 - PITNEY BOWES</b>								
044536	08/16/2016	L3510200043	17000135	650221-1	Remit # 3 Check Date: 08/23/2016	10-1110-610-000-30-020-000-000-0000	310203	577.95
<b>Vendor: 213050 - PITSCO INC</b>								
044537	08/16/2016	L3510200044	17000271	2920	Remit # 1 Check Date: 08/23/2016	10-1110-610-000-30-010-023-000-0000	312124	2,700.00
044537	08/16/2016	L3510200045	17000271	2920	10-1110-610-000-30-020-023-000-0000	312216		315.65
<b>Vendor: 213825 - PRECISION DATA PRODUCTS</b>								
044538	08/16/2016	C3509400056		026881	Check Date: 08/23/2016	10-2620-610-000-10-060-000-000-0000	310622	315.65
044538	08/16/2016	C3509400057		026880	10-2620-610-000-10-060-000-000-0000	310622		827.87
<b>Vendor: 214300 - PREMIUM TOOL CO INC</b>								
044539	08/16/2016	L3510200035	17000168	26168	Check Date: 08/23/2016	10-1110-640-000-30-010-000-000-0000	310103	827.86
<b>Vendor: 214415 - PEARSON EDUCATION</b>								
044540	08/16/2016	L3510200036	17000111	4024622773	Remit # 3 Check Date: 08/23/2016	10-1110-610-411-10-110-017-000-PRNT	343980-17	1,655.73
<b>Vendor: 214415 - PEARSON EDUCATION</b>								
044541	08/16/2016	L3510200057	17000201	26168	Remit # 4 Check Date: 08/23/2016	10-1110-610-000-10-030-023-000-0000	310388	60.00
044541	08/16/2016	L3510200058	17000201	26168	10-1110-610-000-10-040-023-000-0000	310480		100.00
044541	08/16/2016	L3510200059	17000201	26168	10-1110-610-000-10-060-023-000-0000	310665		160.00
044541	08/16/2016	L3510200060	17000201	26168	10-1110-610-000-30-010-023-000-0000	312124		10,231.42
<b>Vendor: 214480 - PrinterMech</b>								
044542	08/16/2016	L3510200046	17000078	2565315	Check Date: 08/23/2016	10-1200-610-000-30-010-000-000-0000	312102	10,231.42
<b>Vendor: 215100 - PRO ED</b>								
044543	08/16/2016	L3510200047	17000016	S1320783.002	Remit # 1 Check Date: 08/23/2016	10-5800-610-000-00-000-000-SUSP	999999	578.76
044543	08/16/2016	L3510200048	17000029	S1320603.002	10-5800-610-000-00-000-000-SUSP		999999	750.00
044543	08/16/2016	L3510200049	17000034	S1320598.002	10-5800-610-000-00-000-000-SUSP		999999	1,875.00
044543	08/16/2016	L3510200050	17000038	S1320600.002	10-5800-610-000-00-000-000-SUSP		999999	750.00
044543	08/16/2016	L3510200051	17000049	S1320595.004	10-5800-610-000-00-000-000-SUSP		999999	2,180.00

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044543	08/16/2016	L3510200052	17000049	S1320595.002	10-5800-610-000-00-000-000-SUSP	999999	149.73
044543	08/16/2016	L3510200053	17000063	S1320594.004	10-5800-610-000-00-000-000-SUSP	999999	57.96
044543	08/16/2016	L3510200054	17000063	S1320594.002	10-5800-610-000-00-000-000-SUSP	999999	235.20
<b>Vendor: 216376 - PYRAMID SCHOOL PRODUCTS</b>							
044544	08/17/2016	C3511700028		85816	Remit # 1 Check Date: 08/23/2016	Check Amount:	2,596.34
					10-2620-430-000-30-020-000-000-0000	310226	784.50
<b>Vendor: 216500 - QUALITY AIR MECHANICAL, INC.</b>							
044545	08/17/2016	L3512200022	17000280	5682562	Check Date: 08/23/2016	Check Amount:	784.50
044545	08/17/2016	L3512200023	17000280	5682562	10-1110-610-000-10-030-000-000-0000	310304	35.88
044545	08/17/2016	L3512200024	17000280	5682562	10-1110-610-000-10-040-000-000-0000	310405	71.78
					10-1110-610-000-10-060-000-000-0000	310604	35.88
<b>Vendor: 217775 - REALLY GOOD STUFF INC</b>							
044546	08/17/2016	L3510600008	17000109	2351050-R6	Remit # 1 Check Date: 08/23/2016	Check Amount:	143.54
044546	08/17/2016	L3510600009	17000109	2351041-R6	10-1110-610-411-10-110-017-000-PRNT	343980-17	359.00
					10-1110-610-411-10-110-017-000-PRNT	343980-17	359.00
<b>Vendor: 218720 - RESOURCES FOR EDUCATORS</b>							
044547	08/16/2016	L3509800018	17000013	43005568901	Remit # 1 Check Date: 08/23/2016	Check Amount:	718.00
044547	08/16/2016	L3509800019	17000055	43005568801	10-5800-610-000-00-000-000-SUSP	999999	3,137.20
					10-5800-610-000-00-000-000-SUSP	999999	820.38
<b>Vendor: 219800 - CONTRACT PAPER GROUP, INC</b>							
044548	08/17/2016	C3511700029		7610	Remit # 1 Check Date: 08/23/2016	Check Amount:	3,957.58
					10-2620-430-000-30-010-000-000-0000	310133	539.00
<b>Vendor: 221935 - ROWE SPRINKLER SYSTEMS INC</b>							
044549	08/17/2016	L3510600019	17000132	208116673608	Check Date: 08/23/2016	Check Amount:	539.00
					10-1110-610-000-30-020-000-000-0000	310203	933.49
<b>Vendor: 223350 - SCHOOL SPECIALTY</b>							
044550	08/16/2016	L3510200055	17000212	R-50053	Remit # 2 Check Date: 08/23/2016	Check Amount:	933.49
044550	08/16/2016	L3510200056	17000212	R-50053	10-2220-348-000-00-000-023-000-0000	311511	2,486.16
					10-2700-348-000-00-000-000-000-0000	343973	7,500.00
<b>Vendor: 224250 - SCHOOLDUDE.COM, INC.</b>							
044551	08/17/2016	L3510600010	17000079	0586759-IN	Remit # 1 Check Date: 08/23/2016	Check Amount:	9,986.16
					10-1200-610-000-30-010-000-000-0000	312102	307.99
<b>Vendor: 224950 - SCHOOL NURSE SUPPLY INC</b>							
044552	08/17/2016	L3510600011	17000148	INV12037439	Check Date: 08/23/2016	Check Amount:	307.99
					10-1110-610-000-10-040-000-000-0000	310405	337.99
<b>Vendor: 224960 - SCHOOL OUTFITTERS</b>							
044553	08/17/2016	L3510600013	17000032	208116580700	Remit # 1 Check Date: 08/23/2016	Check Amount:	337.99
044553	08/17/2016	L3510600014	17000037	208116580690	10-5800-610-000-00-000-000-SUSP	999999	65.25
044553	08/17/2016	L3510600015	17000041	208116580699	10-5800-610-000-00-000-000-SUSP	999999	49.29
044553	08/17/2016	L3510600016	17000046	208116591988	10-5800-610-000-00-000-000-SUSP	999999	49.29
044553	08/17/2016	L3510600017	17000052	208116580688	10-5800-610-000-00-000-000-SUSP	999999	195.21
044553	08/17/2016	L3510600018	17000064	208116633132	10-5800-610-000-00-000-000-SUSP	999999	421.18
					10-5800-610-000-00-000-000-SUSP	999999	284.10
<b>Vendor: 225101 - SCHOOL SPECIALTY INC.</b>							
					Remit # 1 Check Date: 08/23/2016	Check Amount:	1,064.32

# - Payable Transaction

\* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044554	08/17/2016	L3510600012	17000026	208116591987	10-5800-610-000-00-000-000-SUSP	999999	1,486.51
<b>Vendor: 225101 - SCHOOL SPECIALTY</b>							
044555	08/17/2016	L3510600020	17000010	9772654	Remit # 2 Check Date: 08/23/2016	Check Amount:	1,486.51
					10-1110-610-000-00-000-000-0000	310774	15.00
<b>Vendor: 226000 - SCOTT ELECTRIC</b>							
044556	08/17/2016	L3510600021	17000267	1620805800	Remit # 1 Check Date: 08/23/2016	Check Amount:	15.00
044556	08/17/2016	C3511700032		1621113400	10-2620-610-000-10-040-000-000-0000	310424	250.02
					10-2620-610-000-10-040-000-000-0000	310424	11.31
<b>Vendor: 227500 - SHIFFLER EQUIPMENT SALES INC</b>							
044557	08/16/2016	C3509400058		217121	Remit # 1 Check Date: 08/23/2016	Check Amount:	261.33
044557	08/16/2016	C3509400059		217287	10-2620-610-000-00-000-000-0000	310939	17.72
044557	08/16/2016	C3509400060		217503	10-2620-610-000-00-000-000-0000	310939	41.32
044557	08/16/2016	C3509400061		217749	10-2620-610-000-00-000-000-0000	310939	29.03
044557	08/16/2016	C3509400062		218727	10-2620-610-000-00-000-000-0000	310939	116.05
					10-2620-610-000-10-030-000-000-0000	310319	28.95
<b>Vendor: 228000 - SHORE AUTO PARTS INC</b>							
044558	08/17/2016	L3510600022	17000238	A238979 SI	Remit # 1 Check Date: 08/23/2016	Check Amount:	233.07
					10-1110-610-000-30-010-000-000-0000	310102	143.20
<b>Vendor: 229120 - SINGER EQUIPMENT COMPANY</b>							
044559	08/17/2016	L3510600023	17000177	ARINV-700198	Remit # 1 Check Date: 08/23/2016	Check Amount:	143.20
044559	08/17/2016	L3510600024	17000177	ARINV-700198	10-1110-348-000-10-030-023-000-0000	310386	557.60
044559	08/17/2016	L3510600025	17000177	ARINV-700198	10-1110-348-000-10-040-023-000-0000	310484	1,394.00
044559	08/17/2016	L3510600026	17000177	ARINV-700198	10-1110-348-000-10-060-023-000-0000	310663	557.60
044559	08/17/2016	L3510600027	17000177	ARINV-700198	10-1110-348-000-30-010-023-000-0000	312122	1,672.80
					10-1110-348-000-30-020-023-000-0000	312214	1,394.00
<b>Vendor: 230900 - SOFTMART, INC.</b>							
044560	08/16/2016	L3509800022	17000199	INV0722188	Remit # 1 Check Date: 08/23/2016	Check Amount:	5,576.00
044560	08/16/2016	L3509800023	17000199	INV0722188	10-1110-348-000-10-030-023-000-0000	310386	4,122.97
044560	08/16/2016	L3509800024	17000199	INV0722188	10-1110-348-000-10-040-023-000-0000	310484	8,245.93
044560	08/16/2016	L3509800025	17000199	INV0722188	10-1110-348-000-10-060-023-000-0000	310663	4,122.96
044560	08/16/2016	L3509800026	17000199	INV0722188	10-1110-348-000-30-010-023-000-0000	312122	8,245.93
					10-1110-348-000-30-020-023-000-0000	312214	8,245.93
<b>Vendor: 234780 - EDMONTUM</b>							
044561	08/17/2016	C3511700033		321847	Remit # 1 Check Date: 08/23/2016	Check Amount:	32,983.72
					10-2310-549-000-00-000-000-000-0000	310825	297.60
<b>Vendor: 235050 - SUN-GAZETTE COMPANY</b>							
044562	08/17/2016	C3512400001		16-17 ANNUAL DUE	Remit # 1 Check Date: 08/23/2016	Check Amount:	297.60
					10-2620-810-000-00-000-000-000-0000	311062	20.00
<b>Vendor: 235905 - SVASPM</b>							
044563	08/17/2016	L3510600030	17000075	R1197941	Remit # 1 Check Date: 08/23/2016	Check Amount:	20.00
					10-1200-610-000-30-010-000-000-0000	312102	26.28
<b>Vendor: 235972 - THAT FISH PLACE - THAT PET PLACE</b>							
044564	08/17/2016	L3510600031	17000279	81238	Remit # 1 Check Date: 08/23/2016	Check Amount:	26.28
					10-5800-626-000-00-000-000-000-0000	311025	1,290.00

\* Denotes Non-Negotiable Transaction

P - Prenote

# - Payable Transaction

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expend Amt
<b>Vendor: 236699 - T.I.C. FUELS INC.</b>								
044565	08/17/2016	L3510600029	17000072	86824	10-1110-610-000-30-010-000-000-0000	310102	1,290.00	457.15
<b>Vendor: 237200 - TEACHER'S DISCOVERY</b>								
044566	08/16/2016	C3509400063		UNIFORMS	10-2620-610-000-00-000-000-000-0000	310939	457.15	159.96
<b>Vendor: 239025 - DENNIS THOMPSON</b>								
044567	08/17/2016	L3512200005	17000273	58473829	10-1110-640-000-30-010-000-000-0000	310103	159.96	1,568.88
044567	08/17/2016	L3512200006	17000274	58473832	10-1110-640-000-30-010-000-000-0000	310103	1,135.75	2,704.63
<b>Vendor: 239285 - CENGAGE LEARNING</b>								
044568	08/16/2016	C3509400064		INV66365	10-2120-442-000-30-010-000-000-0000	310766	15.16	15.16
<b>Vendor: 240175 - TOPP COPY PRODUCTS</b>								
044569	08/17/2016	L3510600032	17000138	IR055189	10-1110-610-000-30-020-000-000-0000	310203	15.16	5,292.78
<b>Vendor: 240725 - TRIUMPH LEARNING LLC</b>								
044570	08/17/2016	C3511700037		UNIFORMS	10-2620-610-000-00-000-000-000-0000	310939	5,292.78	109.99
<b>Vendor: 240900 - NATHAN TRUAX</b>								
044571	08/16/2016	C3509400066		27334	10-2620-424-000-00-070-000-000-0000	311911	109.99	69.55
<b>Vendor: 241300 - TULPEHOCKEN WATER</b>								
044572	08/16/2016	C3509400067		0000041YY0316	10-2540-430-000-00-000-000-000-0000	310896	69.55	20.36
<b>Vendor: 242325 - UNITED PARCEL SERVICE</b>								
044573	08/17/2016	C3511700034		570753-5221	10-2620-531-000-10-030-000-000-0000	310317	20.36	311.31
<b>Vendor: 243970 - VERIZON</b>								
044574	08/17/2016	L3512200027	17000226	5223207	10-1110-610-000-30-020-000-000-0000	310203	311.31	490.55
044574	08/17/2016	L3512200028	17000225	5223245	10-1110-610-000-30-010-000-000-0000	310102	3,973.10	4,463.65
<b>Vendor: 244190 - VERNIER SOFTWARE &amp; TECHNOLOGY</b>								
044575	08/16/2016	C3509400068		IN65640	10-2620-610-000-00-070-000-000-0000	311758	37.38	37.38
<b>Vendor: 245300 - C H WALTZ SONS INC</b>								
044576	08/17/2016	L3510600034	17000249	8045779074	10-1110-610-000-30-010-000-000-0000	310102	37.38	74.37
044576	08/17/2016	L3510600035	17000249	8045771597	10-1110-610-000-30-010-000-000-0000	310102	4.34	130.44
044576	08/17/2016	L3510600036	17000249	8045771598	10-1110-610-000-30-010-000-000-0000	310102	796.71	63.71
044576	08/17/2016	L3510600037	17000249	8045754335	10-1110-610-000-30-010-000-000-0000	310102	23.96	72.25
044576	08/17/2016	L3510600038	17000249	8045754336	10-1110-610-000-30-010-000-000-0000	310102	133.02	59.50
044576	08/17/2016	L3510600039	17000249	8045771601	10-1110-610-000-30-010-000-000-0000	310102		
044576	08/17/2016	L3510600040	17000250	8045737623	10-1110-610-000-30-020-000-000-0000	310203		
044576	08/17/2016	L3510600041	17000250	8045771600	10-1110-610-000-30-020-000-000-0000	310203		
044576	08/17/2016	L3512200026	17000249	8045830258	10-1110-610-000-30-010-000-000-0000	310102		

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

GENERAL FUND - FROM 08/23/2016 TO 08/23/2016

# - Payable Transaction

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044576	08/17/2016	L3512200029	17000250	8045830259	10-1110-610-000-30-020-000-000-0000	310203	475.84
Vendor: 246200 - WARDS NATURAL SCIENCE EST. INC					Remit # 1	Check Date: 08/23/2016	Check Amount:
044577	08/16/2016	C3509400069		JERSHOSCH1607	10-2620-610-000-00-000-000-000-0000	310939	1,834.14
044577	08/16/2016	C3509400070		JERSHOSCH1607	10-2620-610-000-30-010-000-000-0000	310135	60.00
044577	08/16/2016	C3509400071		JERSHOSCH1607	10-1380-610-000-30-010-025-000-0000	312978	90.00
Vendor: 247500 - WELD TEC SERVICE & SALES					Check Date: 08/23/2016	Check Amount:	360.00
044578	08/17/2016	L3512800001	17000290	1124	10-2620-430-000-30-020-000-000-0000	310226	510.00
Vendor: 248478 - WHEARY, INC.					Check Date: 08/23/2016	Check Amount:	2,243.00
044579	08/17/2016	L3510600042	17000080	75429	10-1200-640-000-30-010-000-000-0000	312109	2,243.00
Vendor: 249200 - WIESER EDUCATIONAL					Remit # 1	Check Date: 08/23/2016	Check Amount:
044580	08/16/2016	C3509400072		16721	10-2620-610-000-30-020-000-000-0000	310228	1,251.64
044580	08/17/2016	L3510600043	17000158	119969	10-1110-610-000-30-010-000-000-0000	310102	314.00
Vendor: 250400 - WILLIAMSPORT MIRROR & GLASS CO					Check Date: 08/23/2016	Check Amount:	177.48
044581	08/17/2016	L3510600044	17000106	1646111	10-1110-640-000-10-040-000-000-0000	310406	491.48
Vendor: 251115 - WILSON LANGUAGE TRAINING CORPORATION					Remit # 1	Check Date: 08/23/2016	Check Amount:
044582	08/17/2016	L3510600033	17000256	70621	10-1110-610-000-30-020-000-000-0000	310203	16,579.46
Vendor: 251319 - WABASH INSTRUMENT CORPORATION					Remit # 1	Check Date: 08/23/2016	Check Amount:
044583	08/17/2016	C3511700035		NR00018390	10-5800-758-000-00-000-023-000-WNTH	340170	32.61
044583	08/17/2016	C3511700036		NR00018391	10-5800-758-000-00-000-023-000-WNTH	340170	32.61
Vendor: 251350 - WINTRHOP RESOURCES CORPORATION					Remit # 1	Check Date: 08/23/2016	Check Amount:
044584	08/16/2016	C3509400074	17000123	JULY 2016	10-2620-610-000-00-000-000-000-0000	310939	10,683.00
Vendor: 252300 - WOOL'S TRUE VALUE HARDWARE					Check Date: 08/23/2016	Check Amount:	256.80
044585	08/17/2016	L3510600045	17000198	085502074	10-1110-442-000-10-030-000-000-0000	310302	256.80
044585	08/17/2016	L3510600046	17000197	085744948	10-1110-442-000-10-040-000-000-0000	310402	301.11
044585	08/17/2016	L3510600047	17000197	085502071	10-1110-442-000-10-040-000-000-0000	310402	301.11
044585	08/17/2016	L3510600048	17000197	085719574	10-1110-442-000-10-040-000-000-0000	310402	301.11
044585	08/17/2016	L3510600049	17000196	085502078	10-2540-442-000-00-000-000-000-0000	311024	247.24
044585	08/17/2016	L3510600050	17000196	085502069	10-2540-442-000-00-000-000-000-0000	311024	1,682.24
044585	08/17/2016	L3510600051	17000196	085502077	10-2540-442-000-00-000-000-000-0000	311024	445.11
044585	08/17/2016	L3510600052	17000195	085502077	10-2540-442-000-00-000-000-000-0000	311024	1,659.27
044585	08/17/2016	L3510600053	17000195	085502067	10-1110-442-000-30-010-000-000-0000	312110	299.50
044585	08/17/2016	L3510600054	17000194	085502068	10-1110-442-000-30-010-000-000-0000	312110	299.50
044585	08/17/2016	L3510600055	17000193	085502073	10-1110-442-000-10-060-000-000-0000	310602	301.11
044585	08/17/2016	L3510600056	17000193	085502072	10-2540-442-000-00-000-000-000-0000	311024	341.99
044585	08/17/2016	L3510600056	17000193	085502079	10-2540-442-000-00-000-000-000-0000	311024	251.70



# Fund Accounting Check Register

GENERAL FUND - From 08/23/2016 To 08/23/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044585	08/17/2016	L3510600057	17000192	085719573	10-1110-442-000-30-020-000-000-0000	310242	300.79
044585	08/17/2016	L3510600058	17000192	085719575	10-1110-442-000-30-020-000-000-0000	310242	300.79
044585	08/17/2016	L3510600059	17000192	085502070	10-1110-442-000-30-020-000-000-0000	310242	300.79
044585	08/17/2016	C3511700038	17000315	085502075	10-2120-442-000-30-010-000-000-0000	310766	180.01
<b>Vendor: 253200 - XEROX CORPORATION</b>							
044586	08/17/2016	L3512200025	17000005	9019601778	Remit # 1 Check Date: 08/23/2016	Check Amount:	7,513.37
					10-2620-610-000-00-000-000-000-0000	310939	133.50
<b>Vendor: 253301 - VERITIV OPERATING COMPANY</b>							
044587	08/17/2016	L3510600060	17000233	2408818	Remit # 1 Check Date: 08/23/2016	Check Amount:	133.50
044587	08/17/2016	L3510600061	17000233	2408818	10-2490-610-000-10-030-000-000-0000	360401	213.75
044587	08/17/2016	L3510600062	17000233	2408818	10-2490-610-000-10-040-000-000-0000	360402	427.50
					10-2490-610-000-10-060-000-000-0000	360403	213.75
<b>Vendor: 254775 - ZOLL MEDICAL CORPORATION</b>							
044588	08/17/2016	C3511700007		EDAM 5032	Remit # 1 Check Date: 08/23/2016	Check Amount:	855.00
044588	08/17/2016	C3511700008		EDAM 5033	10-2270-240-000-00-000-000-000-0000	310811	1,362.00
					10-2270-240-000-00-000-000-000-0000	310811	1,362.00
<b>Vendor: 401860 - KRISTA CALLAHAN</b>							
044589	08/17/2016	C3511700030		RELI S-1032	Check Date: 08/23/2016	Check Amount:	2,724.00
044589	08/17/2016	C3511700031		HIST S-1490	10-2270-240-000-00-000-000-000-0000	310811	1,880.00
					10-2270-240-000-00-000-000-000-0000	310811	1,880.00
<b>Vendor: 402256 - REBECCA SCHALLER</b>							
044590	08/16/2016	C3509400065		REFUND	Check Date: 08/23/2016	Check Amount:	3,760.00
					10-0409-000-000-00-000-000-000-0000	110409	1,028.42
<b>Vendor: 402584 - RANDY S. FULLMER</b>							
044591	08/17/2016	C3512000001		REFUND	Check Date: 08/23/2016	Check Amount:	1,028.42
					10-0409-000-000-00-000-000-000-0000	110409	249.39
<b>Vendor: 402585 - WADE SHEDDY</b>							
					Check Date: 08/23/2016	Check Amount:	249.39
<b>10-GENERAL FUND</b>							<b>758,880.77</b>
<b>Grand Total Manual Checks :</b>							<b>0.00</b>
<b>Grand Total Regular Checks :</b>							<b>758,880.77</b>
<b>Grand Total Direct Deposits:</b>							<b>0.00</b>
<b>Grand Total Credit Card Payments:</b>							<b>0.00</b>
<b>Grand Total All Checks :</b>							<b>758,880.77</b>

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      c - Credit Card Payment  
P - Prenote      d - Direct Deposit

# Fund Accounting Check Register

GENERAL FUND - From 07/01/2016 To 07/31/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044241	06/30/2016	C3494600001		70-847500-000	10-2620-424-000-10-030-000-000-0000	310315	600.02
044241	06/30/2016	C3494600002		70-847501-000	10-2620-424-000-10-030-000-000-0000	310315	393.63
<b>Vendor: 106480 - APPALACHIAN UTILITIES INC</b>							
044242	06/30/2016	C3494600003		8555	Remit # 1 Check Date: 07/08/2016	Check Amount:	993.65
044242	06/30/2016	C3494600004		8554	10-2620-422-000-10-060-000-000-0000	310616	1,212.05
044242	06/30/2016	C3494600005		1047155	10-2620-422-000-10-060-000-000-0000	310616	59.73
<b>Vendor: 140050 - DIRECT ENERGY BUSINESS</b>							
044243	06/30/2016	C3494600006		054820	Check Date: 07/08/2016	Check Amount:	1,273.17
044243	06/30/2016	C3494600007		054820	10-2620-411-000-00-070-000-000-0000	311303	335.80
044243	06/30/2016	C3494600008		054820	10-2620-411-000-10-030-000-000-0000	310311	234.63
044243	06/30/2016	C3494600009		054820	10-2620-411-000-10-040-000-000-0000	310417	368.16
044243	06/30/2016	C3494600010		054820	10-2620-411-000-10-060-000-000-0000	310638	146.28
044243	06/30/2016	C3494600011		054820	10-2620-411-000-30-020-000-000-0000	310223	443.76
<b>Vendor: 161775 - FRED HAMM INC</b>							
044244	06/30/2016	C3494600020		91500277381606	Check Date: 07/08/2016	Check Amount:	1,110.77
044244	06/30/2016	C3494600021		91500277381606	10-2620-531-000-00-070-000-000-0000	311756	2,639.40
044244	06/30/2016	C3494600022		91500277381606	10-2620-531-000-30-010-000-000-0000	310134	138.48
044244	06/30/2016	C3494600023		91500277381606	10-2620-531-000-30-020-000-000-0000	310227	16.88
<b>Vendor: 189200 - VERIZON BUSINESS SERVICES</b>							
044245	06/30/2016	L3494400001	16000966	11853-1	Remit # 1 Check Date: 07/08/2016	Check Amount:	1.60
<b>Vendor: 195100 - MERGE WORKS</b>							
044246	06/30/2016	C3494600012		9767756335	Check Date: 07/08/2016	Check Amount:	0.41
044246	06/30/2016	C3494600013		9767756335	10-2620-531-000-00-070-000-000-0000	311756	157.37
044246	06/30/2016	C3494600014		9767756335	10-2620-531-000-30-010-000-000-0000	310134	1,731.60
044246	06/30/2016	C3494600015		9767756335	10-2620-531-000-30-020-000-000-0000	310227	1,731.60
044246	06/30/2016	C3494600016		9767756335	10-2620-531-000-10-030-000-000-0000	310317	3,113.21
044246	06/30/2016	C3494600017		9767756335	10-2620-531-000-10-040-000-000-0000	310422	414.08
044246	06/30/2016	C3494600018		9767756335	10-2620-531-000-10-060-000-000-0000	310620	244.30
044246	06/30/2016	C3494600019		9767756335	10-0132-000-000-00-000-029-000-0000	110132A	189.54
<b>Vendor: 243975 - VERIZON WIRELESS</b>							
044247	06/30/2016	L3494400003	16000961	4798570047017856	Remit # 1 Check Date: 07/08/2016	Check Amount:	197.54
<b>Vendor: 244275 - CARDMEMBER SERVICE</b>							
044248	06/30/2016	L3494400002	16000964	628752-JER002	Remit # 4 Check Date: 07/08/2016	Check Amount:	54.76
<b>Vendor: 252791 - WORTHINGTON DIRECT</b>							
					10-1290-610-390-30-000-016-000-0000	340215	4,795.25
					Check Date: 07/08/2016	Check Amount:	148.29
							148.29
							148.29
							2,584.27
							2,584.27

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      c - Credit Card Payment  
P - Prenote      d - Direct Deposit

# Fund Accounting Check Register

GENERAL FUND - From 07/01/2016 To 07/31/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044250	06/30/2016	C3495100001		4798510047017856	10-2220-348-000-00-000-023-000-0000	311511	65.00
044250	06/30/2016	C3495100002		4798510047017856	10-2220-348-000-00-000-023-000-0000	311511	30.74
Vendor: 244275 - CARDMEMBER SERVICE							
044251	06/30/2016	C3495400001		4798510047017856	10-2220-348-000-00-000-023-000-0000	311511	95.74
Vendor: 244275 - CARDMEMBER SERVICE							
044252	06/30/2016	C3498700001		0753839-0	10-2620-621-000-10-030-000-000-0000	310375	2.96
044252	06/30/2016	C3498700002		0753844-0	10-2620-621-000-10-060-000-000-0000	310657	237.93
044252	06/30/2016	C3498700003		0753842-4	10-2620-621-000-00-070-000-000-0000	310962	266.14
044252	06/30/2016	C3498700004		0753841-6	10-2620-621-000-30-010-000-000-0000	312158	220.06
044252	06/30/2016	C3498700005		0753849-9	10-2620-621-000-30-020-000-000-0000	310229	372.73
Vendor: 124560 - CENTRAL PENN GAS							
Check Date: 07/19/2016							380.51
Check Amount:							1,477.37
10-GENERAL FUND							15,899.07
Grand Total Manual Checks :							0.00
Grand Total Regular Checks :							15,899.07
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							15,899.07

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      c - Credit Card Payment  
P - Prenote      d - Direct Deposit

# Fund Accounting Check Register

GENERAL FUND - From 07/01/2016 To 07/31/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
044237	07/01/2016	C3492100002		HRA EMPLOY CONTR	10-5800-211-000-00-000-000-0000	310984	5,250.00
Vendor: 140145 - DISCOVERY BENEFITS, INC.							
044238	07/01/2016	C3492100001		HSA EMPLOY CONTR	10-5800-211-000-00-000-000-0000	310984	5,250.00
Vendor: 175080 - JERSEY SHORE AREA SCHOOL DISTRICT							
044239	07/01/2016	C3492100003		06081603	10-2271-580-000-30-010-025-000-0000	343907C	92,250.00
044239	07/01/2016	C3492100004		06081603	10-2271-580-000-30-010-025-000-0000	343907C	850.00
044239	07/01/2016	C3492100005		06081603	10-2271-580-000-30-010-025-000-0000	343907C	850.00
Vendor: 240255 - TOWSON UNIVERSITY - CPS							
044240	07/05/2016	C3493200001		2190597	10-2620-810-000-00-000-000-0000	311062	500.00
Vendor: 129750 - COMMONWEALTH OF PA DEPT OF ENVIRONMENTAL PROTECT							
044249	07/08/2016	C3494900001		570398-0365	10-2620-531-000-00-070-000-000-0000	311756	2,200.00
044249	07/08/2016	C3494900002		570398-5058	10-2620-531-000-00-070-000-000-0000	311756	300.00
044249	07/08/2016	C3494900003		570398-5560	10-2620-531-000-00-070-000-000-0000	311756	300.00
044249	07/08/2016	C3494900004		570398-5560	10-2620-531-000-30-010-000-000-0000	310134	34.30
044249	07/08/2016	C3494900005		570398-5560	10-2620-531-000-30-020-000-000-0000	310227	787.83
044249	07/08/2016	C3494900006		570398-5560	10-2620-531-000-10-040-000-000-0000	310422	671.78
044249	07/08/2016	C3494900007		570398-5560	10-2620-531-000-10-060-000-000-0000	310620	559.83
044249	07/08/2016	C3494900008		570398-5560	10-2620-531-000-10-030-000-000-0000	310317	447.86
Vendor: 243970 - VERIZON							
044401	07/22/2016	M3501300001		FCORI FEE	10-5800-211-000-00-000-000-0000	310984	335.90
Vendor: 243320 - UNITED STATES TREASURY							
					Remit # 2 Check Date: 07/08/2016	Check Amount:	111.97
					10-5800-211-000-00-000-000-0000	310984	111.97
					Check Date: 07/22/2016	Check Amount:	3,061.44
							1,284.95
							1,284.95

10-GENERAL FUND 104,346.39

Grand Total Manual Checks : 1,284.95  
Grand Total Regular Checks : 103,061.44  
Grand Total Direct Deposits: 0.00  
Grand Total Credit Card Payments: 0.00  
Grand Total All Checks : 104,346.39

# - Payable Transaction P - Prenote \* Denotes Non-Negotiable Transaction  
c - Credit Card Payment d - Direct Deposit

# Fund Accounting Check Register

ACCOUNTS PAYABLE - From 07/01/2016 to 07/31/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
007777	07/01/2016	C3491900001	RAMSEY	HALEY RHINEHART	72-3300-890-000-00-000-0000	372000	1,200.00
007777	07/01/2016	C3491900002		HALEY RHINEHART	74-3300-000-000-00-000-0000	374000	1,000.00
<b>Vendor: 210160 - PA COLLEGE OF TECHNOLOGY</b>							
007778	07/26/2016	C3502400001		NOAH ULMER	Remit # 8 Check Date: 07/01/2016	Check Amount:	2,200.00
					74-3300-000-000-00-000-0000	374000	500.00
<b>Vendor: 116050 - BLOOMSBURG UNIVERSITY</b>							
007779	07/26/2016	C3502400002		JORDAN COLLINS	Remit # 3 Check Date: 07/26/2016	Check Amount:	500.00
					74-3300-000-000-00-000-0000	374000	500.00
007779	07/26/2016	C3502400003		MARISSA BATHURST	74-3300-000-00-000-00-000-0000	374000	500.00
007779	07/26/2016	M3503000001		JORDAN COLLINS	74-3300-000-00-000-00-000-0000	374000	-500.00
007779	07/26/2016	M3503000002		MARISSA BATHURST	74-3300-000-00-000-00-000-0000	374000	-500.00
<b>Vendor: 126770 - CLARION AREA SCHOOL DISTRICT</b>							
007780	07/26/2016	C3502400004		DYNESHA SMITH	Check Date: 07/26/2016	Check Amount:	0.00
					74-3300-000-000-00-000-0000	374000	1,000.00
<b>Vendor: 157950 - GRACE COLLEGE &amp; THEOLOGICAL SEMINARY</b>							
007781	07/26/2016	C3502400005		KIRSTEN SCHLORFF	Check Date: 07/26/2016	Check Amount:	1,000.00
					74-3300-000-000-00-000-0000	374000	500.00
<b>Vendor: 171175 - INDIANA UNIVERSITY OF PA</b>							
007782	07/26/2016	C3502400006		JOLENE HARBACH	Check Date: 07/26/2016	Check Amount:	500.00
					74-3300-000-000-00-000-0000	374000	1,250.00
<b>Vendor: 171200 - INDIANA WESLEYAN UNIVERSITY</b>							
007783	07/26/2016	C3502400007		KLAR ALEXANDER	Check Date: 07/26/2016	Check Amount:	1,250.00
					74-3300-000-000-00-000-0000	374000	1,000.00
<b>Vendor: 184330 - LETOURNEAU UNIVERSITY</b>							
007784	07/26/2016	C3502400008		MADISSEN DAVIS	Check Date: 07/26/2016	Check Amount:	500.00
007784	07/26/2016	C3502400009		VALERIE HIVEY	74-3300-000-000-00-000-0000	374000	500.00
007784	07/26/2016	C3502400010		REBECCA MARSHALL	74-3300-000-000-00-000-0000	374000	1,000.00
007784	07/26/2016	C3502400011		CARLY OBERLE	74-3300-000-000-00-000-0000	374000	500.00
007784	07/26/2016	C3502400012		HOLLY ENDERS	74-3300-000-000-00-000-0000	374000	750.00
007784	07/26/2016	C3502400013		BROOK ROZENBERG	74-3300-000-000-00-000-0000	374000	500.00
007784	07/26/2016	C3502400014		HAILIE WALTERS	74-3300-000-000-00-000-0000	374000	1,000.00
007784	07/26/2016	C3502400015		LOGAN WENTZEL	74-3300-000-000-00-000-0000	374000	1,500.00
<b>Vendor: 186203 - LOCK HAVEN UNIVERSITY</b>							
007785	07/26/2016	C3502400016		DOMINIC LOFFREDO	Check Date: 07/26/2016	Check Amount:	6,250.00
007785	07/26/2016	C3502400017		M PANCZYSHYN	74-3300-000-000-00-000-0000	374000	500.00
007785	07/26/2016	C3502400018		CORINNE BUTTORFF	74-3300-000-000-00-000-0000	374000	500.00
<b>Vendor: 188400 - LYCOMING COLLEGE</b>							
007786	07/26/2016	C3502400019		BROOKE MILLER	Remit # 1 Check Date: 07/26/2016	Check Amount:	1,500.00
007786	07/26/2016	C3502400020		JAMIE BROWN	74-3300-000-000-00-000-0000	374000	1,000.00
007786	07/26/2016	C3502400021		HANNAH RHINEHART	74-3300-000-000-00-000-0000	374000	1,250.00
					74-3300-000-000-00-000-0000	374000	1,000.00

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

ACCOUNTS PAYABLE - From 07/01/2016 To 07/31/2016

factrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Date	Check Amount:	Expend Amt
<b>Vendor: 190566 - MANSFIELD UNIVERSITY</b>									
007787	07/26/2016	C3502400022		EMILY PHILLIPS	74-3300-000-000-000-0000		07/26/2016	3,250.00	3,250.00
<b>Vendor: 210155 - PENNSYLVANIA COLLEGE OF ART &amp; DESIGN</b>									
007788	07/26/2016	C3502400023		CHLOE BIERLY	74-3300-000-000-000-0000		07/26/2016	1,000.00	1,000.00
<b>Vendor: 210160 - PA COLLEGE OF TECHNOLOGY</b>									
007789	07/26/2016	C3502400024		BRADLEY FULLER	Remit # 74-3300-000-000-000-0000		07/26/2016	500.00	500.00
007789	07/26/2016	C3502400025		MICH ALEXANDER	74-3300-000-000-000-0000		07/26/2016	500.00	500.00
<b>Vendor: 210180 - PENN STATE UNIVERSITY</b>									
007790	07/26/2016	C3502400026		ARIANA PAULHAMUS	Remit # 74-3300-000-000-000-0000		07/26/2016	1,000.00	1,000.00
<b>Vendor: 210195 - PENN STATE ALTOONA</b>									
007791	07/26/2016	C3502400027		LOGAN BUBB	74-3300-000-000-000-0000		07/26/2016	1,500.00	1,500.00
<b>Vendor: 210198 - PENN STATE - DUBOIS</b>									
007792	07/26/2016	C3502400029		KATRINA RUCKER	74-3300-000-000-000-0000		07/26/2016	1,000.00	1,000.00
<b>Vendor: 227975 - SHIPPENSBURG UNIVERSITY</b>									
007793	07/26/2016	C3502400028		ISABELLA BUBB	74-3300-000-000-000-0000		07/26/2016	750.00	750.00
<b>Vendor: 232450 - SAINT FRANCIS UNIVERSITY</b>									
007794	07/26/2016	C3502400030		ADAM KIESS	74-3300-000-000-000-0000		07/26/2016	500.00	500.00
<b>Vendor: 242557 - UNIVERSITY OF PITTSBURG AT JOHNSTOWN</b>									
007795	07/26/2016	C3502400031		LEVI LORSON	74-3300-000-000-000-0000		07/26/2016	1,500.00	1,500.00
<b>Vendor: 248250 - WEST VIRGINIA UNIVERSITY</b>									
007796	07/26/2016	C3502400032		NEVINA TRUNZO	Remit # 74-3300-000-000-000-0000		07/26/2016	1,000.00	1,000.00
<b>Vendor: 249380 - WILKES UNIVERSITY</b>									
007797	07/27/2016	C3502600001	RAMSEY	RYAN ANDERSON	72-3300-890-000-000-0000		07/26/2016	500.00	500.00
007797	07/27/2016	C3502600002	RAMSEY	NATHAN BISCHOF	72-3300-890-000-000-0000		07/26/2016	600.00	600.00
<b>Vendor: 116050 - BLOOMSBURG UNIVERSITY</b>									
007798	07/27/2016	C3502600003	RAMSEY	SHELBY WENNER	Remit # 72-3300-890-000-000-0000		07/27/2016	600.00	600.00
<b>Vendor: 119960 - BUCKNELL UNIVERSITY</b>									
007799	07/27/2016	C3502600004	RAMSEY	COLTON POTTER	Remit # 72-3300-890-000-000-0000		07/27/2016	1,200.00	800.00
<b>Vendor: 123750 - CEDARVILLE UNIVERSITY</b>									
007800	07/27/2016	C3502600005	RAMSEY	SARA YORKS	72-3300-890-000-000-0000		07/27/2016	800.00	600.00
007800	07/27/2016	C3502600006	RAMSEY	MARISSA BATHURST	72-3300-890-000-000-0000		07/27/2016	600.00	800.00
007800	07/27/2016	M3502900001	RAMSEY	SARA YORKS	72-3300-890-000-000-0000		07/27/2016	-600.00	-600.00
007800	07/27/2016	M3502900002	RAMSEY	MARISSA BATHURST	72-3300-890-000-000-0000		07/27/2016	-800.00	-800.00
<b>Vendor: 126770 - CLARION AREA SCHOOL DISTRICT</b>									
007800	07/27/2016	C3502600005	RAMSEY	SARA YORKS	72-3300-890-000-000-0000		07/27/2016	0.00	0.00

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      c - Credit Card Payment  
P - Prenote      d - Direct Deposit

# Fund Accounting Check Register

ACCOUNTS PAYABLE - From 07/01/2016 To 07/31/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
007801	07/27/2016	C3502600007	RAMSEY	KIRSTEN SCHLORFF	72-3300-890-000-000-000-0000	372000	600.00
007801	07/27/2016	C3502600008	RAMSEY	HIALEY KOCH	72-3300-890-000-000-000-0000	372000	800.00
Vendor: 171175 - INDIANA UNIVERSITY OF PA							
007802	07/27/2016	C3502600009	RAMSEY	COLBY KOCH	72-3300-890-000-000-000-0000	372000	1,400.00
Vendor: 178840 - KEUKA COLLEGE							
007803	07/27/2016	C3502600010	RAMSEY	ALEXIS ORGITANO	72-3300-890-000-000-000-0000	372000	600.00
Vendor: 184801 - LIBERTY UNIVERSITY ONLINE							
007804	07/27/2016	C3502600011	RAMSEY	JORDAN BARTGES	72-3300-890-000-000-000-0000	372000	800.00
007804	07/27/2016	C3502600012	RAMSEY	MADISSEN DAVIS	72-3300-890-000-000-000-0000	372000	600.00
007804	07/27/2016	C3502600013	RAMSEY	REBECCA MARSHALL	72-3300-890-000-000-000-0000	372000	600.00
007804	07/27/2016	C3502600014	RAMSEY	D ROZENBERG	72-3300-890-000-000-000-0000	372000	600.00
007804	07/27/2016	C3502600015	RAMSEY	HOLLY ENDERS	72-3300-890-000-000-000-0000	372000	600.00
007804	07/27/2016	C3502600016	RAMSEY	BRYCE HILLYARD	72-3300-890-000-000-000-0000	372000	600.00
007804	07/27/2016	C3502600017	RAMSEY	ERIC HULING	72-3300-890-000-000-000-0000	372000	600.00
007804	07/27/2016	C3502600018	RAMSEY	BROOK ROZENBERG	72-3300-890-000-000-000-0000	372000	600.00
007804	07/27/2016	C3502600019	RAMSEY	ALISON SCHLORFF	72-3300-890-000-000-000-0000	372000	600.00
007804	07/27/2016	C3502600020	RAMSEY	JORDAN RUSSELL	72-3300-890-000-000-000-0000	372000	600.00
007804	07/27/2016	C3502600021	RAMSEY	JESSICA ALLEN	72-3300-890-000-000-000-0000	372000	800.00
007804	07/27/2016	C3502600022	RAMSEY	TAYLOR KIRKENDAL	72-3300-890-000-000-000-0000	372000	800.00
007804	07/27/2016	C3502600023	RAMSEY	HAILIE WALTERS	72-3300-890-000-000-000-0000	372000	800.00
Vendor: 186203 - LOCK HAVEN UNIVERSITY							
007805	07/27/2016	C3502600024	RAMSEY	KATELYN WASSON	72-3300-890-000-000-000-0000	372000	8,400.00
007805	07/27/2016	C3502600025	RAMSEY	MICH PANCZYSHYN	72-3300-890-000-000-000-0000	372000	600.00
007805	07/27/2016	C3502600026	RAMSEY	CORINNE BUTTORFF	72-3300-890-000-000-000-0000	372000	600.00
Vendor: 188400 - LYCOMING COLLEGE							
007806	07/27/2016	C3502600027	RAMSEY	JAMIE BROWN	72-3300-890-000-000-000-0000	372000	800.00
007806	07/27/2016	C3502600028	RAMSEY	HANNAH RHINEHART	72-3300-890-000-000-000-0000	372000	2,000.00
Vendor: 190566 - MANSFIELD UNIVERSITY							
007807	07/27/2016	C3502600029	RAMSEY	REBECCA BARROWS	72-3300-890-000-000-000-0000	372000	600.00
Vendor: 195400 - MESSIAH COLLEGE							
007808	07/27/2016	C3502600030	RAMSEY	EMILY PHILLIPS	72-3300-890-000-000-000-0000	372000	600.00
Vendor: 210155 - PENNSYLVANIA COLLEGE OF ART & DESIGN							
007809	07/27/2016	C3502600031	RAMSEY	JOSEPH LUSK	72-3300-890-000-000-000-0000	372000	800.00
007809	07/27/2016	C3502600032	RAMSEY	SETH DANGLE	72-3300-890-000-000-000-0000	372000	800.00

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ACCOUNTS PAYABLE - From 07/01/2016 To 07/31/2016

factrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
007809	07/27/2016	C3502600033	RAMSEY	RYAN HULING	72-3300-890-000-00-000-0000	372000	600.00
007809	07/27/2016	C3502600034	RAMSEY	RACHEL SMITH	72-3300-890-000-00-000-0000	372000	600.00
<b>Vendor: 210160 - PA COLLEGE OF TECHNOLOGY</b>							
007810	07/27/2016	C3502600035	RAMSEY	COURTNEY BREON	Remit # 7 Check Date: 07/27/2016	Check Amount:	2,800.00
007810	07/27/2016	C3502600036	RAMSEY	MACKENZIE STOCUM	72-3300-890-000-00-000-0000	372000	600.00
007810	07/27/2016	C3502600037	RAMSEY	MICHALA ALEXANDR	72-3300-890-000-00-000-0000	372000	600.00
007810	07/27/2016	C3502600038	RAMSEY	MADALYN CHARNAGO	72-3300-890-000-00-000-0000	372000	600.00
007810	07/27/2016	C3502600039	RAMSEY	LOGAN ROGERS	72-3300-890-000-00-000-0000	372000	800.00
007810	07/27/2016	C3502600040	RAMSEY	BENJAMIN THOMAS	72-3300-890-000-00-000-0000	372000	800.00
<b>Vendor: 210180 - PENN STATE UNIVERSITY</b>							
007811	07/27/2016	C3502600041	RAMSEY	JESSICA WILLITS	Remit # 2 Check Date: 07/27/2016	Check Amount:	4,200.00
<b>Vendor: 210195 - PENN STATE ALTOONA</b>							
007812	07/27/2016	C3502600042	RAMSEY	LOGAN BUBB	72-3300-890-000-00-000-0000	372000	800.00
<b>Vendor: 210198 - PENN STATE - DUBOIS</b>							
007813	07/27/2016	C3502600043	RAMSEY	KYLE HALTENHOFF	72-3300-890-000-00-000-0000	372000	800.00
<b>Vendor: 220657 - ROCHESTER INSTITUTE OF TECHNOLOGY</b>							
007814	07/27/2016	C3502600045	RAMSEY	KATRINA RUCKER	72-3300-890-000-00-000-0000	372000	600.00
<b>Vendor: 227975 - SHIPPENSBURG UNIVERSITY</b>							
007815	07/27/2016	C3502600044	RAMSEY	ISABELLA BUBB	72-3300-890-000-00-000-0000	372000	600.00
<b>Vendor: 232450 - SAINT FRANCIS UNIVERSITY</b>							
007816	07/27/2016	C3502600046	RAMSEY	BRENNAN EISWERTH	72-3300-890-000-00-000-0000	372000	600.00
<b>Vendor: 242527 - UNIVERSITY OF NOTRE DAME</b>							
007817	07/27/2016	C3502600047	RAMSEY	LEIGH EISENHauer	72-3300-890-000-00-000-0000	372000	600.00
<b>Vendor: 242545 - UNIVERSITY OF PENNSYLVANIA</b>							
007818	07/27/2016	C3502600048	RAMSEY	COLETON EISWERTH	72-3300-890-000-00-000-0000	372000	600.00
<b>Vendor: 248250 - WEST VIRGINIA UNIVERSITY</b>							
007819	07/27/2016	C3502600049	RAMSEY	VICTORIA BARROWS	Remit # 1 Check Date: 07/27/2016	Check Amount:	800.00
<b>Vendor: 248479 - WHEATON COLLEGE</b>							
007820	07/27/2016	C3502600050	RAMSEY	NEVINA TRUNZO	72-3300-890-000-00-000-0000	372000	600.00
<b>Vendor: 249380 - WILKES UNIVERSITY</b>							
007821	07/27/2016	C3503100001	RAMSEY	SARA YORKS	72-3300-890-000-00-000-0000	372000	600.00
007821	07/27/2016	C3503100002	RAMSEY	MARISSA BATHURST	72-3300-890-000-00-000-0000	372000	800.00
<b>Vendor: 126775 - CLARION UNIVERSITY</b>							
007822	07/26/2016	C3503400001		JORDAN COLLINS	Remit # 1 Check Date: 07/27/2016	Check Amount:	1,400.00
					74-3300-000-000-00-000-0000	374000	500.00

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ACCOUNTS PAYABLE - From 07/01/2016 To 07/31/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expended Amt
007822	07/26/2016	C3503400002		MARISSA BATHURST	74-3300-000-000-000-000-0000	374000		500.00
Vendor: 126775 - CLARION UNIVERSITY					Remit # 1	Check Date: 07/26/2016	Check Amount:	1,000.00
					72-RAMSEY EXPEND TRUST		34,800.00	
					74-Sechrst Schlrsrshp Fund		26,500.00	
					Grand Total Manual Checks :		-2,400.00	
					Grand Total Regular Checks :		63,700.00	
					Grand Total Direct Deposits:		0.00	
					Grand Total Credit Card Payments:		0.00	
					Grand Total All Checks :		61,300.00	

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      c - Credit Card Payment

P - Prenote      d - Direct Deposit

# Fund Accounting Check Register

ATHLETIC FUND - From 07/01/2016 To 07/31/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
011642	07/01/2016	C3491600001		20163046	29-3250-810-009-00-000-000-000-0000	329056	600.00
Vendor: 171900 - IMPACT APPLICATIONS INC					Check Date: 07/01/2016	Check Amount:	600.00
					29-ATHLETIC FUND		600.00
					Grand Total Manual Checks :		0.00
					Grand Total Regular Checks :		600.00
					Grand Total Direct Deposits:		0.00
					Grand Total Credit Card Payments:		0.00
					Grand Total All Checks :		600.00

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      c - Credit Card Payment  
P - Prenote      d - Direct Deposit

# Fund Accounting Check Register

PAYROLL FUND - From 07/01/2016 To 07/31/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
057692	07/06/2016	C3493400001			78-0479-000-00-000-000-023-0000	178479CD	438.53
Vendor:	101250	- AFSCME COUNCIL 13			Remit # 1 Check Date: 07/06/2016	Check Amount:	438.53
057693	07/06/2016	C3493400002			78-0479-000-00-000-000-024-0000	178479AFSC	15.13
Vendor:	101255	- AFSCME COUNCIL 13			Remit # 1 Check Date: 07/06/2016	Check Amount:	15.13
057694	07/06/2016	C3493400003			78-0479-000-00-000-000-036-0000	178479JSEA	4,129.36
Vendor:	174953	- JSAEA, JULIE WAGNER			Check Date: 07/06/2016	Check Amount:	4,129.36
057695	07/06/2016	C3493400004			78-0479-000-00-000-000-072-0000	178479USDE	76.79
Vendor:	242564	- US DEPARTMENT OF EDUCATION			Remit # 1 Check Date: 07/06/2016	Check Amount:	76.79
057696	07/06/2016	C3493400005			78-0479-000-00-000-000-026-0000	178479WTCU	5,931.50
Vendor:	250800	- WMSPT TEACHERS CREDIT UNION			Remit # 1 Check Date: 07/06/2016	Check Amount:	5,931.50
057697	07/19/2016	C3498100001			78-0479-000-00-000-000-023-0000	178479CD	448.25
Vendor:	101250	- AFSCME COUNCIL 13			Remit # 1 Check Date: 07/19/2016	Check Amount:	448.25
057698	07/19/2016	C3498100002			78-0479-000-00-000-000-024-0000	178479AFSC	15.25
Vendor:	101255	- AFSCME COUNCIL 13			Remit # 1 Check Date: 07/19/2016	Check Amount:	15.25
057699	07/19/2016	C3498100003			78-0479-000-00-000-000-007-0000	178479HOMA	28.96
Vendor:	168350	- HORACE MANN LIFE INS CO			Remit # 1 Check Date: 07/19/2016	Check Amount:	28.96
057700	07/19/2016	C3498100004			78-0479-000-00-000-000-057-0000	178479125I	23,375.55
Vendor:	174325	- JSASD GENERAL FUND			Remit # 2 Check Date: 07/19/2016	Check Amount:	23,375.55
057701	07/19/2016	C3498100005			78-0479-000-00-000-000-036-0000	178479JSEA	4,117.86
Vendor:	174953	- JSAEA, JULIE WAGNER			Check Date: 07/19/2016	Check Amount:	4,117.86
057702	07/19/2016	C3498100006			78-0101-000-00-000-031-000-0000	178101C&N	873.10
057702	07/19/2016	C3498100007			78-0101-000-00-000-031-000-0000	178101C&N	5,197.04
Vendor:	175080	- JERSEY SHORE AREA SCHOOL DISTRICT			Check Date: 07/19/2016	Check Amount:	6,070.14
057703	07/19/2016	C3498100008			78-0479-000-00-000-000-042-0000	178479UF	172.00
Vendor:	188950	- LYCOMING UNITED WAY			Remit # 1 Check Date: 07/19/2016	Check Amount:	172.00
057704	07/19/2016	C3498100009			78-0478-000-00-000-000-029-0000	178478LOC	15,719.46
Vendor:	200800	- MUNICIPAL & SCHOOL INCOME TAX			Remit # 1 Check Date: 07/19/2016	Check Amount:	15,719.46
057705	07/19/2016	C3498100010			78-0479-000-00-000-000-072-0000	178479USDE	76.79
Vendor:	242564	- US DEPARTMENT OF EDUCATION			Remit # 1 Check Date: 07/19/2016	Check Amount:	76.79
057706	07/19/2016	C3498100011			78-0479-000-00-000-000-026-0000	178479WTCU	5,931.50
Vendor:	250800	- WMSPT TEACHERS CREDIT UNION			Remit # 1 Check Date: 07/19/2016	Check Amount:	5,931.50
057707	07/25/2016	C3502200004			78-0479-000-00-000-000-030-0000	178479OPT	1,015.80
Vendor:	117310	- CARLENE BOWERS			Remit # 1 Check Date: 07/25/2016	Check Amount:	1,015.80
057708	07/25/2016	C3502200001			78-0479-000-00-000-000-030-0000	178479OPT	1,672.80

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

PAYROLL FUND - From 07/01/2016 To 07/31/2016

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 160175 - HAB-EMS					Check Date: 07/25/2016	Check Amount:	1,672.80
057709	07/25/2016	C3502200002			78-0479-000-00-000-000-030-0000	178479OPT	305.39
057709	07/25/2016	C3502200003			78-0402-000-00-000-402-000-0000	1784022	-6.11
Vendor: 212775 - PINE CREEK TOWNSHIP					Remit # 1	Check Date: 07/25/2016	Check Amount: 299.28
78-PAYROLL FUND							69,534.95
Grand Total Manual Checks :							0.00
Grand Total Regular Checks :							69,534.95
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							69,534.95

# - Payable Transaction      \* Denotes Non-Negotiable Transaction      C - Credit Card Payment

P - Prenote      d - Direct Deposit

## MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING entered this \_\_\_\_\_ day of \_\_\_\_\_, 2016, between the Jersey Shore Area School District (the "District") and the Jersey Shore Area School District Act 93 Group (the "ACT 93 Group").

THE BACKGROUND OF THIS MEMORANDUM OF UNDERSTANDING IS AS FOLLOWS:

WHEREAS, The ACT 93 Group and the District have entered into a compensation plan (the "CP") for the period July 1, 2014 through June 30, 2018; and

WHEREAS, the ACT 93 Group and the District agree to a stipend of \$7700.00 per year to the individual named as CTE Director of the district, Steven Keen, and is not directly attached to the job description of the High School Assistant Principal. This stipend will not be subject to yearly percentage increases, as it is a flat rate which will remain the same through the length of the contract. The stipend will not be added into Mr. Keen's base salary.

WHEREAS, this Memorandum of Understanding will apply during the 16-17 school year through to the end of the current agreement, June, 2018; and

WHEREAS, this Memorandum of Understanding is intended to reflect the agreement between the parties relative to the creation of a CTE Director position; and

NOW THEREFORE, the District and the ACT 93 Group agree to the terms of this MOU. In all other respects, the MEMORANDUM OF UNDERSTANDING will remain unchanged.

IN WITNESS WHEREOF, the parties, intending to be legally bound hereby, affix their signatures below as of the date first written.

---

President, JSASD Board of School Directors

---

President, JSAEA

---

Board Secretary

---

Secretary, JSAEA

## MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING entered this \_\_\_\_\_ day of \_\_\_\_\_, 2016, between the Jersey Shore Area School District (the "District") and the Jersey Shore Area School District Act 93 Group (the "ACT 93 Group").

THE BACKGROUND OF THIS MEMORANDUM OF UNDERSTANDING IS AS FOLLOWS:

WHEREAS, The ACT 93 Group and the District have entered into a compensation plan (the "CP") for the period July 1, 2014 through June 30, 2018; and

WHEREAS, the ACT 93 Group and the District agree to recognize Mr. Jon Jean as the principal of Avis Elementary School with a salary of \$101,663; and

WHEREAS, this Memorandum of Understanding will apply during the 16-17 school year through to the end of the current agreement, June, 2018; and

WHEREAS, this Memorandum of Understanding is intended to reflect the agreement between the parties relative to the creation of a principal position; and

NOW THEREFORE, the District and the ACT 93 Group agree to the terms of this MOU. In all other respects, the MEMORANDUM OF UNDERSTANDING will remain unchanged.

IN WITNESS WHEREOF, the parties, intending to be legally bound hereby, affix their signatures below as of the date first written.

\_\_\_\_\_  
President, JSASD Board of School Directors

\_\_\_\_\_  
President, JSAEA

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Secretary, JSAEA



**The PFM Group**  
Financial & Investment Advisors

One Keystone Plaza  
Suite 300  
North Front & Market Streets  
Harrisburg, PA 17101

717-232-2723  
717-232-8610 (fax)  
www.pfm.com

Adrienne Craig  
Business Manager  
Jersey Shore Area School District  
175 A&P Drive  
Jersey Shore, PA 17740

Dear Adrienne:

The purpose of this letter (this "Engagement Letter") is to confirm our agreement that PFM Financial Advisors LLC ("PFM") will act as financial advisor to the Jersey Shore Area School District (the "Client"). PFM will provide, upon request of the Client, services related to financial planning, budget and strategic advice and planning, policy development and services related to debt issuance, as applicable and set forth in Exhibit A to this Engagement Letter. Most tasks requested by Client will not require all services provided for in Exhibit A and as such the specific scope of services for such task shall be limited to just those services required to complete the task.

PFM is a registered municipal advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. MSRB Rule G-42 requires that municipal advisors make written disclosures to its Clients of all material conflicts of interest and certain legal or disciplinary events. Such disclosures are provided in PFM's Disclosure Statement delivered to Client together with this Engagement Letter.

PFM's services will commence as soon as practicable after the execution of this Engagement Letter by the Client and a request by the Client for such service. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Engagement Letter. Services provided by PFM which are not included in the scope of services set forth in Exhibit A of this Agreement shall be completed as agreed in writing in advance between the Client and the PFM. Upon request of Client, PFM or an affiliate of PFM may agree to additional services to be provided by PFM or an affiliate of PFM, by a separate agreement between the Client and PFM or its respective affiliate.

For the services described in Exhibit A, PFM will be paid a flat fee to be determined for each transaction and as mutually agreed upon between the Client and PFM. In addition to fees for services, PFM may charge for certain out of pocket expenses incurred in connection with its services.

This Engagement Letter shall be effective from August 2, 2016 and shall remain in effect unless canceled in writing by either party upon thirty (30) days written notice to the other party. PFM shall not assign any interest in this Engagement Letter or subcontract any of the work performed under this Engagement Letter without the prior written consent of the Client; provided that upon notice to Client, PFM may assign this Engagement Letter or any interests hereunder to a municipal advisor entity registered with the SEC that directly or indirectly controls, is controlled by, or is under common control with, PFM.

All information, data, reports, and records ("Data") in the possession of the Client or any third party necessary for carrying out any services to be performed under this Engagement Letter shall be furnished to PFM and the Client shall, and shall cause its agent(s) to, cooperate with PFM in its conduct of reasonable due

diligence in performing the services. To the extent Client requests that PFM provide advice with regard to any recommendation made by a third party, Client will provide to PFM written direction to do so as well as any Data it has received from such third party relating to its recommendation. Client acknowledges and agrees that while PFM is relying on the Data in connection with its provision of the services under this Engagement Letter, PFM makes no representation with respect to and shall not be responsible for the accuracy or completeness of such Data.

All notices given under this Engagement Letter will be in writing, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the addresses on the first page of this Engagement Letter.

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Engagement Letter will be the property of the Client. Subject to the preceding exception, upon termination of this Engagement Letter, PFM will deliver to the Client copies of any and all material pertaining to this Engagement Letter.

The following professional employees of PFM will provide the services set forth in this Engagement Letter: Glen Williard, Managing Director; Jamie Doyle, Managing Director; John Frey, Director; Melissa Hughes, Senior Analyst; Brandy McLendon, Managing Associate; Cindy Slomske, Managing Associate; Sonja Geedy, Senior Associate; and Sarah Bates, Associate.

PFM may, from time to time, supplement or otherwise amend team members. The Client has the right to request, for any reason, PFM to replace any member of the advisory staff. Should the Client make such a request, PFM will promptly suggest a substitute for approval by the Client.

PFM will maintain insurance coverage with policy limits not less than as stated in Exhibit B. Except to the extent caused by willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties under this Engagement Letter on the part of PFM or any of its associated persons, neither PFM nor any of its associated persons shall have liability to any person for any act or omission in connection with performance of its services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, any municipal financial product or any other financial product or investment, or for any financial or other damages resulting from Client's election to act or not to act, as the case may be, contrary to or, absent negligence on the part of PFM or any of its associated persons, upon any advice or recommendation provided by PFM to Client.

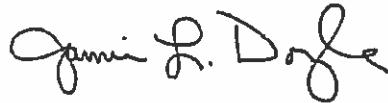
PFM, its employees, officers and representatives at all times will be independent contractors and will not be deemed to be employees, agents, partners, servants and/or joint ventures of Client by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter.

This Engagement Letter represents the entire agreement between Client and PFM and may not be amended or modified except in writing signed by both parties.



Please have an authorized official of the Client sign a copy of this Engagement Letter and return it to us to acknowledge the terms of this engagement.

Sincerely,  
PFM FINANCIAL ADVISORS LLC



Jamie Doyle  
Managing Director

Accepted by:

Jersey Shore Area School District

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**EXHIBIT A**  
**SCOPE OF SERVICES**

Services Related to Debt Transactions (Includes short term financings, notes, loans, letters of credit, line of credit and bonds); provided that if the transaction is competitive, the services of the financial advisor will be modified to reflect that process. Upon the request of the Client:

- Assist the Client in the formulation of Financial and Debt Policies and Administrative Procedures.
- Review current debt structure, identifying strengths and weaknesses of structure so that future debt issues can be designed to maximize ability to finance future capital needs. This will include, but not be limited to, reviewing existing debt for the possibility of refunding that debt to provide the Client with savings.
- Provide special financial services as requested by the Client.
- Analyze financial and economic factors to determine if the issuance of bonds is appropriate.
- Develop a financing plan in concert with Client's staff which would include recommendations as to the timing and number of series of bonds to be issued.
- Attend meetings with Client's staff, consultants and other professionals and the Client.
- Assist the Client in preparing financial presentations for public hearings and/ or referendums.
- Discuss with the Client the method of sale, either as a negotiated sale, private placement or a public sale. In a public sale, make recommendation as to the determination of the best bid. In the event of a negotiated sale, as applicable assist in the solicitation, review and evaluation of any investment banking proposals, and provide advice and information necessary to aid in such selection.
- Advise as to the various financing alternatives available to the Client.
- Develop alternatives related to debt transaction including evaluation of revenues available, maturity schedule and cash flow requirements.
- Evaluate benefits of bond insurance and/or security insurance for debt reserve fund.
- If appropriate, develop credit rating presentation and coordinate with the Client the overall presentation to rating agencies.
- Review underwriter's proposals and submit an analysis of same to the Client.
- Assist the Client in the procurement of other services relating to debt issuance such as printing and paying agent, etc.
- Identify key bond covenant features and advise as to the financial consequences of provisions to be included in bond indentures, resolutions or other governing documents regarding security, creation of reserve funds, flow of funds, redemption provisions, additional parity debt tests, etc.; review and comment on successive drafts of bond governing documents.

- Review the requirements and submit analysis to bond insurers, rating agencies and other professionals as they pertain to the Client's obligation.
- Review the terms, conditions and structure of any proposed debt offering undertaken by the Client and provide suggestions, modifications and enhancements where appropriate and necessary to reflect the constraints or current financial policy and fiscal capability.
- Coordinate with Client's staff and other advisors regarding the furnishing of data for offering documents, it being specifically understood that PFM is not responsible for the inclusion or omission of any material in published offering documents.
- As applicable, advise the Client on the condition of the bond market at the time of sale, including volume, timing considerations, competing offerings, and general economic considerations.
- Assist and advise the Client in negotiations with investment banking groups regarding fees, pricing of the bonds and final terms of any security offering, and make recommendations regarding a proposed offering to obtain the most favorable financial terms based on existing market conditions.
- Assist the Client's legal and financing team for the closing of the transaction.

**EXHIBIT B**  
**INSURANCE**

ACORD

Client#: 203700

PUBLIFINAN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/27/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Conner Strong & Buckelew  
Two Liberty Place  
50 S. 16th Street, Suite 3600  
Philadelphia, PA 19102

## CONTACT NAME:

PHONE (A/C, No, Ext): 877-861-3220

FAX (A/C, No): 856-552-6885

## E-MAIL ADDRESS:

## INSURER(S) AFFORDING COVERAGE

## NAIC #

INSURER A: Great Northern Insurance Compan

20303

INSURER B: Federal Insurance Company

20281

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## INSURED

PFM Financial Advisors LLC  
1735 Market Street  
43rd Floor  
Philadelphia, PA 19103-2770

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOLSUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		35363950	11/30/2015	11/30/2016	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$10,000
						PERSONAL & ADV INJURY \$1,000,000
						GENERAL AGGREGATE \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC					
B	AUTOMOBILE LIABILITY		73248555	11/30/2015	11/30/2016	COMBINED SINGLE LIMIT (Per accident) \$1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
B	UMBRELLA LIAB		79774080	11/30/2015	11/30/2016	EACH OCCURRENCE \$10,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB					AGGREGATE \$10,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		71739979	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$1,000,000
						E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

## EVIDENCE OF COVERAGE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

W. Michael Trapani



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/6/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Crystal & Company  
Crystal IBC LLC  
32 Old Slip  
New York NY 10005

CONTACT NAME: Brian Rozynski  
PHONE (A/C No. Ext): 212-504-1882 FAX (A/C No.): 212-504-1899  
E-MAIL ADDRESS: brian.rozynski@crystalco.com

INSURED  
PUBLFI  
PFM Financial Advisors LLC  
1735 Market Street, 43rd Floor  
Philadelphia PA 19103

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Endurance American Specialty Insura	41718
INSURER B: XL Specialty Insurance Company	37885
INSURER C: Continental Casualty Company	20443
INSURER D: Starr Indemnity & Liability Co	38318
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 590006656

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INFO / WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	OTHER:					
	AUTOMOBILE LIABILITY					
	<input type="checkbox"/> ANY AUTO					
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS					
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					
D	UMBRELLA LIAB	<input type="checkbox"/> OCCUR	SISIXFL21243315	11/30/2015	11/30/2016	EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/> N/A				
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					
	If yes, describe under DESCRIPTION OF OPERATIONS below					
A B C	Professional Liability		FIP10008161700 ELU14187815 596398650	11/30/2015 11/30/2015 11/30/2015	11/30/2016 11/30/2016 11/30/2016	Limit of Liability \$25,000,000 Aggregate Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of coverage only.

Coverage is provided without exclusion for securities transaction.

The Professional Liability Policy is non-cancelable by the Insurer except for non-payment of premium.

## CERTIFICATE HOLDER

PFM Financial Advisors LLC  
1735 Market Street, 43rd Floor  
Philadelphia PA 19103

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Crystal & Company*

**School Resource Officer Memorandum of Understanding/Memorandum of Agreement**

**SCHOOL RESOURCE OFFICER AGREEMENT**

THIS Agreement is made, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, by and between the SCHOOL ENTITY OF JERSEY SHORE AREA SCHOOL DISTRICT (hereinafter "School Entity"), and the TIADAGHTON VALLEY REGIONAL POLICE COMMISSION (hereinafter "Police Commission") as follows:

**WITNESSETH:**

WHEREAS, the Police Commission agrees to provide the School Entity a School Resource Officers Program in the School Entity; and

WHEREAS, the local School Board of Directors is a body politic and corporate pursuant with Pennsylvania Codes, with legal authority to enter into contracts;

WHEREAS, the Police Commission has the capacity to contract and be contracted;

WHEREAS, the Police Commission possesses authority over the Tiadaghton Valley Regional (TVR) Police Department, which has been created as a department and agency of commission by ordinance;

WHEREAS, it is the intent and desire of the Police Commission and School Entity's Board of Directors to provide for the services of a school resource officer as set forth herein; and,

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements as set forth herein below, IT IS HEREBY AGREED by and between the School Entity's Board of Directors and the Police Commission as follows:

**ARTICLE I**

It is the intent and provision of this Agreement to provide for the services of a school resource officer with such services to be rendered at such the local School Board of Directors school sites as more fully described herein below for a term commencing on and expiring one (1) year thereafter on. It is expressly agreed and understood that the local School Board of Directors and Police Commission shall not be bound hereby beyond the foregoing one (1) year term. Provided, however, that this Agreement shall automatically renew for subsequent one (1) year terms upon the failure of furnishing of notice within 30 calendar days of the expiration of any given one (1) year

**ARTICLE II**  
**Rights And Duties Of The TVR Police Enforcement Agency**

The Police Commission shall provide a school resource officer and school resource officer services as follows:

**(A) Training**

The school resource officer shall be a sworn law enforcement officer. Prior to the assignment of a person to serve as school resource officer, the Police Commission shall certify in writing to the Superintendent of the Jersey Shore Area School District that such person has had specialized training to work with youth at a school site. Such training may consist of university course work for potential school resource officer candidates, law enforcement course work addressing working with youth at a school site, professional training in such areas, training and experience in connection with other recognized school/youth law enforcement programs (e.g., D.A.R.E.) or school resource officer training delivered by the National Association of School Resource Officers or an equivalent organization.

**(B) Assignment of School Resource Officer**

(1) The Police Commission shall assign a regularly employed police officer to serve as school resource officer who shall serve the following schools: Avis Elementary School, Jersey Shore Area Elementary School, Salladasburg Elementary School, Jersey Shore Area Middle School, and Jersey Shore Area High School, pursuant to a schedule to be determined in conjunction with the principals of such schools, the Superintendent of the Jersey Shore Area School District, the TVR Police Commission and the Chief of Police of the Law Enforcement Agency, which will allow for regular rendition of services at said schools. In addition, the school resource officer shall perform services on an as needed basis in the School Entity's elementary schools, and the schedule to be devised will allow for such.

(2) The school resource officer shall report directly to the commission, within the TRV Police Department, who, as the school resource officer's supervisor, will work with the school administration of the local School Board of Directors in providing for the rendition of school resource officer services as outlined herein.

**(C) Regular Duty Hours of School Resource Officer**

(1) The school resource officer shall perform a regular workweek of hours with such hours and pay to be based on [duties and pay equivalent to a regular police officer]. It is agreed and understood that pursuant to clause (D) (2) (d) below, the school resource officer will from time to time be expected to attend meetings of parents/ faculty and school functions on request of a principal.

**(D) Duties of School Resource Officer**

**(1) Instructional responsibilities/duties of school resource officer.**

The school resource officer shall work in conjunction with principals of the aforementioned schools and certified instructors to assist in the delivery of instruction in a variety of subject areas, including but not limited to, police and their role in society; laws; juvenile and adult criminal justice systems; career opportunities in law enforcement; drug education; gang resistance education and training; teens, crime and community; conflict resolution; and other classes as permitted by scheduling and as determined to be appropriate by respective principals and school staffs. It is agreed and understood that the school resource officer will perform services on a "guest lecturer" basis consistent with regulations promulgated by the Pennsylvania Board of Education and the Educational Professional Standards



Board and shall do so in conjunction with and under the direction of appropriately certified teaching personnel, or shall provide such services on a co-curricular or extracurricular basis as scheduling permits.

**(2) Additional Duties and Responsibilities of the School Resource Officer**

- (a) The school resource officer shall coordinate his or her instructional activities with principals and staff members so as to allow for the orderly educational process within the respective schools served.
- (b) The school resource officer shall develop expertise in presenting various subjects to the students. Such subjects shall include basic understanding of the laws, the role of the police officer and the police mission.
- (c) The school resource officer shall encourage individual and small group discussions with students based upon material presented in class to further establish rapport with students.
- (d) When requested by the principal, the school resource officer shall attend parent/faculty meetings to solicit support and understanding of the program.
- (e) The school resource officer shall make himself/herself available for conferences with students, parents, and faculty members in order to assist them with problems of law enforcement or of a crime prevention nature.
- (f) The school resource officer shall become familiar with all community agencies, which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc. The school resource officer shall make referrals to such agencies when necessary thereby acting as a resource person to the students, faculty, and staff of the school. The school resource officer shall notify the principal in writing of the referrals.
- (g) The school resource officer shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations that may result from student unrest.
- (h) Should it become necessary to conduct formal police interviews with students, the school resource officer shall adhere to local School Board of Directors Policy, TRV Police Department Policy, Pennsylvania statutes, and other legal requirements with regard to such an interview.
- (i) The school resource officer may, by way of the exercise of his/her discretion as a sworn police officer, take law enforcement action as required. As soon as practical, the school resource officer shall, make the principal of the school aware of such action. At the principal's request, the school resource officer shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the school resource officer may do so under the authority of law. Whenever practical, the school resource officer shall advise the principal before requesting additional police assistance on campus.
- (j) The school resource officer shall give assistance to the law enforcement officers in matters regarding his/her school assignment, whenever necessary.
- (k) The school resource officer shall, whenever possible, participate in and/or attend school functions.

- (l) The school resource officer may be assigned investigations relating to runaways, thefts, or any crime, relating to the students attending schools that the school resource officer serves.
- (m) The school resource officer shall maintain detailed and accurate records of the operation of the School resource officer Program, and shall submit reports of an instructional nature as required by the principal or school staff.
- (n) The school resource officer shall not act as a school disciplinarian, as disciplining students is a school responsibility. It is agreed and understood that the principal and appropriate school staff shall be responsible for investigating and determining, in their discretion, whether a student has violated school and/or board disciplinary codes or standards and the appropriate administrative action to take. However, this shall not be construed to prevent the school resource officer from sharing information with school administration/staff, which may aid in the determination of whether a disciplinary offense occurred. Upon assignment, the school resource officer will be provided with copies of the local School Board of Directors disciplinary policies and codes and the discipline codes of each school. The school resource officer shall become familiar with district/school disciplinary codes and standards, and will meet at least annually with the superintendent and each principal for the purpose of reviewing applicable disciplinary standards.
- (o) The principal, school administration, or staff may advise the school resource officer of incidents or activities possibly giving rise to criminal or juvenile violations and the school resource officer shall then determine whether law enforcement action is appropriate with respect to those activities occurring on school property or at school sponsored functions, which a principal is directed to report to the "appropriate law enforcement agency (assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property)," and those activities which an administrator, teacher, or other school employee is directed to report to the "local police department, or Pennsylvania State Police, (such activities consisting of conduct occurring on school premises or school sponsored events which is believed to constitute a misdemeanor or violation or offense relating to deadly weapons, use, possession, or sale of controlled substances, or a felony offense)," it is agreed and understood that the school resource officer, as an employee of the TVR Police Department, is authorized to receive and appropriately act on any of such foregoing reports and the aforementioned school personnel may satisfy such reporting requirements by advising the school resource officer of activities believed to fall within the foregoing statutory directives.
- (p) The school resource officer is not to be used for regularly assigned lunchroom duties, as hall monitors, or other monitoring duties. If there is a problem in such areas, the school resource officer may assist the school until the problem is resolved.

### **ARTICLE III**

#### **Rights and Duties of the local School Board of Directors**

The local School Board of Directors shall provide the full-time school resource officer the following materials and facilities deemed necessary to the performance of the school resource officer's duties with the High School to be considered the school resource officer's base school and the office facilities as outlined below to be provided at such school:

- (A) Access to an air-conditioned and properly lighted private office which shall contain a telephone which may be used for general business purposes.
- (B) A location for files and records which can be properly locked and secured.
- (C) A desk with drawers, a chair, worktable, filing cabinet, and office supplies.
- (D) Access to a typewriter and/or computer.

### **ARTICLE IV**

#### **Finances for the School Resource Officer program**

For the 2016-2017 school year, the financing of the school resource officer will be as follows:

School Board: \$ 30,000.00

TVR Police Commission - Balance of expenses to include school resource officer's salary, benefits, vehicle, and equipment.

Funding responsibilities for subsequent years will be negotiated between the local School Board of Directors and the Police Commission subject to the right of either to provide notice of termination of this Agreement as set forth in Article I above.

### **ARTICLE V**

#### **Employment status of the School Resource Officer**

The school resource officer shall remain an employee of the TVR Police Department, and shall not be an employee of the local School Board of Directors. The local School Board of Directors and the city acknowledge that the school resource officer shall remain responsive to the chain of command of the TVR Police Department.

### **ARTICLE VI**

#### **Appointment of School Resource Officer**

(A) The appropriate city appointing authority shall assign an officer who is qualified to be a school resource officer. An interview committee composed of the superintendent, principals of the schools described in Article II (B) above, chief of police, an elementary school principal appointed by the superintendent and a member from the local Board of Education will interview any candidate or candidates.

(B) School resource officer applicants must meet the following requirements:

- (1) The applicant must be a volunteer for the position of school resource officer.

- (2) The applicant must be a full-time, certified, and sworn police officer with a minimum of three years law enforcement experience.
- (3) Applicants must have training as outlined in Article II (A), above.

(C) Among additional criteria for consideration by the school resource officer interview committee are job knowledge, experience, training, education, appearance, attitude, communications skill, and bearing.

(D) The names of any applicants receiving a favorable recommendation from the school resource officer interview committee (which recommendation shall follow only upon a majority vote of the interview committee), shall be forwarded to the appropriate city appointing authority, who shall appoint officers from the list of those recommended.

## **ARTICLE VII**

### **Dismissal of School Resource Officer: Replacement**

(A) In the event a principal of a school to which the school resource officer is assigned feels that the school resource officer is not effectively performing his or her duties and responsibilities, the principal shall recommend to the superintendent or designee that the school resource officer assignment be reviewed in the program at the school and shall state the reasons therefore in writing. Within five working days of receiving the recommendation from the principal, the superintendent or his/her designee shall advise the Chief of Police or his/her designee of the principal's request. In the event the superintendent feels the school resource officer is not performing his or her duties effectively, the superintendent shall so advise the Chief. The superintendent and Chief of Police, or their designees, shall meet with the school resource officer to mediate or attempt to resolve any problems which may exist. At such meeting, specified members of the staff of the school to which the school resource officer is assigned may be required to be present. If, within the five working days referenced above, the problem cannot be resolved or mediated or in the event mediation is not sought by the Chief of Police, then the school resource officer shall be removed from the program at the school and a replacement shall be obtained following the process set out in Article VI.

(B) The Chief of Police may dismiss or reassign a school resource officer based upon police department rules, regulations, and/or general orders and when it is in the best interest of the people of TRV Police Commission.

(C) In the event of the resignation, dismissal, or reassignment of a school resource officer, the Chief of Police shall provide a temporary replacement for the school resource officer within thirty 30 calendar days of receiving written notice of such absence, dismissal, resignation, or reassignment. As soon as practicable, the interview committee following the process set out in Article VI shall recommend a permanent replacement for the school resource officer position. Provided however, that any temporary replacement shall have the required training and qualifications as outlined in Article II(A) and Article VI(B), above.

## **ARTICLE VIII**

### **Termination of Agreement**

In addition to termination in writing 30 days prior to expiration of the annual term hereof as provided

in Article I, above, this agreement may be terminated by either party upon 90 days written notice that any party has failed to substantially perform in accordance with the terms and conditions of this agreement. This agreement may also be terminated without cause by either party upon 180 days written notice. Termination of this agreement may only be accomplished as provided herein.

## **ARTICLE IX**

### **Notices**

Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

Superintendent  
Jersey Shore Area School District  
175 A&P Drive  
Jersey Shore, PA 17740

## **ARTICLE X**

### **Good Faith**

The local School Board of Directors, the supervisor/mayor, their agents and employees agree to cooperate in good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiation between the superintendent and the commission, or their designees.

## **ARTICLE XI**

### **Modification**

This document constitutes the full understanding of the parties and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the parties.

## **ARTICLE XII**

### **Non-Assignment**

This agreement, and each and every covenant herein, shall not be capable of assignment, unless the express written consent of the local School Board of Directors and commission is obtained.

## **ARTICLE XIII**

### **Merger**

This agreement constitutes a final written expression of all the terms of this agreement and is a complete and exclusive statement of those terms.

## **ARTICLE XIV**

### **Insurance/Hold Harmless Clause**

It is understood and agreed that during the term of this agreement and any renewal hereof, the municipality/city shall purchase and maintain errors and omissions and general liability insurance at a

minimum of \$ 1,000,000 per policy naming the, school entity and its officers and employees, as additional insured and providing insurance coverage for all acts, omissions, and services performed by the school resource officer as described in this agreement including insurance coverage for claims, suits, damages, fees or expenses (including cost of defense) arising out of any such acts, omissions and services. Further, the municipality/city shall provide written proof of said coverage prior to execution of this Agreement and any time thereafter on request of the local School Board of Directors. The insurance provided by the municipality/city shall be deemed primary coverage relating to the acts of the school resource officer and not excess. Irrespective of said agreement and covenant, the city shall indemnify and hold the local School Board of Directors and any and all of its members, agents, officers, and employees in their respective individual and official capacities harmless from any and all acts, omissions, claims, damages, fees, expenses, and legal actions of any form or description arising from the performance of duties by the school resource officer under this contract.

#### ARTICLE XV

##### Severability

The invalidity or unenforceability of any provisions of this agreement shall not affect the validity or enforceability of any other provision of this agreement.

IN WITNESS WHEREOF, the parties have caused duplicate originals of this agreement to be signed by their duly authorized officers.

TIADAGHTON REGIONAL VALLEY  
POLICE COMMISSION

JERSEY SHORE AREA SCHOOL DISTRICT

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
President, Board of Director

ATTEST:

COMMONWEALTH OF PENNSYLVANIA COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_

TVR POLICE COMMISSION and \_\_\_\_\_ the School Board of Director

President, this day of \_\_\_\_\_, 20\_\_.

## **JOB DESCRIPTION**

### **SCHOOL RESOURCE OFFICER– JOB DESCRIPTION**

#### **Purpose Statement**

The job of school resource officer was established for the purpose/s of providing for the safety and welfare of students while on school grounds; investigating possible illegal student, staff, and/or parent actions; and be a resource and instructor in crime prevention and drug awareness/prevention.

#### **Essential Functions**

- A. Administers first aid for the purpose of providing immediate medical emergency care.
- B. Enforces Federal, State and Local criminal laws and ordinances and to assist school officials with the enforcement of school policies.
- C. Assists in programs of drug awareness and prevention (e.g. drug surveillance, drug detections, drug education programs, for students and parents, drug testing policies for students, and suggesting changes in drug policies) for the purpose of helping students, parents, employees, and the community in the difficult task of fighting drug abuse in our community.
- D. Available to parents, students, and faculty members, for discussing student issues related to a crime or prevention of a crime.
- E. Collaborates with other agencies for the purpose of communicating and/or receiving information regarding situations that may affect safety within the school environment.
- F. Patrols school facilities and nearby areas to provide visibility, maintain security, and deter crime.
- G. Responds to emergency situations for the purpose of addressing immediate safety concerns.
- H. Prepares documentation (e.g. incident and activity reports) for the purpose of providing written support and/or conveying information.
- I. Testifies in court proceedings for the purpose of providing information and documenting of illegal activity.
- J. Protects lives and property of the school district and general public.
- K. Provide school security for school events as requested with approval from the Chief of Police.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

Skills are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions.

Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices administering first aid; and operating equipment used in pertinent software applications when preparing and maintaining accurate records drug interdiction restraining protocol.

Knowledge is required to: perform basic math; understand written procedures; write routine documents; speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- A. Accounting/bookkeeping principles;
- B. Business telephone etiquette;
- C. Safety practices and procedures; and
- D. Pennsylvania laws pertaining to police powers.

Ability is required to: schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment.

Flexibility is required to: work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups, work with data of widely varied types and/or purposes, and utilize a variety of job-related equipment.

Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups maintaining confidentiality setting priorities working as part of a team working with frequent interruptions gaining student and parent contacts.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25 percent sitting, 15 percent walking, and 60 percent standing. The job is performed under some temperature extremes and in a generally hazard free environment.

### **Experience**

Job related experience with increasing levels of responsibility is required.

### **Education**

Targeted job related education that meets organization's prerequisite requirements.

### **Equivalency**



None Specified

**Certificates Required Testing and Licenses**

Graduate from Municipal Police Officer Education and Training Commission's Police Academy

Weapons Qualification

Stun Gun Qualification

CPR/First Aid Certificate

**Continuing Education / Training**

Municipal Police Officers Education and Training Commission's continuing education

College-level courses

**Clearances**

Current clearances as required by the laws of Pennsylvania (24 P.S. § 1-111)

Weapons use

Baton use

Restrain procedures

## **Appendix C – Acceptable Trainings**

National Association of School resource officer's training courses  
([www.naschoolresourceofficer.org](http://www.naschoolresourceofficer.org) ).

Municipal Police Officers Education and Training Commission's training courses  
([www.mpotc.state.pa.us](http://www.mpotc.state.pa.us) ).

National Association of School Safety and Law Enforcement Officials' training courses  
([www.nassleo.org](http://www.nassleo.org) ).

National School Safety Center's training courses ([www.schoolsafety.us](http://www.schoolsafety.us) ).

U.S. Department of Homeland Security training courses ([www.dhs.gov/school-safety](http://www.dhs.gov/school-safety) ).

National School Safety and Security Services training courses ([www.schoolsecurity.org](http://www.schoolsecurity.org) ).

Federal Emergency Management Agency's training courses  
([www.training.fema.gov/EMIWeb/IS/ICSResource/index.htm](http://www.training.fema.gov/EMIWeb/IS/ICSResource/index.htm) ).

Community College, College or University's child/adolescent psychology courses.

Community College, College or University's early childhood courses.

Community College, College or University's criminal justice courses.

Community College, College or University's teacher-related education courses.

Technical Schools' criminal justice courses.

## **Appendix D – Act 70 of 2013**

The General Assembly of the commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Section 1302-A(c)(8) and (11) and (d) of the act of March 10, 1949 (P.L.30, No.14), known as the Public School Code of 1949, amended November 17, 2010 (P.L.996, No.104), are amended and the section is amended by adding subsections to read:

Section 1302-A. Office for Safe Schools.

(c) In addition to the powers and duties set forth under subsection (b), the office is authorized to make targeted grants to school entities to fund programs which address school violence, including:

(8) Comprehensive, district-wide school safety [and], violence prevention, emergency preparedness and all-hazards plans, including revisions or updates to such plans and conducting emergency preparedness drills and related activities with local emergency responders.

(c.1) (1) In addition to the powers and duties set forth under subsections (b) and (c), the office is authorized to make targeted grants to school entities and to municipalities to fund programs which address school violence by establishing or enhancing school security, including costs associated with the training and compensation of school resource officers and school police officers. Municipalities that receive grants under this subsection shall, with the prior consent of the governing board of the school entity or nonpublic school, assign school resource officers to carry out their official duties on the premises of the school entity or nonpublic school.

(2) Municipalities may not receive grant funds under this subsection for any purpose other than for costs associated with school resource officers and are not eligible for other grants provided to school entities under this section. In assigning school resource officers pursuant to this subsection, municipalities shall take into consideration the proportion of students enrolled in each school entity or nonpublic school.

(d) The office shall have the following duties as to targeted grants:

(1) Targeted grants shall be allocated through a competitive grant review process established by the office. School entities must satisfy the requirements of this section and section 1303-A to be eligible for grants. The application for a targeted grant shall include:

- (i) the purpose for which the targeted grant shall be utilized;
- (ii) information indicating need for the targeted grant, including, but not limited to, school violence statistics;
- (iii) an estimated budget;
- (iv) methods for measuring outcomes; and
- (v) any other criteria as the office may require.

(2) The office shall:

- (i) Give priority in grant funding under subsection (c) to a school entity designated as a persistently dangerous school as defined in 22 Pa. Code § 403.2 (relating to definitions).
- (ii) Give priority in grant funding under subsection (c) to school entities with the greatest need to establish safety and order.
- (iii) To the greatest extent possible, ensure that grant funding is geographically dispersed to school entities and municipalities throughout this Commonwealth.
- (iv) For school entities and municipalities that apply for funding for the training and compensation of school resource officers and school police officers under subsection (c.1), give priority to school entities and municipalities that utilize school resource officers or school police officers who have completed additional training recommended by the department relating to interaction with all children and adolescents within a school setting.
- (v) For school entities that apply for funding for school police officers under subsection (c.1), give priority to school entities that utilize school police officers who satisfy all of the following:

- (a) Are retired federal agents or retired state, municipal or military police officers.
- (b) Are independent contractors of the school entity.
- (c) Are compensated on an hourly basis and receive no other compensation or fringe benefits from the school entity.
- (d) Have completed such annual training as shall be required by the municipal police officers' education and training commission pursuant to 53 pa.c.s. ch. 21 subch. D (relating to municipal police education and training).
- (e) Are in satisfaction of the requirements of section 111.
- (f) Have been indemnified by the school entity pursuant to 42 pa.c.s. § 8548 (relating to indemnity).
- (g) Are utilized by a school entity that has not employed a school police officer within the three years immediately preceding the effective date of this clause.

Nothing in this clause shall be construed to impact on grant decisions for school entities and municipalities that apply for funding for hiring of school resource officers pursuant to subsection (c.1).

(3) The office shall provide all targeted grant agreements to the Department of Education's comptroller for review and approval prior to awarding the grant. The school entity or municipality shall provide the office with full and complete access to all records relating to the performance of the grant, and shall submit, at such time and in such form as may be prescribed, truthful and accurate information that the office may require. The office shall conduct a thorough annual evaluation of each program for which a grant under this section is made. The office shall seek repayment of funds if it determines that funds were not utilized for the original stated purpose.

(e) The sum appropriated annually to the Department of Education for the purpose of making targeted grants under this section shall be allocated as follows:

- (1) Forty percent of the sum shall be allocated for grants under subsection (c).
- (2) Sixty percent of the sum shall be allocated for grants under subsection (c.1).

## **Appendix E – Basic Education Circular**

### **Background Checks of Prospective Employees; Conviction of Employees of Certain Offenses**

#### **Act 24 of 2011 Changes to 24 P.S. §1-111**

##### **PURPOSE**

Act 24 of 2011 (Act 24), signed into law on June 30, 2011, significantly amended Section 111 of the Pennsylvania Public School Code, which requires background checks for employees of public and private schools, intermediate units and area vocational-technical schools (AVTS), including independent contractors and their employees. The purpose of this circular is to provide school administrators with guidance concerning the duties imposed on them as the result of these important amendments.

##### **BACKGROUND**

Added to the School Code by Act 34 of 1985, Section 111 for the first time required background checks for prospective employees of public and private schools, intermediate units and AVTS, including independent contractors and their employees, except those employees and independent contractors and their employees who have no direct contact with children.

For ease of reference, unless otherwise specified, this circular refers to all persons who are subject to the provisions of Section 111 as “school employees,” regardless of the person’s actual employment position.

Under the 1985 law, prospective school employees who were residents of Pennsylvania were required to obtain state police background checks and non-resident prospective school employees were required to obtain federal background checks. The 1985 law expressly exempted any school employee who was employed as of the law’s effective date (January 1, 1986) from obtaining state or federal background checks as a condition of continued employment. The law also provided that once a school employee had obtained a background check, the school employee would not be required to obtain a new background check to transfer to another school in the same school district or established and supervised by the same organization. Under the Charter School Law, passed in 1997, 24 P.S. § 17-1724-A, all individuals (which the law states expressly includes volunteers) having direct contact with children must have Section 111 background checks.

Section 111 was substantially amended by Act 114 of 2006 to require state and federal background checks for all prospective school employees. Act 114 also clarified that the definition of employee includes, without limitation, teachers, substitutes, janitors, cafeteria workers, independent contractors and their employees, and bus drivers, unless such persons have no direct contact with children. These amendments also specified that student teacher candidates must have Section 111 background checks before participation in any classroom teaching, internship, clinical or field experience.

The primary responsibility for ensuring that the requirements of Section 111 are met for each school entity falls upon school administrators and those other persons responsible for employment decisions in the school entity. Section 111 requires that the school administrator or other person responsible for employment decisions in a school entity review the background check reports and determine whether

prospective employees, contractors or their employees are barred from positions in which they will have contact with children before hiring the applicant or before contracting. The reports must be kept on file by the school administrator, together with a notation as to who reviewed the report.

Under the previous version of Section 111, in effect before September 28, 2011, no person was to be employed at a public or private school, intermediate unit or AVTS if the criminal background check indicated that he or she had been convicted of a Section 111(e) offense in the five years preceding the criminal history report. Section 111 also specifies that student teacher candidates are not permitted to participate in classroom teaching, internship, clinical or field experience if Section 111 would prohibit their employment as a teacher. Under these provisions, administrators of educator preparation programs are required to review background checks for student teacher candidates to determine whether the student teacher candidates are suitable for field experience.

Section 111 authorizes the Department to determine violators of the section and, following a hearing, assess a civil penalty on a school administrator of up to \$2,500 for any willful violation of Section 111. The Department has previously issued a Basic Education Circular describing the procedures that will be followed by the Department when investigating alleged violations of Section 111. *See Basic Education Circular 24 P.S. § 1-111 Violations of Background Checks.*

The Department's guidance concerning enforcement matters will be separately updated at a later date to reflect the additional requirements of Act 24.

Despite the important safety features of Section 111, before the passage of Act 24, Section 111 contained a number of limitations that restricted the criminal history information that was available to school administrators. Most importantly, because the provisions of Section 111 have previously applied only to prospective school employees and exempted current school employees from coverage, any school employee who has been continuously employed in the same school district since 1986 has not been required to have any background check. Any school employee hired between 1986 and 2007 continuously employed in the same school district has had to have only a state background check, unless he or she was a non-resident.

These exemptions may have been perceived as potentially disparate treatment of current and prospective employees. In addition, since Section 111 requires background checks only at the time of application, and permits background checks to be up to a year old at the time of application, school administrators may not have been sure if a prospective school employee had been arrested or convicted since the date of the background check.

## **ACT 24 REQUIREMENTS**

### **Intent**

The Act 24 amendments to Section 111 are designed to enhance the safety of students. These changes include additions to the list of the most severe offenses contained in subsection (e), for which there is now a lifetime ban on employment; broadened protections to ensure that those convicted of similar offenses under former laws and outside of Pennsylvania are also included; a tiered system for offenses in addition to the lifetime bans included in Section 111(e); and the creation of reporting requirements for current and prospective employees arrested or convicted of Section 111(e) offenses. Importantly, the amendments provide school administrators with the information they need to know as to whether or not employees have been arrested for or convicted of Section 111(e) offenses. Another consequence

of Act 24 is to equalize the treatment of current and prospective employees with respect to disclosure of arrests for or convictions of Section 111(e) offenses.

### **Brief Summary of Key Provisions**

The Section 111 amendments made by Act 24 were effective on September 28, 2011.

Act 24 adds several additional offenses under the Pennsylvania Crimes Code that specifically qualify as Section 111(e) offenses, including such offenses as institutional sexual assault, luring a child into a motor vehicle or structure, and solicitation of minors to traffic drugs.

The amendments also clarify that, in addition to the specifically listed offenses, similar offenses under the laws or former laws of the United States, one of its territories or possessions, another state or the District of Columbia, Puerto Rico, foreign nations or under a former law of Pennsylvania, will also constitute Section 111(e) offenses.

The amendments also increase the period of disqualification for Section 111(e) offenses. The previous version of the law prohibited a school employee from being employed where the school employee's background check showed that the school employee had been convicted of a Section 111(e) offense within five (5) years of the date of the background check. Under Act 24, a person convicted of a Section 111(e) offense is permanently excluded from school employment if he or she has been convicted of a Section 111(e) offense at any time.

The Act 24 amendments include an important mechanism to help ensure that *current* school employees, who may not have been subject to previous background checks, are now required to provide assurances that they have not been previously arrested or convicted of Section 111(e) offense. Accordingly, under Act 24, the Department was required to develop a form to enable current and prospective school employees to report arrests and convictions of Section 111(e) offenses to their school administrator.

The amendments also require that if a school administrator has a *reasonable belief* that an employee was arrested or convicted of a Section 111(e) offense and the employee has not notified the school administrator of such arrest or conviction, the school administrator must require the school employee to submit to new Section 111 background checks at the expense of the employing entity.

Act 24 also deletes an exemption that had previously permitted certain persons under 21 in a job development or job training program to work at schools for up to 90 days without a background check. These persons will now be required to have the pre-employment background checks required by Section 111.

### **INSTRUCTIONS TO SCHOOL ADMINISTRATORS CONCERNING THE ARREST/CONVICTION REPORT AND CERTIFICATION FORM PDE-6004**

#### **Availability of Form to School Administrators**

In accordance with the requirements of Act 24, the Department developed and on September 24, 2011, published in the *Pennsylvania Bulletin* the Arrest/Conviction Report and Certification Form, known as the PDE-6004. The form is available on the Department's website.

#### **Dissemination by School Administrators to School Employees**

School administrators are responsible for disseminating the PDE-6004 to their employees. School administrators are urged to make copies of the PDE-6004 available to their current employees as soon as possible, together with instructions on when the form is due. As provided in Act 24, the PDE-6004 must be completed and submitted by any employee of a public or private school, intermediate unit or AVTS who has been arrested or convicted of a Section 111(e) offense after September 28, 2011, within 72 hours of the arrest or conviction.

In addition, by December 27, 2011, the PDE-6004 must be completed and submitted by all current school employees indicating whether or not they have ever been arrested or convicted of a Section 111(e) offense.

The PDE-6004 must be returned to the school administrator at the address specified when PDE-6004 was provided to the employee. School administrators should also note to school employees that the PDE-6004 should not be submitted by employees directly to the Department. With respect to applicable reporting by year end, the Department urges school administrators to make sure that the form is completed by school employees and is submitted to the school administrator as soon as possible, and in no event later than the statutory deadline of December 27, 2011. Any delay in collecting the forms may delay the identification of persons who should not be allowed to have contact with children.

#### **School Administrator Forms**

School administrators should return their own PDE-6004 to the person or entity that is responsible for hiring them.

#### **Employment Applications**

Although not specifically required by Act 24, the Department strongly recommends that school administrators require prospective school employees to submit the PDE-6004 as part of an employment application.

#### **Independent Contractors/Student Teacher Candidates**

School Administrators are required to have the PDE-6004 completed and returned by independent contractors and their employees, including, without limitation, PIAA-registered sports officials. All PIAA sports' officials, as independent contractors, must complete the PDE-6004 for all PIAA member schools by Tuesday, December 27, 2011.

To assist PIAA-registered sports' officials in this process, the PIAA has developed an interactive PDE-6004 for submission to the PIAA Officials' database and is available by clicking on this link: <http://www.piaa.org/officials>. This form will be saved in the PIAA Officials' database and will be able to be accessed by all PIAA member schools. Higher education administrators are required to have the form completed and returned by student teacher candidates.

#### **Arrests**

The intent of the PDE-6004 is to provide school administrators with information concerning certain past acts of people who have direct contact with children. In that context, the Department takes a broad view of what constitutes an arrest. The established law in Pennsylvania is that an arrest is accomplished by any act of law enforcement personnel that indicates an intention to take a person into custody and subjects the person to the control of the person making the arrest. Accordingly, an "arrest"



does not require, for example, that a person have been to a police station or have been fingerprinted. Whether or not charges have been subsequently withdrawn or an incident shows on the background check also is not determinative of whether or not it was an arrest for purposes of Act 24. It is important to keep in mind that the arrests that must be reported according to PDE-6004 are for Section 111(e) crimes only, crimes such as criminal homicide, kidnapping, among other severe crimes, for which there should usually be little confusion as to whether or not an arrest has actually taken place. The Department recommends that if any school employee has any doubt about whether or not there was an arrest, he/she should err on the side of disclosing the event. It will be the school administrator's responsibility to inquire into the circumstances of the reported event.

#### **Non-Section 111(e) Offenses/Expunged Records**

In accordance with Act 24, the PDE-6004 does not require a school employee to report an arrest or conviction for any offense not specified under Section 111(e). Specifically, the report does not require employees to report arrests or convictions for offenses that are enumerated under Section 111(f.1).

In addition, it is the Department's view that Act 24 and PDE-6004 do not require an employee to disclose an arrest or conviction that has been legally expunged in accordance with applicable law. School administrators and school employees should be cautioned, however, that not all criminal charges are legally capable of being expunged or, if capable of being expunged, have actually been legally expunged. School administrators are advised to consult their solicitor in the event that an employee claims that an arrest or conviction has been expunged.

#### **Refusal to Return Form**

If a school employee refuses to return the PDE-6004, Section 111 requires that the school administrator direct the employee to submit to the state and federal background checks required under Section 111.

School administrators should consider discipline of the employee for failure to submit the PDE-6004, for failure to submit to a required background check, or for failure to report an offense that was required to be reported.

School administrators who willfully fail to ensure that school employees return the PDE-6004 in accordance with Section 111 and fail to order background checks for those refusing to return the PDE-6004 may be subject to the penalties of Section 111 and appropriate educator discipline proceedings.

#### **SCHOOL ADMINISTRATOR REVIEW OF SUBMITTED PDE-6004**

School administrators are required to review PDE-6004 forms submitted and determine if the report discloses any information that requires further action. The PDE-6004 should be kept in the employee's personnel file together with a notation as to the school administrator who reviewed the PDE-6004.

#### **Incomplete, Unclear or Altered Forms.**

If a PDE-6004 submitted by a school employee is incomplete, unclear or altered, the administrator should follow-up with the employee for further information and require the resubmittal of the form if necessary. For example, if the employee has noted a positive response in Section 2 of PDE-6004 (*e.g.*, to report an arrest or conviction) and has failed to indicate whether the positive response was for an arrest or conviction, the administrator should ask the employee to provide this information.

If the school employee fails to comply with resubmittal or clarification instructions, the school administrator should treat the action as a failure to submit the PDE-6004 and require the employee to be subjected to a background check.

### **Reports Indicating a Conviction**

Section 111(e) states that “no person subject to this act shall be employed” in a school where a criminal background report indicates he/she has been convicted of a Section 111(e) offense.

If a PDE-6004 indicates a conviction for a Section 111(e) offense, the administrator should initiate termination proceedings in accordance with local procedure.

### **Reports Indicating an Arrest**

If the PDE-6004 indicates an arrest for a Section 111(e) offense, the school administrator likely would need to inquire further into the facts underlying the arrest. Section 111 does not specifically require the termination of employees for arrests for Section 111(e) offenses.

### **False Reports**

False reports under Section 111 are subject to criminal prosecution. A school administrator who believes that a school employee has falsified the PDE-6004 should report the matter to the district attorney where the school is located and to the Department for consideration of professional discipline.

### **BACKGROUND CHECK FOR REASONABLE BELIEF OF SECTION 111(E) ARREST OR CONVICTION**

If a school administrator has a reasonable belief that any school employee was arrested or convicted of a Section 111(e) offense and the school employee has not notified the school administrator of such arrest or conviction, the school administrator must require the school employee to submit to new Section 111 background checks at the expense of the employing entity. School administrators should consider discipline of any employee who fails to submit to a required background check. School administrators who willfully fail to order background checks for those school employees whom they reasonably believe may have been arrested or convicted of a Section 111(e) offense may be subject to the penalties of Section 111 and/or educator discipline proceedings.

### **REPORTS TO THE DEPARTMENT**

Under Section 9.1 of the Professional Educator Discipline Act (24 P.S. § 2070.9a), the superintendent, assistant superintendent, executive director of an IU, chief administrator of an AVTS, or career and technology center, administrator of a charter school, or their designees, are required to report to the Department all instances of employees reporting an arrest or conviction noted on the PDE-6004 or which is otherwise known to them as the result of background checks or otherwise. The report must be made on a mandatory report form which can be found on the Department’s website. The report form must be filed within 30 days of the receipt of information concerning the arrest or conviction and must include all available information concerning the indictment or conviction.

The completed mandatory report form with supporting documentation should be sent to:  
Pennsylvania Department of Education, Office of Chief Counsel, 333 Market Street, 9th Floor,  
Harrisburg, PA 17126-0333.

**REFERENCES:**

Purdon's Statutes: 24 P.S. § 1-111 and 24 P.S. § 2070.1a *et seq.*  
State Board of Education Regulations: 22 Pa. Code, Chapter 8

**BUREAU/OFFICE CONTACT:**

School Services Office  
Office of Elementary/Secondary Education  
Pennsylvania Department of Education  
333 Market Street, 5th Floor  
Harrisburg, PA 17126-0333  
Phone: 717 783 3750

**Appendix F - School Resource Officer**  
**Background Check**  
**Accuracy Certification Statement**

**Tiadaghton Valley Regional Police Commission**

**Name of individual with authorization to sign on behalf of Commission:**

**School Entity: Jersey Shore Area School District**

**Chief School Administrator: Jill T. Wenrich, Ed.D., Superintendent**

**President, Board of School Directors: David Hines**

**We certify that the selected individual has satisfied the background check requirements of the Pennsylvania School Code (24 P.S. § 1-111).**

<b>Signature of authorized individual from commission</b>	<b>Date</b>

<b>Signature of chief school administrator</b>	<b>Date</b>

<b>Signature of president, board of school directors</b>	<b>Date</b>

**Appendix G – School Resource Officer**  
**Employment Accuracy Certification Statement**

**Tiadaghton Valley Regional Police Commission**

**Name of individual with authorization to sign on behalf of Commission:**

**School Entity: Jersey Shore Area School District**

**Chief School Administrator: Jill T. Wenrich, Ed.D., Superintendent**

**President, Board of School Directors: David Hines**

**We certify that no school resource officer has been employed at this school entity from July 18, 2010 to July 18, 2013.**

**If the school entity has a school resource officer, it has employed one since \_\_\_\_\_.**

<b>Signature of authorized individual from municipality</b>	<b>Date</b>

<b>Signature of chief school administrator</b>	<b>Date</b>

<b>Signature of president, board of school directors</b>	<b>Date</b>

**Appendix H - School Resource Officer**  
**Training on Interaction with Children and Adolescents with in a School Setting**  
**Accuracy Certification Statement**

**Tiadaghton Valley Regional Police Commission**

**Name of individual with authorization to sign on behalf of Commission:**

**School Entity: Jersey Shore Area School District**

**Chief School Administrator: Jill T. Wenrich, Ed.D., Superintendent**

**President, Board of School Directors: David Hines**

**We certify that the individual selected to serve as school resource officer has completed or will complete additional training on interaction with children and adolescents with in a school setting.**

<b>Signature of authorized individual from municipality</b>	<b>Date</b>

<b>Signature of chief school administrator</b>	<b>Date</b>

<b>Signature of president, board of school directors</b>	<b>Date</b>

**Appendix I - School Resource Officer**  
**Second Year Funding**  
**Accuracy Certification Statement**

**Tiadahton Valley Regional Police Commission**

**Name of individual with authorization to sign on behalf of Commission:**

**School Entity: Jersey Shore Area School District**

**Chief School Administrator: Jill T. Wenrich, Ed.D., Superintendent**

**President, Board of School Directors: David Hines**

**We certify that funding of this position will be included in our school year 2016-2017 budget.**

<b>Signature of authorized individual from municipality</b>	<b>Date</b>

<b>Signature of chief school administrator</b>	<b>Date</b>

<b>Signature of president, board of school directors</b>	<b>Date</b>

**Appendix J**  
**Climate Survey Participation**  
**Accuracy Certification Statement**

**Tiadaghton Valley Regional Police Commission**

**Name of individual with authorization to sign on behalf of Commission:**

**School Entity: Jersey Shore Area School District**

**Chief School Administrator: Jill T. Wenrich, Ed.D., Superintendent**

**President, Board of School Directors: David Hines**

**We certify that this school entity will administer designated pre and post climate surveys. We will provide the Pennsylvania Department of Education the results in accordance with PDE's Safe Schools Office's guidance.**

<b>Signature of authorized individual from municipality</b>	<b>Date</b>

<b>Signature of chief school administrator</b>	<b>Date</b>

<b>Signature of president, board of school directors</b>	<b>Date</b>



## **Appendix K – School Resource Officer/School Police Officer Definitions**

### **School Security Programs**

Another very common form of school security staffing is the in-house school security officer and/or district security coordinator or director. The titles of the individuals at the school level tend to vary a great deal from those such as school police officer, school security officer, school safety officer, campus supervisors, security aides, etc. Regardless of their title, many are typically responsible for campus supervision, enforcement of school rules, and related safety tasks.

**"School Police Officer"** means an officer employed by a school entity who has been granted powers under subsection (c)(2), (3) or (4), or any combination thereof. The term does not include a school resource officer under section 778.1 or a school security officer under section 778.2. A number of school districts have their own school police departments. These officers are typically full-time, in-house school officers with police powers who are employed directly by the school district rather than directly by a law enforcement agency outside of the school district.

**"School resource officer"** means a law enforcement officer commissioned by a law enforcement agency whose duty station is in a school. School resource officers are law enforcement officers from local, county or state law enforcement agencies assigned to schools in cooperative agreements with education officials.

**"School Security Officer"** means a noncommissioned officer employed by a school entity or a vendor who is assigned to a school for routine safety and security duties and who has not been granted powers under section 778 (c)(2),(3) or (4). In-house school security personnel, although sometimes commissioned with limited arrest authority depending upon jurisdiction, qualifications, and other issues, typically are civilian, non-police classified school support personnel without full police powers. In many school systems, these officials are the backbone of school operations with respect to providing school safety support services, enhanced campus supervision, assistance with disruptive students, monitoring visitors, coordination with law enforcement officials, and a host of other functions geared toward improving and maintaining school safety.