

Jersey Shore Area School District
Board of Education – Regular Meeting
Minutes of June 26, 2017

A. Opening

1. Call to Order: Mr. Craig Allen, Vice President, called the meeting to order at 7:01 p.m.

2. Roll Call:

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

Others Present: J. David Smith, Esq., Solicitor, Mr. Benjamin Enders, Board Secretary

Members Absent: Mrs. Denise Smith and Mrs. Kelley Wasson

3. Pledge of Allegiance

B. Approvals

1. Minutes:

Motion: A motion was made by Karen Stover and seconded by Merrill Sweitzer to approve the following Minutes as listed on the Agenda:

a. May 8, 2017	Regular Meeting
b. May 10, 2017	Disciplinary Hearing
c. May 22, 2017	Regular Meeting

The vote was a unanimous Yes. Motion carried.

2. Treasurer's Report:

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

a. May 2017 Treasurer's Report	
b. May 2017 Investment Report	(Attachments)

The vote was a unanimous Yes. Motion carried.

3. Approval of Bills:

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

General Fund Computer Checks	693,198.77
General Fund Manual Checks	53,966.38
General Fund Wire Transfers	1,914,004.32
Activity Fund	41,257.90
Food Service	107,257.50

Food Service Wire Transfer	39,639.87
Athletic Fund Checks	37,215.57
Athletic Fund Wire Transfers	31,914.55
Payroll Fund Checks	80,051.24
Payroll Fund Wire Transfers	722,975.39
	\$3,721,481.49

The vote was a unanimous Yes. Motion carried.

C. Presentations

1. President's Report:

- a. An Executive session was held for the Superintendent's 2016-17 evaluation on June 19, 2017. Dr. Wenrich's annual evaluation has been completed and she has achieved a satisfactory score in each of the standards that she was assigned.

2. Communications: None

3. Intermediate Unit Report: None

4. Superintendent's Report:

- a. Lacrosse Presentation - Bethany Shrodo and Mike Duda (presentation rescheduled)
- b. Building Comprehensive Plans - Building Principals

D. Courtesy of the Floor

John Shireman-JS Boro - Commented on Salladasburg Elementary and Avis Elementary .

E. Personnel Items

1. Personnel Items:

Motion: A motion was made by Christopher Fravel and seconded by Merrill Sweitzer to approve the following Personnel items as listed on the agenda:

- a. appointment of Julia Welshans to a part time Food Service position at the Senior High School, at the 2017-2018 part time food service hourly rate, effective August 9, 2017.
- b. appointment of Joshua Bertin, to the position of part time (4 hour per day) custodian at the Middle School, effective June 27, 2017 at an hourly rate of \$11.25.
- c. appointment of William Dorwart, to the position of part time (4 hour per day) custodian at the High School, effective June 27, 2017 at an hourly rate of \$11.25.
- d. appointment of Margaret Scheesley to a substitute Crossing Guard position at the 2017-2018 substitute Crossing Guard hourly rate, effective August 21, 2017.
- e. Matthew Smith as a bus aide with Susquehanna Transit.
- f. Michael Mars as a bus aide with Susquehanna Transit.

- g. acknowledgement that Michelle Schoonover has attained a Master of Science in Education degree with salary increase to be effective for the 2017-2018 school year.
- h. acknowledgement that Aaron Kemnitz has attained a Master of Education degree with salary increase to be effective for the 2017-2018 school year.
- i. acknowledgement that Melissa Williamson has reached Master's+30, salary increase to be effective for the 2017-2018 school year.
- j. acknowledgement that Bradd Williamson has reached Master's+30, salary increase to be effective for the 2017-2018 school year.
- k. appointment of Teri Bauman as the Senior High - School Wide Positive Behavior Leader, at an annual stipend of \$400, effective July 1, 2017.
- l. the following Job Descriptions on second reading: (Attachments)

Accountant
 Accounts Payable Secretary
 Administrative Assistant to Assistant Superintendent and Business Manager
 Administrative Assistant to Superintendent
 Assistant Accountant for Payroll and Human Resources
 Building and Grounds Secretary
 Director of Building and Grounds
 Central Registration Secretary
 Digital and Print Media Specialist
 Director of Pupil Services
 Special Education Secretary
 Director of Technology
 District Attendance Officer
 Network-Computer Technician Specialist
 Technology Secretary
 Transportation-Purchasing Secretary

- m. appointment of Patrick McCormick to Director of Technology, effective July 1, 2017, no change in benefits or salary.
- n. granting tenure to the following Middle School teachers, who have completed the required three (3) years of satisfactory teaching and have been recommended by their Principal, Mrs. Laura Milarch:
 - Vickie Allen
 - Emily Buttorff
 - Krista Callahan
- o. appointment of Michael Schall to the position of Middle School Head Girls Basketball coach at a stipend of \$3,677.40 (90% of \$4086 full stipend), effective June 27, 2017.
- p. appointment of Kenneth Dady as Assistant Superintendent, effective July 1, 2017 at an annual salary of \$114,000.00 and further approving a three year contract with Dr. Dady.
- q. a day without pay for Tammy Wheeler, Nurse Aide, on June 9, 2017.

The vote was a unanimous Yes. Motion carried.

F. Curriculum and Instruction: None

G. Building and Grounds: None

H. Finance

1. Finance Items:

Motion: A motion was made by Merrill Sweitzer and seconded by Mary Thomas to approve Finance items as listed on the agenda:

- a. the IDEA Agreement with BLaST Intermediate Unit #17 for the 2017-2018 school year. In this agreement, BLaST agrees to administer federal Special Education funds in accordance with IDEA regulations and pass through funds to the school district to supplement Special Education services. The estimated IDEA funds for Jersey Shore Area School District for 2017-2018 total \$461,266.15. (Attachment)
- b. authorizing the Business Manager to make any necessary revisions to the General Fund Budget for the fiscal year ended June 30, 2017 at the time the auditors make their final adjustments to the financial records of the District; and further to direct the Business Manager to report said revisions to the Board during the meeting immediately following the completion of the fiscal year audit.
- c. authorizing fund transfers for capital projects and fund commitments for the purposes of medical reserves, PSERs rate stabilization fund and amounts committed for the purposes of balancing the 2016-17 budget provided sufficient funds are available - for the completion of the 2016-17 financial reports with subsequent Board approval of such necessary action at acceptance of the final audited financial statements.
- d. the final PlanCon J audit report for the Jersey Shore Area Elementary Project as prepared by Baker Tilly Virchow Krause LLP. (Attachment)
- e. purchase of group disability income insurance from PSBA via Henry Dunn, Inc at the rate of \$.38 per \$100 for the 2017-2018 school year, (2016-17 rate was \$.38 per \$100).
- f. purchase of group Life Insurance and Accidental Death and Dismemberment Insurance from Sun Life Financial via Henry Dunn, Inc. at the rate of \$.095 per \$1,000 for Life Insurance and \$.02 per \$1,000 for Accidental Death and Dismemberment Insurance for the period July 1, 2017 to June 30, 2020, (the 2016-2017 rate was \$.11 per \$1,000 for Life Insurance and \$.02 per \$1000 for Accidental Death and Dismemberment).
- g. the purchase of a District insurance policy package, which includes general liability, property, automobile, fiber optics, boiler and machinery insurance coverage for a period of July 1, 2017 to June 30, 2018 from PSBA via R.R. Motter Agency at a cost of \$89,714.00, (2106-2017 cost was \$99,547.00).
- h. purchase of workers' compensation insurance policy which includes coverage from July 1, 2017 to June 30, 2018 from BrickStreet Insurance via the R.R. Motter Agency at a cost of \$65,178.00 (2016-2017 cost was 74,803.00).
- i. purchase of school leaders errors and omissions insurance for the period of July 1, 2017 to June 30, 2018 from PSBA via the R.R. Motter Agency at a cost of \$14,102.00, (2016-2017 was \$16,395.00).

- j. purchase of District excess liability insurance for the period of July 1, 2017 to June 30, 2018 from PSBA via the R.R. Motter Agency at a cost of \$9,526.00, (2016-2017 was \$11,761.00).
- k. purchase of privacy and network liability insurance for the period of July 1, 2017 to June 30, 2018 from PSBA via the R.R. Motter Agency at a cost of \$9,993.00 (2016-2017 was \$9,427.00).
- l. a contract with the Central Susquehanna Intermediate Unit to provide the following computer services during the 2017-2018 fiscal year.

Fund Accounting

\$4.03 per student - first 1,200

\$2.02 per student above 1,200

\$7,300 Annual Cost

Payroll

\$4.65 per student - first 2,000

\$2.25 per student above 2,000

\$10,300 Annual Cost

Inventory Assets

\$1.05 per student - first 2,000

\$.53 per student above 2,000

\$2,400 Annual Cost

Personnel

\$1.78 per student - first 2,500

\$.87 per student above 2,500

\$4,300 Annual Cost

Tax Collection

\$1,300 Annual Cost

- m. awarding 2017-2018 Athletic Supplies and Equipment to various vendors in accordance with bid specifications for a total award of \$11,868.89. (Attachment)
- n. awarding 2017-2018 Athletic Trainer Supplies to various vendors in accordance with bid specifications for a total award of \$6,471.53. (Attachment)
- o. awarding 2017-2018 Athletic Ball & Supply Bid Award/CSIU to various vendors in accordance with bid specifications for a total award of \$5,050.20. (Attachment)
- p. awarding 2017-2018 Custodial & Maintenance Supply Bid Award/CSIU to various vendors in accordance with bid specifications for a total award of \$16,659.36. (Attachment)
- q. awarding 2017-2018 Copy Paper Bid Award/CSIU to various vendors in accordance with bid specifications for a total award of \$28,856.51. (Attachment)
- r. awarding 2017-2018 Art Supplies Bid Award/CSIU to various vendors in accordance with bid specifications for a total award of 17,756.24. (Attachment)

- s. awarding 2017-2018 General Supplies Bid Award/CSIU to various vendors in accordance with bid specifications for a total award of \$38,383.16. (Attachment)
- t. awarding 2017-2018 Computer Supplies Bid Award/CSIU to various vendors in accordance with bid specifications for a total award of 149.70. (Attachment)
- u. a four year rental agreement with Winthrop Resources Corporation for iPads at an annual cost of \$141,396.00. (Attachment)

The vote was a unanimous Yes. Motion carried.

I. Miscellaneous

1. Miscellaneous Items:

Motion: A motion was made by David Hines and seconded by Karen Stover to approve the following Miscellaneous items as listed on the agenda:

- a. participation as pilot Elementary Schools in the Heartworks Book Bags program administered through the JSASD Elementary Guidance offices.
- b. the following policies on second reading: (Attachments)
 - Policy 815.1 - Student iPad Responsible Use Policy and Student/Parent/Guardian Policy
 - Policy 815.2 - Student Mobile Digital Device Financial Responsibility
- c. the Child and Adult Care Food Program (Attachment)
- d. that Loren Koch be appointed as Board Treasurer for the 2017-18 fiscal year, Mrs. Koch waived the annual salary of \$500.00.
- e. a Letter of Agreement between Jersey Shore Area School District and The Meadows Psychiatric Center for student educational services for the 2017-2018 school year and the 2018-2019 school year. Termination of this agreement is contingent upon thirty (30) day written notice by either Party. (Attachment)
- f. a contract with PA Treatment and Healing (PATH) for Alternative Education Services for the 2017-2018 school year. (Attachment)
- g. a Letter of Agreement between Jersey Shore Area School District and Beacon Light Behavioral Health System & Beacon Light Adult Residential Services, effective July 1, 2017 to June 30, 2018. (Attachment)
- h. an Inter-Governmental Agreement for shared Special Education Services with BLaST, Intermediate Unit #17 for the 2017-2018 school year to provide services for students. The estimated cost of the contract is \$465,009.77 and will be reconciled on or before November 1, 2018. (Attachment)
- i. McCormick Law Firm as the Jersey Shore Area School District Solicitor for the 2017-18 school year at a cost of \$135 per hour for professional services, \$75 per hour for paralegal services, \$325 per scheduled board meeting plus mileage costs at the IRS rate and reimbursement for all out of pocket costs incurred on behalf of Jersey Shore Area School District.

- j. placement of Big Brother/Big Sister program signs on district property for the purpose of recruiting adults for mentors.
- k. purchase of 7020' of 1" map rail (tack strip) for walls/classrooms at the Middle School for \$9,446.58, to be paid from the Capital Reserve Fund as recommended by the Capital Projects Committee. (Attachment)
- l. the Class of 2019 to organize and hold the 2018 Jersey Shore High School prom at the Tiadaghton Farm, Jersey Shore, PA.
- m. authorizing the Superintendent to approve new hires and conduct other necessary business following the June 29, 2015 meeting with confirmation at the next regularly scheduled Board meeting.
- n. disposal of the old Treasurer's Reading Series books by donation to Book Savers of Ephrata.
- o. the 2017-2018 Letter of Agreement between the Jersey Shore Area School District and the Lycoming-Clinton Joinder Board for School Based Outreach and Student Assistance Services provided to the District by the Joinder Board. (Attachment)

The vote was 5 – Yes 2 - No. Motion carried.

J. Old Business:

Motion: A motion was made by David Hines and seconded by Merrill Sweitzer to request the solicitor to draft a non solicitation paragraph to be added to our ongoing relationships with Penn College or any other contractual incideate.

The vote was a unanimous Yes. Motion carried.

K. Executive Session: An Executive Session was held beginning at 7:47 p.m. for personnel matters after which no business will be conducted.

L. Adjournment

Motion: A motion was made by David Hines and seconded by Merrill Sweitzer to adjourn the June 26, 2017 Regular Board Meeting at 8:29 p.m.

The vote was a unanimous Yes. Motion carried.

Respectfully submitted,

Benjamin J. Enders
Board Secretary

Jersey Shore Area School District
Treasurer's Report - Cash and Cash Equivalents
For the Month Ended May 31, 2017

<u>Bank Accounts</u>	Beginning Balance	Received	Disbursed	Ending Balance
General Fund - FNB	\$ 43,227.60 \$	28.97 \$	106.03 \$	43,150.54
General Fund - PSDLAF	1,253,519.18	826.03	-	1,254,345.21
General Fund - JSSB	93,602.69	534,089.58	541,489.96	86,202.31
Activity/Other Trust Funds - JSSB	3,907.74	31,820.69	33,902.20	1,826.23
Athletics Fund - JSSB	100.11	0.01	0.11	100.01
Food Service Fund - JSSB	3,167.51	26,085.88	27,669.95	1,583.44
Payroll Fund - JSSB	-	-	-	-
Payroll Fund - C & N	790.31	9,112.29	9,105.12	797.48
General Fund - PLGIT Class	1,862,158.05	2,267,060.86	2,521,453.77	1,607,765.14
General Fund - PLGIT Plus/Class	1,505,734.33	-	-	1,505,734.33
Accounts Payable Fund - PLGIT Class	10,117.53	4.71	-	10,122.24
Activity/Other Trust Fund - PLGIT Class	197,077.32	33,989.12	41,257.90	189,808.54
Athletics Fund - PLGIT Class	37,762.34	50,018.59	69,130.12	18,650.81
Capital Reserve Fund - PLGIT Class	1,200,084.81	532.18	284,222.00	916,394.99
Capital Reserve Fund - PLGIT Plus/Class	35,025.06	-	-	35,025.06
Food Service Fund - PLGIT Class	82,592.52	205,681.83	206,817.37	81,456.98
Ramsey Fund - PLGIT Class	53,789.14	14,031.12	-	67,820.26
Payroll Fund - PLGIT Class	315,987.52	1,473,788.40	1,658,055.08	131,720.84
Sechrist Scholarship Fund - PLGIT Class	110,594.12	51.44	-	110,645.56
Totals	\$ 6,809,237.88 \$	4,647,121.70 \$	5,393,209.61 \$	6,063,149.97

PLGIT Class - A money market account; no minimum balance; unlimited check processing
PLGIT/PLUS-Class - a money market account for investments of 30 days or longer; \$50,000 minimum initial deposit; \$5,000 minimum for additional deposits

JERSEY SHORE AREA SCHOOL DISTRICT
TREASURER'S REPORT - INVESTMENTS
FOR THE MONTH ENDED MAY 31, 2017

<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>	<u>Net Interest Earned</u>
PLIGIT	0.60%	5/12/2017	\$992,000.00	\$0.00	\$992,000.00	\$0.00	\$3,913.64
PLGIT	0.72%	6/6/2017	\$992,000.00	\$0.00	\$0.00	\$992,000.00	\$0.00
PLGIT	0.79%	8/31/2017	\$988,000.00	\$0.00	\$0.00	\$988,000.00	\$0.00
PSDLAF	0.80%	10/10/2017	<u>\$500,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$500,000.00</u>	<u>\$0.00</u>
			\$3,472,000.00	\$0.00	\$992,000.00	\$2,480,000.00	\$3,913.64
Total Certificates of Deposit							<u><u>\$2,480,000.00</u></u>

Jersey Shore Area School District
Monthly Wire Transfers
May, 2017

<u>Date</u>	<u>Amount</u>	<u>Reason</u>
Payroll Transfers:		
1-May	70,310.05	Federal Withholding
	48,635.67	FICA Employee Share
	48,635.91	FICA Employer Share
15-May	76,425.22	Federal Withholding
	51,318.46	FICA Employee Share
	51,318.50	FICA Employer Share
30-May	73,098.07	Federal Withholding
	50,607.01	FICA Employee Share
	50,607.20	FICA Employer Share
1-May	3,234.65	Quarterly UC tax
11-May	2,417.50	Flex Spending Withheld
11-May	14,104.00	403B Withheld
25-May	13,435.00	403B Withheld
11-May	901.12	Child Support Withheld
25-May	901.12	Child Support Withheld
19-May	99,434.02	PSERS
3-May	19,559.18	State Tax
17-May	20,617.53	State Tax
31-May	20,324.30	State Tax
11-May	3,160.44	HSA Withheld
25-May	3,180.44	HSA Withheld
26-May	750.00	Employer Contribution - Health Saving Accounts
Total	\$ 722,975.39	

General Transfers:		
12-May	665,362.40	Gross Payroll
	51,318.50	FICA Employer Share
26-May	634,818.80	Gross Payroll
	50,607.20	FICA Employer Share
2-May	435,338.58	Lycoming Health Insurance Consortium
1-May	5,545.95	Delta Dental
19-May	5,674.40	Delta Dental
3-May	6,203.02	Source4Teachers
9-May	14,723.83	Source4Teachers
19-May	19,246.07	Source4Teachers
24-May	25,165.57	Source4Teachers
Total	\$ 1,914,004.32	

Food Service Transfers:		
12-May	19,616.22	Gross Payroll
26-May	20,023.65	Gross Payroll
Total	\$ 39,639.87	

Athletic Transfers:		
12-May	6,388.73	Gross Payroll
26-May	25,525.82	Gross Payroll
Total	\$ 31,914.55	

Fund Accounting Check Register

GENERAL FUND - From 06/27/2017 To 06/27/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
046145	06/20/2017	C3648000004		S7161151.001	10-2620-610-000-30-010-000-000-0000	310135	100.63
Vendor: 100044 - APR SUPPLY CO							
046146	06/21/2017	C3648200001		A016300	Remit # 1 Check Date: 06/27/2017	Check Amount:	100.63
					10-2310-610-000-00-000-000-000-0000	311028	136.00
Vendor: 100900 - ADDIES INC							
046147	06/20/2017	C3648000001		SPRT 623	Remit # 1 Check Date: 06/27/2017	Check Amount:	136.00
046147	06/20/2017	C3648000002		SPRT 601	10-2270-240-000-00-000-000-000-0000	310811	1,449.00
					10-2270-240-000-00-000-000-000-0000	310811	1,449.00
Vendor: 102000 - STEPHEN ALEXANDER							
046148	06/19/2017	L3646400001	17000932	1210	Check Date: 06/27/2017	Check Amount:	2,898.00
					10-2620-430-000-30-010-000-000-0000	310133	700.00
Vendor: 103350 - ALLISON LANDSCAPE & LAWN SERVICE							
046149	06/20/2017	C3648000003		JUNE 2017	Check Date: 06/27/2017	Check Amount:	700.00
					10-1807-899-217-10-000-017-000-ATBB	340056-17	7,078.00
Vendor: 103450 - ALL THINGS BRIGHT & BEAUTIFUL							
046150	06/19/2017	L3646400002	17000920		Check Date: 06/27/2017	Check Amount:	7,078.00
046150	06/19/2017	L3646400003	17000920	4439840065	10-1110-758-150-00-000-017-000-IPAD	340085-17	10,000.00
046150	06/19/2017	L3646400004	17000921	4439840066	10-2220-610-000-00-000-023-000-0000	311788	769.00
046150	06/19/2017	L3646400005	17000921	4439512528	10-1110-758-000-30-010-023-000-0000	312125	44,055.00
046150	06/19/2017	L3646400006	17000903	4438671002	10-1110-758-000-30-010-023-000-0000	312125	7,605.00
046150	06/19/2017	L3646400007	17000919	4439573004	10-1290-758-522-00-000-017-000-0000	340522	14,685.00
046150	06/19/2017	L3646400008	17000915	4438644718	10-1110-610-000-30-010-000-000-0000	310102	5,432.00
046150	06/19/2017	L3646400009	17000919	4439358614	10-2220-610-000-00-000-023-000-0000	311788	447.00
046150	06/19/2017	L3646400010	17000920	4439423648	10-1110-610-000-30-010-000-000-0000	310102	1,192.00
046150	06/19/2017	L3646400011	17000922	4439303541	10-2220-610-000-00-000-023-000-0000	311788	1,859.00
					10-1110-610-000-30-010-000-000-0000	310102	11,175.00
Vendor: 106550 - APPLE COMPUTER INC							
046151	06/20/2017	C3648000005	17000113	39060089	Remit # 1 Check Date: 06/27/2017	Check Amount:	97,219.00
046151	06/20/2017	C3648000006	17000113	1705-209948	10-1110-610-000-10-040-000-000-0000	310405	0.52
046151	06/20/2017	C3648000007	17000113	1706-213504	10-2620-610-000-10-030-000-000-0000	310319	13.28
046151	06/20/2017	C3648000007	17000113	1706-213623	10-2620-610-000-30-020-000-000-0000	310228	15.69
046151	06/20/2017	C3648000076	17000113	1706-214388	10-2620-610-000-30-010-000-000-0000	310135	103.49
046151	06/20/2017	C3648000077	17000113	1706-214361	10-2620-610-000-00-070-000-000-0000	311758	25.64
046151	06/20/2017	C3648000078	17000113	1706-214386	10-2620-610-000-00-000-000-000-0000	310939	40.02
046151	06/22/2017	C3648900005	17000113	1706-214386	10-2620-610-000-30-020-000-000-0000	310228	19.72
Vendor: 108815 - BLUETARP FINANCIAL, INC.							
046152	06/20/2017	C3648000008		BT1117027	Remit # 2 Check Date: 06/27/2017	Check Amount:	218.36
					10-2310-330-000-00-000-000-000-0000	310819	3,500.00
Vendor: 109400 - BAKER TILLY VIRCHOW KRAUSE, LLP							
046153	06/20/2017	C3648000009		12514879	Remit # 1 Check Date: 06/27/2017	Check Amount:	3,500.00
046153	06/20/2017	C3648000010		12495269	10-2490-330-000-00-000-000-000-0000	310886-90	1,336.65
					10-2490-330-000-00-000-000-000-0000	310886-90	1,336.65

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

GENERAL FUND - From 06/27/2017 To 06/27/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
046153	06/20/2017	C3648000011		12475608	10-2490-330-000-00-000-000-0000	310886-90	1,668.30
Vendor: 111315 - BAYADA HOME HEALTH CARE							
046154	06/20/2017	C3648000012			Remit # 1 Check Date: 06/27/2017	Check Amount:	4,341.60
					CONFERENCE REIMB 10-2271-580-000-10-040-000-0000-0000	313734C	690.50
Vendor: 111913 - MELISSA BECKER							
046155	06/19/2017	L3646400013	17000938	P43887	Check Date: 06/27/2017	Check Amount:	690.50
					10-1380-610-000-30-010-025-000-0000	312978	365.44
Vendor: 113220 - BEST LINE EQUIPMENT							
046156	06/22/2017	C3648900006		5722061	Remit # 1 Check Date: 06/27/2017	Check Amount:	365.44
					10-2620-610-000-00-070-000-000-0000	311758	146.58
Vendor: 113250 - BEST PLUMBING SPECIALTIES INC							
046157	06/20/2017	C3648100003		EDTL 695	Remit # 1 Check Date: 06/27/2017	Check Amount:	146.58
					10-2270-240-000-00-000-000-0000-0000	310811	1,449.00
Vendor: 113978 - SARAH KEIM							
046158	06/19/2017	L3646400024	17000406	01156384	Check Date: 06/27/2017	Check Amount:	1,449.00
					10-1200-610-000-30-010-000-000-0000	312102	216.33
046158	06/19/2017	L3646400025	17000133	01156240	10-1110-610-000-30-010-000-000-0000	310102	269.27
046158	06/19/2017	L3646400026	17000133	01156240	10-1110-610-000-30-010-000-000-0000	310102	4.50
046158	06/19/2017	L3646400027	17000133	01156240	10-1110-610-000-30-010-000-000-0000	310102	198.23
046158	06/19/2017	L3646400028	17000139	01154600	10-1200-610-000-30-020-000-000-0000	310295	6.50
046158	06/19/2017	L3646400029	17000139	01153579	10-1200-610-000-30-020-000-000-0000	310295	24.50
046158	06/19/2017	L3646400030	17000493	01154474	10-1110-610-000-30-020-000-000-0000	310203	172.67
046158	06/19/2017	L3646400031	17000493	01153594	10-1110-610-000-30-020-000-000-0000	310203	200.99
Vendor: 115100 - LINGLE'S							
046159	06/20/2017	C3648000013		1701190	Remit # 1 Check Date: 06/27/2017	Check Amount:	1,092.99
					10-5800-890-000-00-000-000-000-VLNC	340201	17,790.00
046159	06/20/2017	C3648000014		1701190	10-1290-329-522-00-110-017-000-0000	340535	1,400.00
046159	06/20/2017	C3648000015		1701205	10-2220-538-000-00-000-023-000-0000	311079	678.40
046159	06/20/2017	C3648000016		1701254	10-2220-538-000-00-000-023-000-0000	311079	678.40
046159	06/20/2017	C3648000017		1701228	10-1221-322-000-00-000-000-000-00IU	360416	49.00
046159	06/20/2017	C3648000018		1701237	10-2271-580-000-30-020-000-000-0000	313737C	30.00
046159	06/20/2017	C3648000019		1701237	10-2271-580-000-30-010-000-000-0000	313736C	45.00
046159	06/20/2017	C3648000020		1701237	10-2380-580-000-30-020-000-000-0000	310244	15.00
046159	06/20/2017	C3648000021		1701237	10-2360-580-000-00-000-000-000-0000	310845	15.00
046159	06/20/2017	C3648000022		1701278	10-5800-890-000-00-000-000-000-VLNC	340201	525.00
Vendor: 115900 - BLAST INTERMEDIATE UNIT 17							
046160	06/20/2017	C3648000023		MILEAGE	Remit # 2 Check Date: 06/27/2017	Check Amount:	21,225.80
					10-2220-580-000-00-000-023-000-0000	311416	311.37
Vendor: 116500 - BRUCE BONCAL							
046161	06/20/2017	C3648000024	17000114	60117	Remit # 1 Check Date: 06/27/2017	Check Amount:	311.37
046161	06/20/2017	C3648000025	17000114	60118	10-2620-610-000-00-070-000-000-0000	311758	3.09
					10-2620-610-000-00-000-000-000-0000	310939	37.08

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

GENERAL FUND - From 06/27/2017 To 06/27/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
046161	06/20/2017	C3648000026	17000114	60115	10-2620-610-000-30-010-000-000-0000	310135	61.09
046161	06/20/2017	C3648000027	17000114	60428	10-2620-610-000-30-010-000-000-0000	310135	26.55
046161	06/20/2017	C3648000028	17000114	60116	10-2620-610-000-30-010-000-000-0000	310135	156.67
046161	06/20/2017	C3648000029	17000114	60114	10-2620-610-000-30-020-000-000-0000	310228	49.89
046161	06/20/2017	C3648000030	17000114	60112	10-2620-610-000-10-040-000-000-0000	310424	30.97
046161	06/20/2017	C3648000031	17000114	60111	10-2620-610-000-10-030-000-000-0000	310319	19.95
046161	06/20/2017	C3648000032	17000114	60113	10-2620-610-000-10-060-000-000-0000	310622	19.37
046161	06/20/2017	C3648000033		49525	10-2220-610-000-00-000-023-000-0000	311788	4.95
Vendor: 121100 - BUTTORFFS HARDWARE							
046162	06/21/2017	C3648200002		0916139-9	Remit # 1 Check Date: 06/27/2017	Check Amount:	409.61
046162	06/21/2017	C3648200026		0793315-3	10-2620-621-000-00-070-000-000-0000	310962	33.72
					10-2620-621-000-10-040-000-000-0000	310488	211.15
Vendor: 124560 - UGI CENTRAL PENN GAS							
046163	06/20/2017	C3648000034		INV48639	Check Date: 06/27/2017	Check Amount:	244.87
046163	06/20/2017	C3648000035	17000115	INV48638	10-1200-610-000-00-000-000-000-0000	340040	80.25
046163	06/20/2017	C3648000036	17000115	INV48517	10-2620-610-000-30-020-000-000-0000	310228	90.89
046163	06/20/2017	C3648000079	17000115	INV48741	10-2620-610-000-10-030-000-000-0000	310319	41.48
					10-2620-610-000-10-040-000-000-0000	310424	30.25
Vendor: 127200 - CLARKSON CHEMICAL CO INC							
046164	06/19/2017	L3646400014	17000927	20132571	Remit # 1 Check Date: 06/27/2017	Check Amount:	242.87
					10-2380-348-000-30-010-023-000-0000	312140	1,650.00
Vendor: 129925 - COMPUTER RESOURCES INC							
046165	06/20/2017	C3648000037		MILEAGE	Remit # 1 Check Date: 06/27/2017	Check Amount:	1,650.00
					10-1110-581-000-10-000-000-000-0000	31182M	32.10
Vendor: 129945 - KATHY CONKLIN							
046166	06/19/2017	L3646400050	17000943	3342603979	Check Date: 06/27/2017	Check Amount:	32.10
Vendor: 130830 - STAPLES ADVANTAGE							
046167	06/20/2017	C3648000038		3336	Remit # 5 Check Date: 06/27/2017	Check Amount:	60.50
					10-2620-610-000-30-010-000-000-0000	310135	39.35
Vendor: 133550 - CREST/GOOD MFG. CO., INC.							
046168	06/20/2017	C3648000039		CONFERENCE REIMB	Remit # 1 Check Date: 06/27/2017	Check Amount:	39.35
					10-2360-580-000-00-000-000-000-0000	310845	300.86
Vendor: 135865 - DR. KENNETH J DADY JR							
046169	06/19/2017	L3646400015	17000914	1699-405965	Remit # 2 Check Date: 06/27/2017	Check Amount:	300.86
					10-2220-758-000-00-000-023-000-0000	311419	6,000.00
Vendor: 136200 - DAUPHIN DATACOM							
046170	06/20/2017	C3648000040		BE002216735A	Remit # 1 Check Date: 06/27/2017	Check Amount:	6,000.00
046170	06/20/2017	C3648000041		BE002216735A	10-0462-212-000-00-000-000-0000	110462-212	1,076.00
046170	06/20/2017	C3648000042		BE002216735A	29-0462-212-000-00-000-000-0000	129462-212	8.00
046170	06/20/2017	C3648000043		BE002216735A	50-0462-212-000-00-000-000-0000	150462-212	32.00
					10-5800-212-000-00-000-000-000-FINV	310985	216.15
Vendor: 137700 - DELTA DENTAL OF PA							
					Remit # 1 Check Date: 06/27/2017	Check Amount:	1,332.15

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

GENERAL FUND - From 06/27/2017 To 06/27/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
046184	06/22/2017	C3648900010		17296	10-2380-442-000-30-010-000-0000	310119	1,200.00
Vendor: 155000 - GELNETT & ASSOCIATES, LLC							
046185	06/20/2017	C3648000059		PIANO TUNING	10-3210-430-000-30-010-000-0000	310138	1,200.00
Vendor: 158747 - THE GREAT SUSQUEHANNA PIANO COMPANY							
046186	06/20/2017	C3648000060		PI17PK42-IN	10-2620-430-000-10-060-000-0000	310619	154.00
Vendor: 160150 - H & H SERVICE COMPANY INC							
046187	06/19/2017	L3646400054	17000924	TH112324	10-1110-610-000-30-020-000-0000	310203	54.94
Vendor: 161765 - TRACY HAMILTON INC							
046188	06/20/2017	C3648000061		READING 545	10-2270-240-000-00-000-000-0000	310811	54.94
Vendor: 164900 - ERIN BONSELL							
046189	06/20/2017	C3648000062	17000122	192667570-2	10-2620-610-000-10-030-000-0000	310319	121.40
046189	06/20/2017	C3648000063	17000122	192667458-1	10-2620-610-000-10-060-000-0000	310622	121.40
Vendor: 166500 - THE HITE CO							
046190	06/22/2017	C3648900011		UNIFORMS	Remit # 1 Check Date: 06/27/2017	Check Amount:	425.00
Vendor: 167605 - GERALD HOLTER							
046191	06/19/2017	L3646400017	17000904	953071550	10-1110-640-000-10-030-000-0000	310305	12.71
046191	06/19/2017	L3646400018	17000904	953071550	10-1110-640-000-10-060-000-0000	310605	12.71
046191	06/19/2017	L3646400019	17000904	953071550	10-1110-640-000-10-040-000-0000	310406	43,795.19
046191	06/19/2017	L3646400020	17000904	953075121	10-1110-640-000-10-040-000-0000	310406	43,795.19
046191	06/19/2017	L3646400021	17000904	95023588	10-1110-640-000-10-040-000-0000	310406	9,224.37
Vendor: 168921 - HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.							
046192	06/19/2017	L3646400022	17000941	105114	Remit # 1 Check Date: 06/27/2017	Check Amount:	45,676.00
046192	06/20/2017	C3648000064		105447	10-1380-610-000-30-010-025-000-0000	312978	32,690.00
Vendor: 170050 - HURWITZ BATTERIES							
046193	06/20/2017	C3648000065		S2102826.001	10-2620-610-000-10-040-000-0000	310424	175.60
Vendor: 171500 - INDUSTRIAL PIPING SYSTEMS INC							
046194	06/20/2017	C3648000066		1-0291855	Remit # 1 Check Date: 06/27/2017	Check Amount:	44.20
Vendor: 171600 - INFOCON CORPORATION-POSTAGE							
046195	06/20/2017	C3648000067		MARGARET LEEDY	10-2330-340-000-00-000-000-0000	310833	219.80
Vendor: 173310 - INTERMEDIATE UNIT ONE							
046196	06/20/2017	C3648000068		MILEAGE	Remit # 2 Check Date: 06/27/2017	Check Amount:	32.79
Vendor: 173950 - JON S JEAN							
046197	06/20/2017	C3648000069		288	10-2260-580-000-00-000-000-0000	311969	166.25
Vendor: 173950 - JON S JEAN							
046197	06/20/2017	C3648000069		288	Remit # 1 Check Date: 06/27/2017	Check Amount:	166.25
Vendor: 173950 - JON S JEAN							
046197	06/20/2017	C3648000069		288	10-2380-581-000-10-030-000-0000	310323M	150.00
Vendor: 173950 - JON S JEAN							
046197	06/20/2017	C3648000069		288	Remit # 1 Check Date: 06/27/2017	Check Amount:	150.00
Vendor: 173950 - JON S JEAN							
046197	06/20/2017	C3648000069		288	10-2380-635-000-30-010-000-0000	333112	101.12
Vendor: 173950 - JON S JEAN							
046197	06/20/2017	C3648000069		288	10-2380-635-000-30-010-000-0000	333112	101.12
Vendor: 173950 - JON S JEAN							
046197	06/20/2017	C3648000069		288	10-2380-635-000-30-010-000-0000	333112	88.20

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- Payable Transaction

P - Prenote

d - Direct Deposit

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GENERAL FUND - From 06/27/2017 To 06/27/2017

AT02/17/90 to 1707/17/90 MDT - TWO PAGES

#	- Payable Transaction	P - Prenote	d - Direct Deposit	c - Credit Card Payment

Fund Accounting Check Register

GENERAL FUND - FROM 06/27/2017 TO 06/27/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expended Amt
Vendor: 184725 - LEZZER LUMBER CO								
046211	06/20/2017	C3648100013		050792	Remit # 2 Check Date: 06/27/2017 10-2310-549-000-00-000-000-0000	310825	55.50	
046211	06/20/2017	C3648100014		050792	10-2590-549-000-00-000-000-0000	310912	479.25	
Vendor: 186200 - LOCK HAVEN EXPRESS								
046212	06/19/2017	L3646400032	17000893	934587	Remit # 1 Check Date: 06/27/2017 10-1110-610-169-00-000-017-000-GRDN	340550	976.25	
046212	06/19/2017	L3646400033	17000893	981842	10-1110-610-169-00-000-017-000-GRDN	340550	47.50	
046212	06/19/2017	L3646400034	17000893	934494	10-1110-610-169-00-000-017-000-GRDN	340550	-855.57	
046212	06/19/2017	L3646400035	17000893	981509	10-1110-610-169-00-000-017-000-GRDN	340550	28.46	
046212	06/19/2017	L3646400036	17000893	0046035	10-1110-610-169-00-000-017-000-GRDN	340550	855.57	
046212	06/19/2017	L3646400037	17000893	981664	10-1110-610-169-00-000-017-000-GRDN	340550	-387.60	
046212	06/19/2017	L3646400038	17000893	934150	10-1110-610-169-00-000-017-000-GRDN	340550	855.57	
Vendor: 187420 - LOWE'S								
046213	06/19/2017	L3646400039	17000821	21916857	Remit # 1 Check Date: 06/27/2017 10-2620-610-000-10-030-000-000-0000	310319	340.10	
046213	06/19/2017	L3646400040	17000820	21916847	10-2620-610-000-30-010-000-000-0000	310135	884.03	
046213	06/20/2017	C3648100016		96430397	10-2620-610-000-00-000-000-0000	310939	311.40	
046213	06/20/2017	C3648100017		95529567	10-2620-610-000-10-040-000-000-0000	310424	1,093.68	
046213	06/20/2017	C3648100018		23362117	10-2620-610-000-00-000-000-0000	310939	142.60	
046213	06/20/2017	C3648100038		57550647	10-2620-610-000-10-040-000-000-0000	310424	32.13	
Vendor: 189325 - MSC INDUSTRIAL SUPPLY CO.								
046214	06/20/2017	C3648100019		MILEAGE	Remit # 1 Check Date: 06/27/2017 10-1110-581-000-10-060-000-000-0000	310647M	35.00	
Vendor: 190925 - JENNIFER MARRIOTT								
046215	06/20/2017	C3648100020		85156	Check Date: 06/27/2017 10-2350-330-000-00-000-000-0000	310835	-144.37	
046215	06/20/2017	C3648100021		85162	10-2350-330-000-00-000-000-0000	310835	7.49	
046215	06/20/2017	C3648100022		85161	10-2350-330-000-00-000-000-0000	310835	1,547.00	
046215	06/20/2017	C3648100023		85160	10-2350-330-000-00-000-000-0000	310835	218.00	
046215	06/20/2017	C3648100024		85159	10-2350-330-000-00-000-000-0000	310835	975.00	
046215	06/20/2017	C3648100025		85157	10-2350-330-000-00-000-000-0000	310835	26.00	
046215	06/20/2017	C3648100026		85158	10-2350-330-000-00-000-000-0000	310835	82.00	
Vendor: 192700 - MCCORMICK LAW FIRM								
046216	06/21/2017	C3648200006		570398-8200	Remit # 1 Check Date: 06/27/2017 10-2620-531-000-00-070-000-000-0000	311756	1,092.00	
046216	06/21/2017	C3648200007		570398-8200	10-2620-531-000-30-010-000-000-0000	310134	600.00	
046216	06/21/2017	C3648200008		570398-8200	10-2620-531-000-30-020-000-000-0000	310227	4,540.00	
046216	06/21/2017	C3648200009		570398-8200	10-2620-531-000-10-040-000-000-0000	310422	282.53	
046216	06/21/2017	C3648200010		570398-8200	10-2620-531-000-10-060-000-000-0000	310620	235.44	
							188.35	
							141.26	
							47.09	

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

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Fund Accounting Check Register

GENERAL FUND - From 06/27/2017 To 06/27/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
046216	06/21/2017	C3648200011		570398-8200	10-2620-531-000-10-030-000-000-0000	310317	47.09
046216	06/21/2017	C3648200012		570398-7972	10-2620-531-000-00-000-000-000-0000	311510	35.20
Vendor: 193200 - MCI COMM SERVICE							
046217	06/20/2017	C3648100027	17000120	1779885	10-2620-610-000-30-010-000-000-0000	Check Amount:	976.96
046217	06/20/2017	C3648100028	17000120	1774621	10-2620-610-000-00-070-000-000-0000	Check Amount:	164.65
Vendor: 194200 - MEIER SUPPLY CO., INC							
046218	06/20/2017	C3648100029		PETTY CASH	Remit # 1 Check Date: 06/27/2017	Check Amount:	6.13
046218	06/20/2017	C3648100030		PETTY CASH	10-2380-610-000-30-010-025-000-0000	Check Amount:	170.78
046218	06/20/2017	C3648100031		PETTY CASH	10-1110-610-000-30-010-000-000-0000	Check Amount:	46.48
046218	06/20/2017	C3648100032		PETTY CASH	10-2620-610-000-30-010-000-000-0000	Check Amount:	127.16
046218	06/20/2017	C3648100033		PETTY CASH	10-2620-430-000-30-010-000-000-0000	Check Amount:	137.28
046218	06/20/2017	C3648100034		PETTY CASH	10-2620-430-000-30-010-000-000-0000	Check Amount:	69.44
046218	06/20/2017	C3648100035		PETTY CASH	10-2380-640-000-30-010-000-000-0000	Check Amount:	11.99
Vendor: 194275 - REED B MELLINGER							
046219	06/20/2017	C3648100036		MILEAGE	10-1380-610-000-30-010-025-000-0000	Check Amount:	107.33
Vendor: 194275 - REED B MELLINGER							
046220	06/19/2017	L3646400041	17000203	105952	10-2380-581-000-30-010-000-000-0000	Check Amount:	499.68
046220	06/19/2017	L3646400042	17000203	105933	Remit # 2 Check Date: 06/27/2017	Check Amount:	248.24
Vendor: 195950 - MICRO ONE COMPUTER CENTER							
046221	06/20/2017	C3648100037		MILEAGE	10-2220-438-000-00-000-023-000-0000	Check Amount:	456.54
Vendor: 200085 - JUDY MORLOCK							
046222	06/19/2017	L3646400047	17000942	JON JEAN	10-2220-438-000-00-000-023-000-0000	Check Amount:	310.00
Vendor: 203100 - PA SCHOOL STUDY COUNCIL							
046223	06/20/2017	C3648100039		STEVEN KEEN	Remit # 1 Check Date: 06/27/2017	Check Amount:	766.54
Vendor: 207480 - PACTA							
046224	06/21/2017	C3648200013		JILL WENRICH	10-1110-581-000-30-020-000-000-0000	Check Amount:	28.89
Vendor: 207616 - PARSS							
046225	06/21/2017	C3648200014		JILL WENRICH	Check Date: 06/27/2017	Check Amount:	28.89
Vendor: 207618 - PASA							
046226	06/20/2017	C3648100041		110750	10-2271-580-000-10-030-000-000-0000	Check Amount:	79.00
Vendor: 207629 - P STONE INC							
046227	06/20/2017	C3648100042		UNIFORMS	Check Date: 06/27/2017	Check Amount:	79.00
Vendor: 207830 - JUDY PACKER							
046228	06/20/2017	C3648100043		9767	Remit # 1 Check Date: 06/27/2017	Check Amount:	175.00
Vendor: 208900 - PASBO							
046229	06/20/2017	C3648100044		9767	10-2360-810-000-00-000-000-0000	Check Amount:	990.00
Vendor: 208900 - PASBO							
046230	06/20/2017	C3648100045		9767	Check Date: 06/27/2017	Check Amount:	990.00
Vendor: 208900 - PASBO							
046231	06/20/2017	C3648100046		9767	10-2360-810-000-00-000-000-0000	Check Amount:	1,525.00
Vendor: 208900 - PASBO							
046232	06/20/2017	C3648100047		9767	Remit # 1 Check Date: 06/27/2017	Check Amount:	1,525.00
Vendor: 208900 - PASBO							
046233	06/20/2017	C3648100048		9767	10-1110-610-169-00-000-017-000-GRDN	Check Amount:	183.90
Vendor: 208900 - PASBO							
046234	06/20/2017	C3648100049		9767	Check Date: 06/27/2017	Check Amount:	183.90
Vendor: 208900 - PASBO							
046235	06/20/2017	C3648100050		9767	10-2620-610-000-00-000-000-0000	Check Amount:	120.01
Vendor: 208900 - PASBO							
046236	06/20/2017	C3648100051		9767	Check Date: 06/27/2017	Check Amount:	120.01
Vendor: 208900 - PASBO							
046237	06/20/2017	C3648100052		9767	10-2360-580-000-00-000-000-0000	Check Amount:	220.00
Vendor: 208900 - PASBO							
046238	06/20/2017	C3648100053		9767	Remit # 1 Check Date: 06/27/2017	Check Amount:	220.00
Vendor: 208900 - PASBO							

- Payable Transaction
 * Denotes Non-Negotiable Transaction
 P - Prenote
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GENERAL FUND - From 06/27/2017 To 06/27/2017

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046229	06/20/2017	C3648100040	LYNN ROBINSON			10-2590-810-000-00-000-000-0000	310917	132.00
Vendor: 208900 - PASBO								
046230	06/20/2017	C3648100044	MILEAGE			10-2120-581-000-10-000-000-0000	311738M	132.00
Vendor: 208950 - JENNIFER PATTERSON								
046231	06/21/2017	C3648200015	83670-61003			10-2730-422-000-00-000-000-0000	311365	31.57
046231	06/21/2017	C3648200016	86119-21458			10-2620-422-000-00-080-000-0000	311382	31.57
046231	06/21/2017	C3648200017	85342-32005			10-2620-422-000-30-020-000-0000	310224	31.57
046231	06/21/2017	C3648200018	46119-21454			10-2620-422-000-30-010-000-0000	310131	24.94
046231	06/21/2017	C3648200019	16900-60006			10-2620-422-000-30-020-000-0000	310224	45.85
Vendor: 210800 - PPL ELECTRIC UTILITIES								
046232	06/20/2017	C3648100045	0000728361			10-2620-610-000-00-000-000-0000	310939	39.44
Vendor: 210850 - PA ONE CALL SYSTEM INC								
046233	06/22/2017	C3648900046	INV-14426-W1D4H9			10-2310-599-000-00-000-000-0000	311437	33.62
Vendor: 210900 - PA SCHOOL BOARDS ASSOCIATION								
046234	06/20/2017	C3648100046	9087			10-2620-430-000-00-000-000-0000	310932	6,535.14
Vendor: 212780 - PINE MOUNTAIN AUTO REPAIR								
046235	06/20/2017	C36481100047	1004378473			10-2590-532-000-00-000-000-0000	310911	6,678.99
046235	06/21/2017	C3648200020	1004365662			10-2590-532-000-00-000-000-0000	310911	48.13
Vendor: 213000 - PITNEY BOWES INC								
046236	06/20/2017	C36481100048	POSTAGE			10-2590-532-000-00-000-000-0000	310911	2,250.00
Vendor: 213000 - PITNEY BOWES								
046237	06/22/2017	C3648900014	028390			10-2620-610-000-10-040-000-0000	310424	2,250.00
Vendor: 214300 - PREMIUM TOOL CO INC								
046238	06/19/2017	L3646400043	26667			10-1110-610-000-30-020-023-000-0000	312216	36.00
046238	06/19/2017	L3646400044	26640			10-1110-610-000-30-010-023-000-0000	312124	252.00
046238	06/19/2017	L3646400045	26640			10-1110-610-000-30-020-023-000-0000	312216	712.02
046238	06/19/2017	L3646400046	26640			10-1110-610-000-30-010-023-000-0000	312124	964.02
046238	06/22/2017	C3648900047	26686			10-1110-610-000-00-000-023-000-0000	310774	2,000.00
Vendor: 214480 - PrinterMech								
046239	06/22/2017	C3648900015	JULY 2017			10-5800-215-000-00-000-000-0000	340564	2,000.00
Vendor: 215990 - PSEA HEALTH AND WELFARE FUND								
046240	06/20/2017	C3648100049	98 INT TRUCK			10-2620-430-000-00-000-000-0000	310932	60.00
Vendor: 216800 - JEFFREY RAAB ENTERPRISES								
046241	06/22/2017	C3648900016	UNIFORMS			10-2620-610-000-00-000-000-0000	310939	60.00

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expended Amt
Vendor: 220540 - DANIEL ROBINSON								
046242	06/21/2017	C3648200021			10-2620-610-000-00-000-0000-0000	310939	158.00	
Vendor: 222030 - DARLEEN RUNNER								
046243	06/20/2017	C3648100050			10-2620-430-000-10-040-000-0000-0000	310421	229.98	
046243	06/20/2017	C3648100051			10-2620-610-000-30-010-000-0000-0000	310135	229.98	
Vendor: 224050 - SCHERER APPLIANCE								
046244	06/20/2017	C3648100052			10-2620-430-000-30-010-000-0000-0000	310133	63.95	
046244	06/20/2017	C3648100053			10-2620-430-000-30-010-000-0000-0000	310133	14.95	
046244	06/20/2017	C3648100054			10-2620-430-000-30-010-000-0000-0000	310133	78.90	
046244	06/20/2017	C3648100055			10-2620-430-000-30-010-000-0000-0000	310133	20.00	
046244	06/22/2017	C3648900017			10-2620-430-000-30-010-000-0000-0000	310133	20.00	
Vendor: 226400 - SEEWALD LABORATORIES								
046245	06/19/2017	L3646400048	17000872		Remit # 1 Check Date: 06/27/2017	Check Amount:	100.00	
Vendor: 226600 - SEVEN SPRINGS MOUNTAIN RESORT								
046246	06/20/2017	C3648100057			10-1110-580-000-30-010-000-0000-0000	310101	11,152.00	
Vendor: 227125 - VINCENT SHEARER								
046247	06/20/2017	C3648100056			Remit # 2 Check Date: 06/27/2017	Check Amount:	11,152.00	
046247	06/21/2017	C3648200022			10-1110-581-000-10-000-000-0000-0000	311182M	75.97	
Vendor: 227135 - ELIZABETH SHEDDY								
046248	06/20/2017	C3648100058			Remit # 1 Check Date: 06/27/2017	Check Amount:	75.97	
046248	06/20/2017	C3648100059			10-1430-581-000-00-000-000-0000-0000	310771M	96.30	
046248	06/20/2017	C3648100060			10-1430-581-000-00-000-000-0000-0000	310771M	32.10	
046248	06/20/2017	C3648100061			Check Date: 06/27/2017	Check Amount:	128.40	
046248	06/20/2017	C3648100062			10-2620-610-000-00-000-000-0000-0000	310939	10.74	
046248	06/20/2017	C3648100063			10-2620-610-000-00-000-000-0000-0000	310939	2.05	
Vendor: 228000 - SHORE AUTO PARTS INC								
046249	06/20/2017	C3648100008			10-2620-610-000-00-000-000-0000-0000	310939	3.60	
Vendor: 228832 - MEGAN L KODISH								
046250	06/20/2017	C3648100064			Remit # 1 Check Date: 06/27/2017	Check Amount:	8.64	
046250	06/20/2017	C3648100065			10-2120-610-000-10-040-000-0000-0000	310448	8.64	
046250	06/20/2017	C3648100066			Check Date: 06/27/2017	Check Amount:	30.60	
046250	06/20/2017	C3648100067			10-2620-430-000-30-020-000-0000-0000	310226	64.27	
046250	06/20/2017	C3648100068			10-2620-430-000-10-040-000-0000-0000	310421	519.04	
046250	06/20/2017	C3648100069			10-2620-430-000-30-010-000-0000-0000	310133	519.04	
					10-2620-430-000-00-070-000-0000-0000	311757	1,999.00	
					10-2620-430-000-10-030-000-0000-0000	310316	686.00	
					10-2620-430-000-10-060-000-0000-0000	310619	3,287.00	
							982.00	
							687.00	
							930.00	

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046250	06/20/2017	C3648100070		83726543	10-2620-430-000-00-070-000-000-0000	311757	2,312.50
Vendor: 229100 - SIMPLEXGRINNELL LP							
046251	06/20/2017	C3648100071		REFUND	Remit # 1 Check Date: 06/27/2017	Check Amount:	10,883.50
					10-0153-000-000-00-000-653-000-0000	110653	300.00
Vendor: 229880 - DENISE SMITH							
046252	06/20/2017	C3648100074		JUNE 2017	Check Date: 06/27/2017	Check Amount:	300.00
					10-1110-562-000-00-000-000-000-0000	312839	87,727.91
Vendor: 234835 - SUGAR VALLEY RURAL CHARTER SCHOOL							
046253	06/20/2017	C3648100075		037833	Remit # 1 Check Date: 06/27/2017	Check Amount:	87,727.91
046253	06/20/2017	C3648100076		037833	10-2310-549-000-00-000-000-000-0000	310825	758.40
					10-2590-549-000-00-000-000-000-0000	310912	711.89
Vendor: 235050 - SUN-GAZETTE COMPANY							
046254	06/22/2017	C3648900018		00175621	Remit # 1 Check Date: 06/27/2017	Check Amount:	1,470.29
046254	06/22/2017	C3648900019		00175624	10-2620-430-000-30-010-000-000-0000	310133	336.75
046254	06/22/2017	C3648900020		00175622	10-2620-430-000-30-010-000-000-0000	310133	200.45
046254	06/22/2017	C3648900021		00175623	10-2620-430-000-30-010-000-000-0000	310133	364.80
046254	06/22/2017	C3648900022		00175625	10-2620-430-000-30-020-000-000-0000	310226	683.50
046254	06/22/2017	C3648900023		00175663	10-2620-430-000-10-040-000-000-0000	310421	179.90
046254	06/22/2017	C3648900024		00175660	10-2620-430-000-10-030-000-000-0000	310316	239.50
046254	06/22/2017	C3648900025		00175661	10-2620-430-000-10-060-000-000-0000	310619	72.95
046254	06/22/2017	C3648900026		00175662	10-2620-430-000-10-060-000-000-0000	310619	111.30
046254	06/22/2017	C3648900027		00175659	10-2620-430-000-00-070-000-000-0000	311757	59.95
							82.70
Vendor: 235750 - SUSQUEHANNA FIRE EQUIPMENT COMPANY							
046255	06/22/2017	C3648900042		MAY/JUNE 2017	Remit # 1 Check Date: 06/27/2017	Check Amount:	2,331.80
					10-2720-513-000-00-000-000-000-0000	310954	486.78
Vendor: 235850 - SUSQUEHANNA TRAILWAYS COMPANY							
046256	06/22/2017	C3648900028		9020	Remit # 1 Check Date: 06/27/2017	Check Amount:	486.78
046256	06/22/2017	C3648900029		9026	10-0153-000-000-00-000-253-000-0000	110253	7,682.99
046256	06/22/2017	C3648900030		9019	10-0153-000-000-00-000-253-000-0000	110253	488.92
046256	06/22/2017	C3648900031		9021	10-0153-000-000-00-000-253-000-0000	110253	1,179.16
046256	06/22/2017	C3648900032		9027	10-0153-000-000-00-000-253-000-0000	110253	305.22
046256	06/22/2017	C3648900033		9018	10-0153-000-000-00-000-253-000-0000	110253	200.00
046256	06/22/2017	C3648900034		9022	10-0153-000-000-00-000-253-000-0000	110253	1,916.06
046256	06/22/2017	C3648900035		9023	10-0153-000-000-00-000-253-000-0000	110253	506.39
046256	06/22/2017	C3648900036		9024	10-0153-000-000-00-000-253-000-0000	110253	1,789.59
046256	06/22/2017	C3648900037		9025	10-0153-000-000-00-000-253-000-0000	110253	618.58
							146.96
Vendor: 235850 - SUSQUEHANNA TRAILWAYS CO.							
046257	06/20/2017	C3648100077		8606	Remit # 2 Check Date: 06/27/2017	Check Amount:	14,833.87
					10-1380-513-000-30-010-025-000-0000	311091	905.68

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046257	06/22/2017	C3648900038		MAY/JUNE 2017	10-1211-513-000-30-010-000-000-0000	310184	2,277.00
046257	06/22/2017	C3648900039		MAY/JUNE 2017	10-1290-390-000-00-000-000-000-0000	343962	747.10
046257	06/22/2017	C3648900040		MAY/JUNE 2017	10-1290-390-000-00-000-000-000-0000	343962	1,253.20
046257	06/22/2017	C3648900041		MAY/JUNE 2017	10-1290-390-000-00-000-000-000-0000	343962	253.26
Vendor: 235850 - SUSQUEHANNA TRAILWAYS CO.							
046258	06/19/2017	L3646400051	17000923	151272601	Remit # 3 Check Date: 06/27/2017	Check Amount:	5,436.24
046258	06/20/2017	C3648100072	17000923	151261928	10-1340-610-000-30-010-025-000-0000	312918	832.87
046258	06/20/2017	C3648100072	17000923	151261928	10-1340-610-000-30-010-025-000-0000	312918	-31.53
Vendor: 236650 - SYSCO OF CENTRAL PA, LLC							
046259	06/19/2017	L3646400053	17000279	86018	Remit # 2 Check Date: 06/27/2017	Check Amount:	801.34
046259	06/19/2017	L3646400053	17000279	86018	10-5800-626-000-00-000-000-000-0000	311025	1,650.00
Vendor: 236699 - T.L.C. FUELS INC.							
046260	06/21/2017	C3648200023		MILEAGE	Check Date: 06/27/2017	Check Amount:	1,650.00
046260	06/21/2017	C3648200023		MILEAGE	10-1110-581-000-10-000-000-000-0000	311182M	34.24
Vendor: 237035 - LISA TAYLOR							
046261	06/20/2017	C3648100073		INSURANCE REIMB	Check Date: 06/27/2017	Check Amount:	34.24
046261	06/20/2017	C3648100073		INSURANCE REIMB	10-5800-211-000-00-000-000-000-RTRE	310984R	218.51
Vendor: 238850 - MARY THOMAS							
046262	06/21/2017	C3648200024		MILEAGE	Remit # 2 Check Date: 06/27/2017	Check Amount:	218.51
046262	06/21/2017	C3648200024		MILEAGE	10-2140-581-000-00-000-000-000-0000	311618M	80.25
Vendor: 239580 - TERI BAUMAN							
046263	06/19/2017	L3646400052	17000404	N537501	Check Date: 06/27/2017	Check Amount:	80.25
046263	06/19/2017	L3646400052	17000404	N537501	10-1200-610-000-30-010-000-000-0000	312102	42.40
Vendor: 239600 - THOMPSONS PACKING CO							
046264	06/21/2017	C3648200025		M201721	Remit # 1 Check Date: 06/27/2017	Check Amount:	42.40
046264	06/21/2017	C3648200025		M201721	10-2620-430-000-10-060-000-000-0000	310619	474.54
Vendor: 239665 - TIDAGHTON VALLEY MUNICIPAL AUTHORITY							
046265	06/21/2017	C3648200027		MAY 2017	Check Date: 06/27/2017	Check Amount:	474.54
046265	06/22/2017	C3648900043		JUNE 2017	10-2660-390-000-00-000-000-000-SROF	340117	3,566.69
046265	06/22/2017	C3648900043		JUNE 2017	10-2660-390-000-00-000-000-000-SROF	340117	1,394.09
Vendor: 239675 - TIADAGHTON VALLEY REGIONAL POLICE DEPT							
046266	06/21/2017	C3648200028		27334	Check Date: 06/27/2017	Check Amount:	4,960.78
046266	06/21/2017	C3648200028		27334	10-2620-424-000-00-070-000-000-0000	311911	150.15
Vendor: 241300 - TULPEHOCKEN WATER							
046267	06/21/2017	C3648200029		A0722	Remit # 1 Check Date: 06/27/2017	Check Amount:	150.15
046267	06/21/2017	C3648200029		A0722	10-5800-560-000-00-000-000-000-0000	5800560	3,188.84
Vendor: 241331 - TWIN VALLEY SCHOOL DISTRICT							
046268	06/21/2017	C3648200034		138939	Check Date: 06/27/2017	Check Amount:	3,188.84
046268	06/21/2017	C3648200034		138939	10-2620-610-000-10-040-000-000-0000	310424	168.00
Vendor: 242200 - VERITIV OPERATING COMPANY, FORMERLY XPEDX							
046269	06/21/2017	C3648200030		0000041YY0217	Remit # 2 Check Date: 06/27/2017	Check Amount:	168.00
046269	06/21/2017	C3648200031		0000041YY0217	10-1110-610-000-30-020-000-000-0000	310203	188.28
046269	06/21/2017	C3648200031		0000041YY0217	10-2620-610-000-10-040-000-000-0000	310424	9.99
Vendor: 242325 - UNITED PARCEL SERVICE							
046270	06/21/2017	C3648200032		05-2017	Remit # 1 Check Date: 06/27/2017	Check Amount:	198.27
046270	06/21/2017	C3648200032		05-2017	10-1442-329-000-30-000-000-000-MDWS	340032-MDWS	480.00

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Vendor: 242385 - UNIVERSAL COMMUNITY BEHAVIORAL HEALTH, INC.										
046271	06/21/2017	C3648200033		172-00491	10-1290-348-000-10-000-023-000-0000		343970		480.00	
Vendor: 242535 - UNIVERSITY OF OREGON										
046272	06/21/2017	C3648200036		MILEAGE	10-1110-581-000-10-060-000-000-0000	06/27/2017	310647M	Check Amount:	15.00	
Vendor: 245173 - JUSTIN WALL										
046273	06/21/2017	C3648200037		MILEAGE	10-1110-581-000-00-000-000-000-0000	06/27/2017	310740M	Check Amount:	7.49	
Vendor: 246450 - JANET J WASSON										
046274	06/21/2017	C3648200038		748311	Remit # 1	06/27/2017		Check Amount:	72.23	
046274	06/21/2017	C3648200039		748334	10-2620-610-000-10-060-000-000-0000		310622		150.00	
046274	06/21/2017	C3648200040		748377	10-2620-610-000-10-060-000-000-0000		310622		150.00	
046274	06/21/2017	C3648200041		748401	10-2620-610-000-10-030-000-000-0000		310319		150.00	
046274	06/21/2017	C3648200042		747523	10-2620-610-000-10-030-000-000-0000		310319		150.00	
046274	06/21/2017	C3648200043		747537	10-2620-610-000-10-030-000-000-0000		310319		150.00	
046274	06/21/2017	C3648200044		747844	10-2620-610-000-10-060-000-000-0000		310622		150.00	
Vendor: 246690 - WAYNE TOWNSHIP LANDFILL										
046275	06/21/2017	C3648200045		INSURANCE REFUND	Remit # 1	06/27/2017		Check Amount:	1,050.00	
Vendor: 246743 - REBECCA WEAVER										
046276	06/20/2017	L3647800001	17000081	106114	Check Date:	06/27/2017		Check Amount:	152.69	
046276	06/20/2017	L3647800002	17000379	109644	10-1342-610-000-30-010-025-000-0000		312938		152.69	
046276	06/20/2017	L3647800003	17000379	110459	10-1340-610-000-30-010-025-000-0000		312918		115.94	
046276	06/20/2017	L3647800004	17000936	110459	10-1340-610-000-30-010-025-000-0000		312918		217.51	
046276	06/20/2017	L3647800005	17000405	106934	10-1340-610-000-30-010-025-000-0000		312918		41.63	
046276	06/20/2017	L3647800006	17000405	110470	10-1340-610-000-30-010-025-000-0000		312918		83.34	
046276	06/21/2017	C3648200046		107481	10-1200-610-000-30-010-000-000-0000		312102		178.53	
046276	06/21/2017	C3648200047	17000405	ACCOUNT ADJ	10-1200-610-000-30-010-000-000-0000		312102		111.77	
046276	06/21/2017	C3648200048	17000081	ACCOUNT ADJ	10-1110-610-000-30-010-000-000-0000		310102		163.28	
Vendor: 247350 - WEIS MARKETS, INC.										
046277	06/19/2017	L3646400055	17000917	27612	10-1342-610-000-30-010-025-000-0000		312938	Check Amount:	-2.00	
046277	06/21/2017	C3648200049		JERSHOSCH1705	Remit # 2	06/27/2017		Check Amount:	2.00	
046277	06/21/2017	C3648200050		JERSHOSCH1705	10-1380-610-000-30-010-025-000-0000		312978		912.00	
046277	06/21/2017	C3648200051		JERSHOSCH1705	10-2620-610-000-00-000-000-000-0000		310939		357.22	
Vendor: 247500 - WELD TEC SERVICE & SALES										
046278	06/21/2017	C3648200052		CONFERENCE REIMB	10-2620-610-000-30-010-000-000-0000		310135		100.00	
					10-2620-610-000-30-010-000-000-0000		312978	Check Amount:	90.00	
					10-1380-610-000-30-010-025-000-0000		312978		330.00	
					10-2271-580-000-10-040-000-000-0000	06/27/2017	313734C	Check Amount:	877.22	
									947.00	

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

Fund Accounting Check Register

GENERAL FUND - From 06/27/2017 To 06/27/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
046278	06/21/2017	C3648200053		CONFERENCE REIMB	10-2271-580-000-10-040-000-000-0000	313734C	626.00
046278	06/21/2017	C3648200054		EDU 900	10-2270-240-000-00-000-000-000-0000	310811	1,449.00
046278	06/21/2017	C3648200055		EDU 924	10-2270-240-000-00-000-000-000-0000	310811	1,449.00
046278	06/21/2017	C3648200056		EDU 923	10-2270-240-000-00-000-000-000-0000	310811	1,449.00
Vendor: 247600 - CYNTHIA WELSH							
046279	06/21/2017	C3648200057		ALL DIST CHORUS	10-1110-330-000-10-040-000-000-0000	310454	50.00
046279	06/21/2017	C3648200058		ALL DIST CHORUS	10-1110-330-000-10-030-000-000-0000	310377	100.00
046279	06/21/2017	C3648200059		ALL DIST CHORUS	10-1110-330-000-10-060-000-000-0000	310660	100.00
Vendor: 247615 - DIANA WELSHANS							
046280	06/21/2017	C3648200060		WF060	10-2620-610-000-30-010-000-000-0000	310135	250.00
Vendor: 247690 - WELSHANS FARM, INC							
046281	06/21/2017	C3648200061		MILEAGE	10-2360-580-000-00-000-000-000-0000	310845	60.00
Vendor: 247750 - JILL WENRICH							
046282	06/21/2017	C3648200063		132	10-2720-513-000-00-000-000-000-0000	310954	352.14
046282	06/21/2017	C3648200064		133	10-2720-513-000-00-000-000-000-0000	310954	352.14
046282	06/22/2017	C3648900044		JUNE 2017	10-2720-513-000-00-000-000-000-0000	310954	597.12
046282	06/22/2017	C3648900045		JUNE 2017	10-5800-626-000-00-000-000-000-0000	311025	1,993.70
Vendor: 250840 - WINDECKER ENTERPRISES, INC.							
046283	06/21/2017	C3648200065		126	Remit # 1 Check Date: 06/27/2017 10-0153-000-000-00-000-253-000-0000	110253	93,345.18
046283	06/21/2017	C3648200066		121	10-0153-000-000-00-000-253-000-0000	110253	-731.97
046283	06/21/2017	C3648200067		121	10-0153-000-000-00-000-253-000-0000	110253	95,204.03
046283	06/21/2017	C3648200068		121	10-0153-000-000-00-000-253-000-0000	110253	115.48
046283	06/21/2017	C3648200069		121	10-0153-000-000-00-000-253-000-0000	110253	377.91
046283	06/21/2017	C3648200070		121	10-0153-000-000-00-000-253-000-0000	110253	476.87
046283	06/21/2017	C3648200071		126	10-0153-000-000-00-000-253-000-0000	110253	341.93
046283	06/21/2017	C3648200072		122	10-0153-000-000-00-000-253-000-0000	110253	230.95
046283	06/21/2017	C3648200073		118	10-0153-000-000-00-000-253-000-0000	110253	108.73
046283	06/21/2017	C3648200074		120	10-0153-000-000-00-000-253-000-0000	110253	822.84
046283	06/21/2017	C3648200075		120	10-0153-000-000-00-000-253-000-0000	110253	137.14
046283	06/21/2017	C3648200076		120	10-0153-000-000-00-000-253-000-0000	110253	310.43
046283	06/21/2017	C3648200077		120	10-0153-000-000-00-000-253-000-0000	110253	281.97
046283	06/21/2017	C3648200078		117	10-0153-000-000-00-000-253-000-0000	110253	551.93
046283	06/21/2017	C3648200079		118	10-0153-000-000-00-000-253-000-0000	110253	295.46
046283	06/21/2017	C3648200080		119	10-0153-000-000-00-000-253-000-0000	110253	120.72

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

Fund Accounting Check Register

GENERAL FUND - From 06/27/2017 To 06/27/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
046283	06/21/2017	C3648200081		119	10-0153-000-00-000-253-000-0000	110253	125.52
046283	06/21/2017	C3648200082		119	10-0153-000-00-000-253-000-0000	110253	152.22
046283	06/21/2017	C3648200083		119	10-0153-000-00-000-253-000-0000	110253	161.20
Vendor: 250840 - WINDECKER ENTERPRISES, INC.							
046284	06/21/2017	C3648200084		116	Remit # 2 Check Date: 06/27/2017	Check Amount:	5,663.84
046284	06/21/2017	C3648200085		116	10-3210-513-000-30-010-000-000-0000	310139	99.74
046284	06/21/2017	C3648200086		116	10-3210-513-000-30-020-000-000-0000	310231	99.73
046284	06/21/2017	C3648200087		116	10-3210-513-000-30-010-000-000-0000	310139	104.54
046284	06/21/2017	C3648200088		126	10-3210-513-000-30-010-000-000-0000	310139	561.66
046284	06/21/2017	C3648200089		126	10-1110-513-000-30-010-000-000-0000	310160	136.45
046284	06/21/2017	C3648200090		126	10-1110-513-000-30-010-000-000-0000	310160	149.95
046284	06/21/2017	C3648200091		126	10-1110-513-000-30-010-000-000-0000	310160	131.97
046284	06/21/2017	C3648200092		127	10-1211-513-000-30-010-000-000-0000	310184	368.70
046284	06/21/2017	C3648200093		126	10-1211-513-000-30-010-000-000-0000	310184	125.52
046284	06/21/2017	C3648200094		126	10-1211-513-000-30-010-000-000-0000	310184	302.96
046284	06/21/2017	C3648200095		125	10-3210-513-000-30-020-000-000-0000	310231	326.24
046284	06/21/2017	C3648200096		123	10-3210-513-000-30-020-000-000-0000	310231	1,113.55
046284	06/21/2017	C3648200097		124	10-1110-513-000-30-020-000-000-0000	310248	1,383.60
046284	06/21/2017	C3648200098		118	10-1110-513-000-10-030-000-000-0000	310303	548.56
046284	06/21/2017	C3648200099		118	10-1110-513-000-10-060-000-000-0000	310603	548.56
046284	06/21/2017	C3648200100		126	10-1342-513-000-30-010-025-000-0000	310966	187.48
046284	06/21/2017	C3648200101		126	10-1380-513-000-30-010-025-000-0000	311091	369.71
046284	06/21/2017	C3648200102		131	10-1442-390-000-30-000-000-000-0000	313627	1,705.05
046284	06/21/2017	C3648200103		128	10-1802-513-217-10-000-017-000-0000	340055-17	4,160.00
046284	06/21/2017	C3648200104		129	10-1290-390-000-00-000-000-000-0000	343962	4,841.73
046284	06/21/2017	C3648200105		130	10-1290-390-000-00-000-000-000-0000	343962	4,743.18
046284	06/21/2017	C3648200105		135	10-2360-442-000-00-000-000-000-0000	311040	329.18
Vendor: 250840 - WINDECKER ENTERPRISES, INC.							
046285	06/21/2017	C3648200106		A016278	Remit # 3 Check Date: 06/27/2017	Check Amount:	22,338.06
					10-1110-610-000-30-020-000-000-0000	310203	150.47
Vendor: 250875 - ERICA WINGO							
046286	06/21/2017	C3648200107		MAY 2017	Remit # 1 Check Date: 06/27/2017	Check Amount:	150.47
					10-2620-610-000-00-070-000-000-0000	311758	13.99
Vendor: 252300 - WOOL'S TRUE VALUE HARDWARE							
046287	06/19/2017	L3646400056	17000912	148461458	Check Date: 06/27/2017	Check Amount:	13.99
046287	06/19/2017	L3646400057	17000192	089248145	10-2540-610-000-00-000-000-000-0000	310897	576.00
046287	06/19/2017	L3646400058	17000192	089248152	10-1110-442-000-30-020-000-000-0000	310242	300.79
					10-1110-442-000-30-020-000-000-0000	310242	300.79

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

GENERAL FUND - From 06/27/2017 To 06/27/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
046287	06/19/2017	L3646400059	17000192	089248146	10-1110-442-000-30-020-000-000-0000	310242	300.79
046287	06/19/2017	L3646400060	17000193	089427279	10-2540-442-000-00-000-000-000-0000	311024	341.99
046287	06/19/2017	L3646400061	17000193	089248155	10-2540-442-000-00-000-000-000-0000	311024	251.70
046287	06/19/2017	L3646400062	17000194	089248149	10-1110-442-000-10-060-000-000-0000	310602	301.11
046287	06/19/2017	L3646400063	17000195	089248144	10-1110-442-000-30-010-000-000-0000	312110	299.50
046287	06/19/2017	L3646400064	17000195	089248142	10-1110-442-000-30-010-000-000-0000	312110	375.07
046287	06/19/2017	L3646400065	17000195	089248143	10-1110-442-000-30-010-000-000-0000	312110	299.50
046287	06/19/2017	L3646400066	17000196	089427276	10-2540-442-000-00-000-000-000-0000	311024	1,092.56
046287	06/19/2017	L3646400067	17000196	089248154	10-2540-442-000-00-000-000-000-0000	311024	1,682.24
046287	06/19/2017	L3646400068	17000196	089248153	10-2540-442-000-00-000-000-000-0000	311024	1,659.27
046287	06/19/2017	L3646400069	17000197	089427277	10-1110-442-000-10-040-000-000-0000	310402	301.11
046287	06/19/2017	L3646400070	17000197	089248148	10-1110-442-000-10-040-000-000-0000	310402	247.24
046287	06/19/2017	L3646400071	17000197	089248147	10-1110-442-000-10-040-000-000-0000	310402	301.11
046287	06/19/2017	L3646400072	17000198	089248150	10-1110-442-000-10-030-000-000-0000	310302	301.11
046287	06/21/2017	C3648200108	17000315	089248151	10-2120-442-000-30-010-000-000-0000	310766	188.13
Vendor: 253200 - XEROX CORPORATION							
046288	06/21/2017	C3648200035		138756	Remit # 1 Check Date: 06/27/2017	Check Amount:	9,120.01
Vendor: 253300 - VERITIV OPERATING COMPANY							
046289	06/21/2017	C3648200109		MILEAGE	Remit # 1 Check Date: 06/27/2017	Check Amount:	44.50
Vendor: 253800 - ROZANNE D YAUTES							
046290	06/19/2017	L3646400012	17000833	5673983	Remit # 1 Check Date: 06/27/2017	Check Amount:	103.79
Vendor: 300865 - BEARINGS & DRIVES UNLIMITED							
046291	06/21/2017	C3648200062		MILEAGE	Remit # 1 Check Date: 06/27/2017	Check Amount:	103.79
Vendor: 400090 - TAMMY WHEELER							
046292	06/20/2017	C3648000055		JAUWAY NELSON	10-2620-610-000-30-010-000-000-0000	310135	526.24
Vendor: 402622 - CHERYL EMERICK							
046293	06/20/2017	C3648100010		BOOK REFUND	10-1110-581-000-30-020-000-000-0000	310202M	19.26
Vendor: 402684 - M/M JOSHUA KUNES							
046294	06/22/2017	C3648900013		REFUND	Check Date: 06/27/2017	Check Amount:	19.26
Vendor: 402713 - MICHAEL MANZITTI							
					10-0421-000-000-00-000-000-0000	110421	19.26
					10-2250-640-000-10-040-000-000-0000	310410	50.00
					10-0409-000-000-00-000-000-0000	110409	50.00
					Check Date: 06/27/2017	Check Amount:	50.00
					Check Date: 06/27/2017	Check Amount:	9.86
					Check Date: 06/27/2017	Check Amount:	9.86
					Check Date: 06/27/2017	Check Amount:	7,857.88
					Check Date: 06/27/2017	Check Amount:	7,857.88

10-GENERAL FUND 693,158.77

29-ATHLETIC FUND 8.00

50-FOOD SERVICE FUND 32.00

* Denotes Non-Negotiable Transaction

P ~ Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

GENERAL FUND - FROM 06/27/2017 TO 06/27/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Grand Total Manual Checks :							0.00
Grand Total Regular Checks :							693,198.77
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							693,198.77

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

Fund Accounting Check Register

GENERAL FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
045962	05/04/2017	L3627900001	17000697	297791421229	10-2250-610-000-30-010-000-000-0000	310116	45.98
045962	05/04/2017	L3627900002	17000697	297793514011	10-2250-610-000-30-010-000-000-0000	310116	396.79
045962	05/04/2017	L3627900003	17000697	297794462183	10-2250-610-000-30-010-000-000-0000	310116	22.99
045962	05/04/2017	L3627900004	17000873	283554240760	10-2620-610-000-30-010-000-000-0000	310135	88.90
Vendor: 104200 - SYNCHRONY BANK/AMAZON							
045963	05/04/2017	C3627800001		TITLE TRANSFER	Remit # 2 Check Date: 05/04/2017 10-1380-810-000-30-010-025-000-0000	Check Amount: 310877	554.66
Vendor: 108290 - CHERI AUNGST, NOTARY							
045964	05/04/2017	L3627900005	17000860	4798510047017856	Check Date: 05/04/2017 10-1110-610-169-00-000-017-000-GRDN	Check Amount: 340550	68.50
045964	05/04/2017	L3627900006	17000849	4798510047017856	10-1110-610-411-10-110-017-000-PRNT	343980-17	942.46
045964	05/04/2017	C3627800002	17000852	4798510047017856	10-2220-438-000-00-000-023-000-0000	311078	130.44
Vendor: 244275 - CARDMEMBER SERVICE							
045965	05/09/2017	C3629100001		708475010000	Remit # 4 Check Date: 05/04/2017 10-2620-424-000-10-030-000-000-0000	Check Amount: 310315	151.94
045965	05/09/2017	C3629100002		708475000000	10-2620-424-000-10-030-000-000-0000	310315	1,224.84
Vendor: 106480 - APPALACHIAN UTILITIES INC							
045966	05/09/2017	C3629100003		0753841-6	Remit # 1 Check Date: 05/10/2017 10-2620-621-000-30-010-000-000-0000	Check Amount: 312158	393.63
045966	05/09/2017	C3629100004		0753842-4	10-2620-621-000-00-070-000-000-0000	310962	646.04
045966	05/09/2017	C3629100005		0753844-0	10-2620-621-000-10-060-000-000-0000	310657	1,039.67
045966	05/09/2017	C3629100006		0753849-9	10-2620-621-000-30-020-000-000-0000	310229	1,281.84
045966	05/09/2017	C3629100007		0753839-0	10-2620-621-000-10-030-000-000-0000	310375	373.87
Vendor: 124560 - UGI CENTRAL PENN GAS							
045967	05/09/2017	C3629100008		H17644754	Check Date: 05/10/2017 10-2620-621-000-10-030-000-000-0000	Check Amount: 310375	646.38
045967	05/09/2017	C3629100009		H17644755	10-2620-621-000-10-060-000-000-0000	310657	813.99
045967	05/09/2017	C3629100010		H17644756	10-2620-621-000-30-020-000-000-0000	310229	431.78
045967	05/09/2017	C3629100011		H17644757	10-2620-621-000-30-010-000-000-0000	312158	3,547.86
045967	05/09/2017	C3629100012		H17644758	10-2620-621-000-00-070-000-000-0000	310962	300.52
Vendor: 140060 - DIRECT ENERGY BUSINESS							
045968	05/09/2017	C3629100013		058674	Check Date: 05/10/2017 10-2620-411-000-00-070-000-000-0000	Check Amount: 311303	565.34
045968	05/09/2017	C3629100014		058674	10-2620-411-000-10-030-000-000-0000	310311	814.67
045968	05/09/2017	C3629100015		058674	10-2620-411-000-10-040-000-000-0000	310417	1,394.54
045968	05/09/2017	C3629100016		058674	10-2620-411-000-10-060-000-000-0000	310638	221.58
045968	05/09/2017	C3629100017		058674	10-2620-411-000-30-020-000-000-0000	310223	3,296.65
045968	05/09/2017	C3629100018		058674	10-2620-411-000-30-010-000-000-0000	310129	340.19
Vendor: 161775 - FRED HAMM INC							
045969	05/09/2017	C3629100046		91500277381704	Check Date: 05/10/2017 10-2620-531-000-00-070-000-000-0000	Check Amount: 311756	235.36

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

GENERAL FUND - FROM 05/01/2017 To 05/31/2017

fackgrc

check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
045969	05/09/2017	C3629100047		91500277381704	10-2620-531-000-30-010-000-0000	310134	6.25
045969	05/09/2017	C3629100048		91500277381704	10-2620-531-000-30-020-000-0000	310227	18.71
045969	05/09/2017	C3629100049		91500277381704	10-2620-531-000-10-030-000-0000	310317	2.96
045969	05/09/2017	C3629100050		91500277381704	10-2620-531-000-10-040-000-0000	310422	2.18
Vendor: 189200 - VERIZON BUSINESS SERVICES							
045970	05/09/2017	C3629100019		570753-8179	Remit # 1 Check Date: 05/10/2017	Check Amount:	179.81
					10-2620-531-000-10-030-000-0000	310317	34.22
Vendor: 193200 - MCI COMM SERVICE							
045971	05/09/2017	C3629100020		39220-67028	Check Date: 05/10/2017	Check Amount:	34.22
045971	05/09/2017	C3629100021		36220-67004	10-2620-422-000-00-080-000-0000	311382	164.57
045971	05/09/2017	C3629100022		36220-67004	10-2620-622-000-00-070-000-0000	311859	409.00
045971	05/09/2017	C3629100023		76757-04003	10-2620-422-000-00-070-000-0000	311785	1,636.00
045971	05/09/2017	C3629100024		39160-57007	10-2620-422-000-10-060-000-0000	310616	26.51
045971	05/09/2017	C3629100025		39560-57009	10-2620-422-000-10-060-000-0000	310616	152.98
045971	05/09/2017	C3629100026		36950-58017	10-2620-422-000-30-010-000-0000	310131	2,104.76
045971	05/09/2017	C3629100027		38150-58008	10-2620-422-000-30-010-000-0000	310131	70.19
Vendor: 210800 - PPL ELECTRIC UTILITIES							
045972	05/09/2017	C3629100038		570398-0365	Remit # 2 Check Date: 05/10/2017	Check Amount:	14,096.64
045972	05/09/2017	C3629100039		570398-5058	10-2620-531-000-00-070-000-0000	311756	34.39
045972	05/09/2017	C3629100040		570398-5560	10-2620-531-000-00-070-000-0000	311756	809.13
045972	05/09/2017	C3629100041		570398-5560	10-2620-531-000-00-070-000-0000	311756	674.89
045972	05/09/2017	C3629100042		570398-5560	10-2620-531-000-30-010-000-0000	310134	562.41
045972	05/09/2017	C3629100043		570398-5560	10-2620-531-000-30-020-000-0000	310227	449.92
045972	05/09/2017	C3629100044		570398-5560	10-2620-531-000-10-040-000-0000	310422	337.44
045972	05/09/2017	C3629100045		570398-5560	10-2620-531-000-10-060-000-0000	310620	112.48
					10-2620-531-000-10-030-000-0000	310317	112.48
Vendor: 243970 - VERIZON							
045973	05/09/2017	C3629100028		9784688128	Remit # 2 Check Date: 05/10/2017	Check Amount:	3,093.14
045973	05/09/2017	C3629100029		9784688128	10-2620-531-000-00-070-000-0000	311756	-367.34
045973	05/09/2017	C3629100030		9784688128	10-2620-531-000-00-070-000-0000	311756	2,081.04
045973	05/09/2017	C3629100031		9784688128	10-2620-531-000-30-010-000-0000	310134	348.95
045973	05/09/2017	C3629100032		9784688128	10-2620-531-000-30-020-000-0000	310227	244.21
045973	05/09/2017	C3629100033		9784688128	10-2620-531-000-10-030-000-0000	310317	204.20
045973	05/09/2017	C3629100034		9784688128	10-2620-531-000-10-040-000-0000	310422	402.85
045973	05/09/2017	C3629100035		9784688128	10-2620-531-000-10-060-000-0000	310620	189.48
045973	05/09/2017	C3629100036		9784688128	10-0132-000-00-000-029-000-0000	110132A	197.48
					10-1290-531-000-00-000-000-0000	340061	54.73

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

GENERAL FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
045973	05/09/2017	C3629100037		9784688128	10-2130-531-000-00-000-000-0000	311264	54.73
Vendor: 243975 - VERIZON WIRELESS							
045974	05/09/2017	C3629100051		4798510054585845	10-0153-000-000-00-000-000-0000	Check Amount:	3,410.33
045974	05/09/2017	C3629100052		4798510054585845	10-2620-610-000-00-000-000-0000	110153	35.00
045974	05/09/2017	L3629200001	17000853	4798510054585845	10-2620-610-000-00-000-000-0000	310939	326.00
045974	05/09/2017	C3629100053		4798510054585845	10-0153-000-000-00-000-000-0000	310939	130.12
045974	05/09/2017	C3629100054		4798510054585845	10-0153-000-000-00-000-000-0000	110153	-35.00
Vendor: 244275 - CARDMEMBER SERVICE							
046115	05/24/2017	C3635700001		0793315-3	10-6999-000-000-00-000-000-0000	210034	-0.13
Vendor: 124560 - UGI CENTRAL PENN GAS							
046116	05/24/2017	C3635700002		H17678740	10-2620-621-000-10-040-000-000-0000	Check Amount:	455.99
Vendor: 140060 - DIRECT ENERGY BUSINESS							
046117	05/24/2017	C3635700017		70431451	10-2620-531-000-00-070-000-000-0000	310488	349.18
046117	05/24/2017	C3635700018		70431451	10-2620-531-000-30-010-000-000-0000	Check Amount:	398.80
046117	05/24/2017	C3635700019		70431451	10-2620-531-000-30-020-000-000-0000	311756	398.80
046117	05/24/2017	C3635700020		70431451	10-2620-531-000-10-040-000-000-0000	310134	288.61
046117	05/24/2017	C3635700021		70431451	10-2620-531-000-30-020-000-000-0000	310227	240.51
046117	05/24/2017	C3635700022		70431451	10-2620-531-000-10-040-000-000-0000	310422	192.41
Vendor: 189200 - VERIZON BUSINESS SERVICES							
046118	05/24/2017	C3635700003		570398-7972	10-2620-531-000-00-070-000-000-0000	310620	144.31
046118	05/24/2017	C3635700004		570398-8200	10-2620-531-000-00-070-000-000-0000	310317	48.10
046118	05/24/2017	C3635700005		570398-8200	10-2620-531-000-30-010-000-000-0000	Check Amount:	48.10
046118	05/24/2017	C3635700006		570398-8200	10-2620-531-000-30-020-000-000-0000	310134	962.04
046118	05/24/2017	C3635700007		570398-8200	10-2620-531-000-30-020-000-000-0000	310227	35.20
046118	05/24/2017	C3635700008		570398-8200	10-2620-531-000-10-040-000-000-0000	310422	460.31
046118	05/24/2017	C3635700009		570398-8200	10-2620-531-000-10-060-000-000-0000	310620	383.59
046118	05/24/2017	C3635700010		570398-8200	10-2620-531-000-10-030-000-000-0000	310317	306.87
Vendor: 193200 - MCI COMM SERVICE							
046119	05/24/2017	C3635700011		570398-0365	10-2620-531-000-00-070-000-000-0000	311756	230.16
046119	05/24/2017	C3635700012		16900-60006	Check Date: 05/24/2017	Check Amount:	76.72
046119	05/24/2017	C3635700013		86119-21458	10-2620-422-000-30-020-000-000-0000	310224	76.72
046119	05/24/2017	C3635700014		86119-21458	10-2620-422-000-00-080-000-000-0000	311382	34.22
046119	05/24/2017	C3635700015		85342-32005	10-2620-422-000-30-020-000-000-0000	310224	1,603.79
046119	05/24/2017	C3635700016		46119-21454	10-2620-422-000-30-010-000-000-0000	310131	5,466.87
046119	05/24/2017	C3635700015		05120-58007	10-2620-422-000-10-030-000-000-0000	310313	42.04
046119	05/24/2017	C3635700016		34774-31005	10-2620-422-000-30-010-000-000-0000	310131	43.32
* Denotes Non-Negotiable Transaction							
# - Payable Transaction				d - Direct Deposit			
p - Prenote				c - Credit Card Payment			

Fund Accounting Check Register

GENERAL FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 210800 - PPL ELECTRIC UTILITIES							
046120	05/26/2017	C3637200003		AP TESTS	Remit # 2 Check Date: 05/24/2017 10-1110-610-000-30-010-000-0000-0000	Check Amount: 310102	8,228.81
Vendor: 100042 - AP EXAMINATIONS							
046121	05/26/2017	C3637200001		N2N63YCC9HD	Remit # 2 Check Date: 05/26/2017 10-2380-580-000-30-010-025-000-0000	Check Amount: 311041	6,063.00
046121	05/26/2017	C3637200002		DKNRP5SC798	10-2360-580-000-00-000-000-0000-0000	310845	595.00
Vendor: 102145 - THE ALICE TRAINING INSTITUTE							
046122	05/26/2017	C3637200004		UNIFORMS	Remit # 1 Check Date: 05/26/2017 10-2620-610-000-00-000-000-0000-0000	Check Amount: 310939	595.00
Vendor: 119198 - SHERRIE BROWN							
046123	05/26/2017	C3637200005		UNIFORMS	Check Date: 05/26/2017 10-2620-610-000-00-000-000-0000-0000	Check Amount: 310939	1,190.00
Vendor: 129937 - KEITH CONFAIR							
046124	05/26/2017	C3637200006		UNIFORMS	Check Date: 05/26/2017 10-2620-610-000-00-000-000-0000-0000	Check Amount: 310939	222.96
046124	05/26/2017	C3637200007		UNIFORMS	10-2620-610-000-00-000-000-0000-0000	310939	65.04
Vendor: 220780 - CRAIG RODGERS							
046125	05/31/2017	C3638400001		32597	Check Date: 05/26/2017 10-2620-430-000-10-040-000-000-0000	Check Amount: 310421	65.04
Vendor: 129927 - CONDO'S INC.							
					Check Date: 05/31/2017	Check Amount:	135.97
							84.27
							220.24
							152.00
							152.00

10-GENERAL FUND

53,966.38

Grand Total Manual Checks : 0.00

Grand Total Regular Checks : 53,966.38

Grand Total Direct Deposits: 0.00

Grand Total Credit Card Payments: 0.00

Grand Total All Checks : 53,966.38

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

ACTIVITY FUND - FROM 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
004803	05/04/2017	C3628200001		4798510047017856	80-0496-000-00-000-000-0000	180496	124.50
004803	05/04/2017	C3628200002		4798510047017856	80-0496-000-00-000-000-0000	180496	25.70
004803	05/04/2017	C3628200003		4798510047017856	80-0496-000-00-000-000-0000	180496	44.99
004803	05/04/2017	C3628200004		4798510047017856	80-0496-000-00-000-000-0000	180496	140.44
Vendor: 244275 - CARDMEMBER SERVICE							
004804	05/09/2017	C3628600001		REFUND	Remit # 4 Check Date: 05/04/2017	Check Amount:	335.63
					80-0496-000-00-000-000-0000	180496	2,107.88
Vendor: 107017 - JUSTIN ARMERUSTER							
004805	05/09/2017	C3628600002		REFUND	Check Date: 05/10/2017	Check Amount:	2,107.88
					80-0496-000-00-000-000-0000	180496	472.77
Vendor: 109350 - S. ANDREW BAKER, III							
004806	05/09/2017	C3628600003		REFUND	Remit # 1 Check Date: 05/10/2017	Check Amount:	472.77
					80-0496-000-00-000-000-0000	180496	85.98
Vendor: 113978 - SARAH KEIM							
004807	05/09/2017	C3628600004		REFUND	Check Date: 05/10/2017	Check Amount:	85.98
					80-0496-000-00-000-000-0000	180496	510.50
Vendor: 125100 - LYNNANN CHARNAGO							
004808	05/09/2017	C3628600005		154968	Check Date: 05/10/2017	Check Amount:	510.50
					80-0496-000-00-000-000-0000	180496	356.00
Vendor: 131873 - COUNTRY MEATS							
004809	05/09/2017	C3628600006		REFUND	Check Date: 05/10/2017	Check Amount:	356.00
					80-0496-000-00-000-000-0000	180496	311.80
Vendor: 146690 - LINDSEY EISCHEID							
004810	05/09/2017	C3628600007		9000882287	Check Date: 05/10/2017	Check Amount:	311.80
004810	05/10/2017	M3628800001		9000882287	80-0496-000-00-000-000-0000	180496	95.00
Vendor: 201710 - NASSP/NHS/NJHS							
004811	05/09/2017	C3628600008		REFUND	Remit # 1 Check Date: 05/10/2017	Check Amount:	-95.00
					80-0496-000-00-000-000-0000	180496	0.00
Vendor: 207130 - MARGARET ORTEAL							
004812	05/09/2017	C3628600009		PASC DUES	Check Date: 05/10/2017	Check Amount:	549.90
					80-0496-000-00-000-000-0000	180496	549.90
Vendor: 207619 - PASC DUES							
004813	05/09/2017	C3628600010		REIMBURSEMENT	Remit # 3 Check Date: 05/10/2017	Check Amount:	75.00
					80-0496-000-00-000-000-0000	180496	75.00
Vendor: 230985 - DONNA SORGEN							
004814	05/09/2017	C3628600011		17-6067-1	Check Date: 05/10/2017	Check Amount:	42.39
					80-0496-000-00-000-000-0000	180496	42.39
Vendor: 235920 - SUSQUEHANNA VALLEY SPORTSWEAR							
004815	05/09/2017	C3628600012		REFUND	Check Date: 05/10/2017	Check Amount:	45.50
					80-0496-000-00-000-000-0000	180496	45.50
Vendor: 246745 - SHAWN WEAVER							
004816	05/09/2017	C3628600013		MILEAGE	Check Date: 05/10/2017	Check Amount:	146.00
					80-0496-000-00-000-000-0000	180496	146.00
Vendor: 402130 - ERNEST HARTER							
004817	05/09/2017	C3628600014		REIMBURSEMENT	Check Date: 05/10/2017	Check Amount:	181.90
					80-0496-000-00-000-000-0000	180496	110.91
Vendor: 402529 - OAKLYN HENRY							
					Check Date: 05/10/2017	Check Amount:	110.91

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

ACTIVITY FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
004818	05/09/2017	C3628900001		9000882287	80-0496-000-00-000-0000-0000	180496	95.00
Vendor:	201710	- NASSP			Remit # 3 Check Date: 05/10/2017	Check Amount:	95.00
004819	05/18/2017	C3634600001		11217174	80-0496-000-00-000-0000-0000	180496	371.55
Vendor:	135270	- CUSTOM INK.COM			Remit # 1 Check Date: 05/18/2017	Check Amount:	371.55
004820	05/18/2017	C3634600002		REFUND	80-0496-000-00-000-0000-0000	180496	171.11
Vendor:	165850	- ERIC HESS			Remit # 1 Check Date: 05/18/2017	Check Amount:	171.11
004821	05/18/2017	C3634600003		252	80-0496-000-00-000-0000-0000	180496	18.00
Vendor:	174275	- J S A S D CAFETERIA ACCOUNT			Remit # 1 Check Date: 05/18/2017	Check Amount:	18.00
004822	05/18/2017	C3634600004		17-049	80-0496-000-00-000-0000-0000	180496	180.70
Vendor:	174325	- JSASD GENERAL FUND			Remit # 1 Check Date: 05/18/2017	Check Amount:	180.70
004823	05/18/2017	C3634600005		135564	80-0496-000-00-000-0000-0000	180496	1,608.75
Vendor:	175910	- JIFFY MARKET & DELI			Remit # 2 Check Date: 05/18/2017	Check Amount:	1,608.75
004824	05/18/2017	C3634600006		DONATION	80-0496-000-00-000-0000-0000	180496	584.19
Vendor:	190675	- MARCH OF DIMES			Remit # 4 Check Date: 05/18/2017	Check Amount:	584.19
004825	05/18/2017	C3634600007		NLC	80-0496-000-00-000-0000-0000	180496	2,433.00
004825	05/18/2017	C3634600008		NLC	80-0496-000-00-000-0000-0000	180496	1,065.00
Vendor:	210170	- PA FELIA			Remit # 3 Check Date: 05/18/2017	Check Amount:	3,498.00
004826	05/18/2017	C3634600009		20170602	80-0496-000-00-000-0000-0000	180496	200.00
Vendor:	220575	- JOE ROBISON			Check Date: 05/18/2017	Check Amount:	200.00
004827	05/18/2017	C3634600010		11539	80-0496-000-00-000-0000-0000	180496	273.08
Vendor:	239650	- TIADAGHTON EMBROIDERY			Remit # 1 Check Date: 05/18/2017	Check Amount:	273.08
004828	05/18/2017	C3634600011		DONATION	80-0496-000-00-000-0000-0000	180496	200.00
Vendor:	253800	- ROZANNE D YAUDES			Remit # 1 Check Date: 05/18/2017	Check Amount:	200.00
004829	05/18/2017	C3634600012		FLING TICKET REF	80-0496-000-00-000-0000-0000	180496	10.00
Vendor:	402662	- LORI TONER			Check Date: 05/18/2017	Check Amount:	10.00
004830	05/18/2017	C3634600013		FLING TICKET REF	80-0496-000-00-000-0000-0000	180496	10.00
Vendor:	402663	- DAVID WORDEN			Check Date: 05/18/2017	Check Amount:	10.00
004831	05/18/2017	C3634600016		AWARD	80-0496-000-00-000-0000-0000	180496	10.00
Vendor:	402665	- ABRAM JAMES CARSON			Check Date: 05/18/2017	Check Amount:	10.00
004832	05/18/2017	C3634600014		TSA REFUND	80-0496-000-00-000-0000-0000	180496	1,070.22
Vendor:	402667	- TANYA BERFIELD			Check Date: 05/18/2017	Check Amount:	1,070.22
004833	05/18/2017	C3634600015		TSA REFUND	80-0496-000-00-000-0000-0000	180496	1,492.84
Vendor:	402668	- KARYN STRATTON			Check Date: 05/18/2017	Check Amount:	1,492.84
004834	05/23/2017	C3635500002		MADI LAUBSCHER	80-0496-000-00-000-0000-0000	180496	24.81

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

ACTIVITY FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
004834	05/23/2017	C3635500003		ANDREW HUFNAGLE	80-0496-000-00-000-000-0000	180496	40.82
004834	05/23/2017	C3635500004		EMILI GEORGE	80-0496-000-00-000-000-0000	180496	8.81
Vendor: 104335 - AMERICAN CANCER SOCIETY							
004835	05/23/2017	C3635500001		108805	Remit # 2 Check Date: 05/23/2017	Check Amount:	74.44
					80-0496-000-00-000-000-0000	180496	1,100.00
Vendor: 106470 - ANY EVENT RENTAL & SALES							
004836	05/23/2017	C3635500005		REFUND	Remit # 1 Check Date: 05/23/2017	Check Amount:	1,100.00
					80-0496-000-00-000-000-0000	180496	233.00
Vendor: 111900 - DAVID BECKER							
004837	05/23/2017	C3635500006		TEACH APPREC LUN	Check Date: 05/23/2017	Check Amount:	233.00
					80-0496-000-00-000-000-0000	180496	10.00
004837	05/23/2017	C3635500007		TEACH APPREC LUN	80-0496-000-00-000-000-0000	180496	10.00
004837	05/23/2017	C3635500008		TEACH APPREC LUN	80-0496-000-00-000-000-0000	180496	50.00
004837	05/23/2017	C3635500009		TEACH APPREC LUN	80-0496-000-00-000-000-0000	180496	10.00
004837	05/23/2017	C3635500010		TEACH APPREC LUN	80-0496-000-00-000-000-0000	180496	10.00
004837	05/23/2017	C3635500011		TEACH APPREC LUN	80-0496-000-00-000-000-0000	180496	10.00
004837	05/23/2017	C3635500012		17-052	80-0496-000-00-000-000-0000	180496	10.00
Vendor: 174325 - JSASD GENERAL FUND							
004838	05/23/2017	C3635500013		NLC	Remit # 1 Check Date: 05/23/2017	Check Amount:	1,308.20
					80-0496-000-00-000-000-0000	180496	1,408.20
Vendor: 210170 - PA FBIA							
004839	05/23/2017	C3635500014		DONATION	Remit # 3 Check Date: 05/23/2017	Check Amount:	2,200.00
					80-0496-000-00-000-000-0000	180496	2,200.00
Vendor: 253800 - ROZANNE D YAUTES							
004840	05/30/2017	C3637900001		17-050	Remit # 1 Check Date: 05/23/2017	Check Amount:	80.00
					80-0496-000-00-000-000-0000	180496	128.52
004840	05/30/2017	C3637900002		17-048	80-0496-000-00-000-000-0000	180496	137.14
004840	05/30/2017	C3637900003		17-526	80-0496-000-00-000-000-0000	180496	291.00
Vendor: 174325 - JSASD GENERAL FUND							
004841	05/30/2017	C3637900004		12066	Remit # 1 Check Date: 05/30/2017	Check Amount:	556.66
					80-0496-000-00-000-000-0000	180496	318.00
Vendor: 239650 - TIADAGHTON EMBROIDERY							
004842	05/30/2017	C3637900005		JSMS PERFORMANCE	Remit # 1 Check Date: 05/30/2017	Check Amount:	318.00
					80-0496-000-00-000-000-0000	180496	2,742.00
Vendor: 400204 - KNOEBELS AMUSEMENT PARK							
004843	05/30/2017	C3637900006		AWARD	Check Date: 05/30/2017	Check Amount:	2,742.00
					80-0496-000-00-000-000-0000	180496	200.00
Vendor: 402614 - PAIGE HAIGHT							
004844	05/30/2017	C3637900014		AWARD	Check Date: 05/30/2017	Check Amount:	200.00
					80-0496-000-00-000-000-0000	180496	500.00
Vendor: 402659 - OLIVIA STROBLE							
004845	05/30/2017	C3637900007		AWARD	Check Date: 05/30/2017	Check Amount:	500.00
					80-0496-000-00-000-000-0000	180496	1,000.00
Vendor: 402670 - HARLEY LORSON							
004846	05/30/2017	C3637900008		AWARD	Remit # 1 Check Date: 05/30/2017	Check Amount:	1,000.00
					80-0496-000-00-000-000-0000	180496	2,500.00

* Denotes Non-Negotiable Transaction

- Payable Transaction P - Prenote d - Direct Deposit c - Credit Card Payment

Fund Accounting Check Register

ACTIVITY FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 402670 - HARLEY LORSON							
004847	05/30/2017	C3637900009		AWARD	Remit # 2 Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	2,500.00
Vendor: 402671 - WYATT LORSON							
004848	05/30/2017	C3637900010		AWARD	Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	2,500.00
Vendor: 402672 - PAIGE MITCHELTREE							
004849	05/30/2017	C3637900011		AWARD	Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	2,000.00
Vendor: 402673 - BLAKE NEAL							
004850	05/30/2017	C3637900012		AWARD	Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	2,000.00
Vendor: 402674 - BRANDON RANCK							
004851	05/30/2017	C3637900015		AWARD	Remit # 1 Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	100.00
Vendor: 402674 - BRANDON RANCK							
004852	05/30/2017	C3637900013		AWARD	Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	100.00
Vendor: 402675 - SIDNEY TRUNZO							
004853	05/30/2017	C3637900016		AWARD	Remit # 2 Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	500.00
Vendor: 402676 - OLIVIA EDLER							
004854	05/30/2017	C3637900017		AWARD	Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	500.00
Vendor: 402677 - MARIAH GUISWITE							
004855	05/30/2017	C3637900018		AWARD	Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	1,000.00
Vendor: 402678 - GABRIELLE MOORE							
004856	05/30/2017	C3637900019		AWARD	Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	500.00
Vendor: 402679 - JULIA ROCKWELL							
004857	05/30/2017	C3637900020		AWARD	Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	500.00
Vendor: 402680 - TODD SANFORD							
004858	05/31/2017	C3638200001		AWARD	Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	1,000.00
Vendor: 194275 - REED B MEILLINGER							
004859	05/31/2017	C3638800001		SCHOLARSHIPS	Check Date: 05/30/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	1,000.00
Vendor: 220575 - JOE ROBISON							
				DJ SERVICES	Check Date: 05/31/2017 80-0496-000-00-000-000-0000	Check Amount: 180496	3,920.00
							350.00
							350.00

80-ACTIVITY FUND 41,257.90

Grand Total Manual Checks : -95.00
Grand Total Regular Checks : 41,352.90
Grand Total Direct Deposits: 0.00
Grand Total Credit Card Payments: 0.00

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

Fund Accounting Check Register

ACTIVITY FUND - FROM 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
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Grand Total All Checks						:	41,257.90
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- Payable Transaction * Denotes Non-Negotiable Transaction c - Credit Card Payment
 P - Prenote d - Direct Deposit

Fund Accounting Check Register

CAFETERIA FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
004443	05/19/2017	C3634900003			50-3100-430-000-00-000-0000	350012	368.45
004443	05/19/2017	C3634900004			50-3100-430-000-00-000-0000	350012	100.12
Vendor: 134950 - D R CUPP							
004444	05/19/2017	C3634900005		179144	Remit # 1 Check Date: 05/19/2017	Check Amount:	468.57
004444	05/19/2017	C3634900006		178771	50-3100-430-000-00-000-0000	350012	153.94
Vendor: 177015 - K & D Factory Service, Inc.							
004445	05/19/2017	C3634900007		APRIL 2017	50-3100-430-000-00-000-0000	350012	932.63
Vendor: 205950 - NUTRITION, INC.							
004446	05/19/2017	C3634900008		40717	Remit # 1 Check Date: 05/19/2017	Check Amount:	1,086.57
004446	05/19/2017	C3634900009		40517	50-3100-430-000-00-000-0000	350012	46,235.28
004446	05/19/2017	C3634900010		44117	50-3100-430-000-00-000-0000	350012	294.98
004446	05/19/2017	C3634900011		44517	50-3100-430-000-00-000-0000	350012	1,145.00
Vendor: 216500 - QUALITY AIR MECHANICAL, INC.							
004447	05/19/2017	C3634900001	17000895	A2471524	50-3100-610-000-00-000-0000	350015	310.50
004447	05/19/2017	C3634900002	17000895	A2465207	50-3100-610-000-00-000-0000	350015	215.00
Vendor: 229120 - SINGER EQUIPMENT COMPANY							
004448	05/26/2017	C3637500003		4650628	Remit # 1 Check Date: 05/19/2017	Check Amount:	1,965.48
Vendor: 141881 - J.C. EHRLICH CO., INC.							
004449	05/26/2017	C3637500004			50-3100-460-000-00-000-0000	350013	62.26
004449	05/26/2017	C3637500005			Remit # 1 Check Date: 05/26/2017	Check Amount:	78.14
004449	05/26/2017	C3637500006			50-0472-000-000-00-000-0000	150472	140.40
004449	05/26/2017	C3637500007			50-7810-000-00-000-000-0000	250014	278.00
004449	05/26/2017	C3637500008			50-0471-000-000-00-000-0000	150471	278.00
004449	05/26/2017	C3637500009			50-7820-000-00-000-000-0000	250019	2,954.98
004449	05/26/2017	C3637500010			50-0474-000-000-00-000-0000	150474	-1,477.49
004449	05/26/2017	C3637500011			50-3100-211-000-00-000-0000	350004	9,981.84
004449	05/26/2017	C3637500012			50-3100-212-000-00-000-0000	350005	-4,990.92
004449	05/26/2017	C3637500013			50-0474-000-000-00-000-0000	150474	198.16
004449	05/26/2017	C3637500014			50-3100-213-000-00-000-0000	350006	11,846.89
004449	05/26/2017	C3637500015			50-0472-000-000-00-000-0000	150472	428.53
004449	05/26/2017	C3637500016			50-7810-000-00-000-000-0000	250014	20.80
004449	05/26/2017	C3637500017			50-0471-000-000-00-000-0000	150471	2,690.13
004449	05/26/2017	C3637500018			50-7820-000-00-000-000-0000	250019	-1,345.07
004449	05/26/2017	C3637500019			50-0474-000-000-00-000-0000	150474	9,027.14
					50-3100-211-000-00-000-0000	350004	-4,513.57
					50-3100-212-000-00-000-0000	350005	180.88
					50-3100-213-000-00-000-0000	350006	11,846.89
							428.53
							20.80

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

CAFETERIA FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
004449	05/26/2017	C3637500020			50-0472-000-000-000-0000	150472	3,149.36
004449	05/26/2017	C3637500021			50-7810-000-000-000-000-0000	250014	-1,574.68
004449	05/26/2017	C3637500022			50-0471-000-000-000-000-0000	150471	11,277.53
004449	05/26/2017	C3637500023			50-7820-000-000-000-000-0000	250019	-5,638.77
004449	05/26/2017	C3637500024			50-0474-000-000-000-000-0000	150474	212.94
004449	05/26/2017	C3637500025			50-3100-211-000-000-000-0000	350004	11,846.89
004449	05/26/2017	C3637500026			50-3100-212-000-000-000-0000	350005	428.53
004449	05/26/2017	C3637500027			50-3100-213-000-000-000-0000	350006	20.80
Vendor: 174325 - JSASD GENERAL FUND							
004450	05/26/2017	C3637500002			DECLAN GAYNAIR-M 50-0480-000-000-000-482-000-0000	150480R	57,021.12
Vendor: 402669 - JULIE RYKARD							
004451	05/26/2017	C3637500001			BRAYDEN FINNERTY 50-0480-000-000-000-482-000-0000	150480R	53.50
Vendor: 402681 - DESIREE A. FINNERTY							
Check Amount: 107,257.50							
50-FOOD SERVICE FUND							
Grand Total Manual Checks : 0.00							
Grand Total Regular Checks : 107,257.50							
Grand Total Direct Deposits: 0.00							
Grand Total Credit Card Payments: 0.00							
Grand Total All Checks : 107,257.50							

- Payable Transaction * Denotes Non-Negotiable Transaction c - Credit Card Payment
p - Prenote d - Direct Deposit

Fund Accounting Check Register

ATHLETIC FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
012042	05/10/2017	C3629600023		BASEBALL	29-3250-390-009-00-000-000-BASE	329201	80.00
012042	05/10/2017	C3629600028		BASEBALL	29-3250-390-009-00-000-000-BASE	329201	60.00
Vendor: 109265 - WILLIAM BAILEY							
012043	05/10/2017	C3629600009		TRACK	29-3250-390-009-00-000-000-TRAC	329207	140.00
Vendor: 111500 - WILLIAM BEAN							
012044	05/10/2017	C3629600026		BASEBALL	29-3250-390-009-00-000-000-BASE	329201	75.00
Vendor: 112825 - MICHAEL BENEDICT							
012045	05/10/2017	C3629600022		BASEBALL	29-3250-390-009-00-000-000-BASE	329201	80.00
Vendor: 122830 - CHARLES CARNES III							
012046	05/10/2017	C3629600018		BASEBALL	29-3250-390-009-00-000-000-BASE	329201	80.00
012046	05/10/2017	C3629600019		BASEBALL	29-3250-390-009-00-000-000-BASE	329201	60.00
012046	05/10/2017	C3629600029		BASEBALL	29-3250-390-009-00-000-000-BASE	329201	80.00
Vendor: 125800 - KE CHI CHU							
012047	05/10/2017	C3629600010		SOFTBALL	29-3250-390-009-00-000-000-SOFT	329204	220.00
Vendor: 147075 - ROBERT ELLIS							
012048	05/10/2017	C3629600030		BASEBALL	29-3250-390-009-00-000-000-BASE	329201	70.00
Vendor: 154300 - FRANK GARDINER							
012049	05/10/2017	C3629600027		BASEBALL	Remit # 1 Check Date: 05/10/2017	Check Amount:	80.00
Vendor: 154300 - FRANK GARDINER							
012050	05/10/2017	C3629600001		SOCCER TOURN	Remit # 2 Check Date: 05/10/2017	Check Amount:	60.00
Vendor: 169770 - HUGHESVILLE HIGH SCHOOL ATHLETICS							
012051	05/10/2017	C3629600014		SOFTBALL	Remit # 1 Check Date: 05/10/2017	Check Amount:	100.00
Vendor: 179785 - PATRICK KIMBLE							
012052	05/10/2017	C3629600013		SOFTBALL	29-3250-390-009-00-000-000-SOFT	329204	70.00
Vendor: 180400 - THOMAS KLINE							
012053	05/10/2017	C3629600016		SOFTBALL	Check Date: 05/10/2017	Check Amount:	55.00
Vendor: 180700 - RICHARD KNECHT							
012054	05/10/2017	C3629600021		BASEBALL	Check Date: 05/10/2017	Check Amount:	55.00
Vendor: 191487 - MARK MARINUCCI							
012055	05/10/2017	C3629600007		TRACK	Remit # 1 Check Date: 05/10/2017	Check Amount:	80.00
Vendor: 193600 - KEVIN MCNAMARA							
012056	05/10/2017	C3629600017		SOFTBALL	29-3250-390-009-00-000-000-TRAC	329207	80.00
Vendor: 211920 - ANTHONY PERROTTA							
012057	05/10/2017	C3629600020		BASEBALL	Check Date: 05/10/2017	Check Amount:	75.00
Vendor: 211920 - ANTHONY PERROTTA							
012057	05/10/2017	C3629600020		BASEBALL	Check Date: 05/10/2017	Check Amount:	55.00
Vendor: 211920 - ANTHONY PERROTTA							
012057	05/10/2017	C3629600020		BASEBALL	Check Date: 05/10/2017	Check Amount:	55.00
Vendor: 211920 - ANTHONY PERROTTA							
012057	05/10/2017	C3629600020		BASEBALL	Check Date: 05/10/2017	Check Amount:	60.00

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

ATHLETIC FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expended Amt
Vendor: 214750 - CHARLES PROBST								
012058	05/10/2017	C3629600008		TRACK	29-3250-390-009-000-000-000-TRAC	05/10/2017	Check Amount: 329207	60.00
Vendor: 218305 - JEFFREY REITZ								
012059	05/10/2017	C3629600012		SOFTBALL	29-3250-390-009-000-000-000-SOFT	05/10/2017	Check Amount: 329204	65.00
Vendor: 226525 - WILLIAM SEMENTELLI								
012060	05/10/2017	C3629600024		BASEBALL	29-3250-390-009-000-000-000-BASE	05/10/2017	Check Amount: 329201	70.00
Vendor: 237050 - PAUL TAYLOR								
012061	05/10/2017	C3629600015		SOFTBALL	29-3250-390-009-000-000-000-SOFT	05/10/2017	Check Amount: 329204	80.00
012061	05/10/2017	C3629600025		BASEBALL	29-3250-390-009-000-000-000-BASE	05/10/2017	Check Amount: 329201	80.00
Vendor: 245135 - WILLIAM WAGNER								
012062	05/10/2017	C3629600002		89	29-3250-513-009-000-000-000-SOFT	05/10/2017	Check Amount: 329104	150.00
012062	05/10/2017	C3629600003		88	29-3250-513-009-000-000-000-SOCC	05/10/2017	Check Amount: 329103	928.65
012062	05/10/2017	C3629600004		87	29-3250-513-009-000-000-000-TENN	05/10/2017	Check Amount: 329106	135.71
012062	05/10/2017	C3629600005		86	29-3250-513-009-000-000-000-TRAC	05/10/2017	Check Amount: 329107	1,174.69
012062	05/10/2017	C3629600006		85	29-3250-513-009-000-000-000-TRAC	05/10/2017	Check Amount: 329107	912.18
Vendor: 250840 - WINDECKER ENTERPRISES, INC.								
012063	05/10/2017	C3629600011		SOFTBALL	Remit # 3 29-3250-390-009-000-000-000-SOFT	05/10/2017	Check Amount: 329204	1,858.03
Vendor: 251125 - RODNEY WILSON								
012064	05/12/2017	C3629900001		119997	29-3250-610-009-000-000-000-0000	05/10/2017	Check Amount: 329044	5,009.26
012064	05/12/2017	C3629900015		120042	29-3250-610-009-000-000-000-0000	05/10/2017	Check Amount: 329044	110.00
Vendor: 101300 - AGWAY								
012065	05/12/2017	C3629900009		BASEBALL	Remit # 1 29-3250-390-009-000-000-000-BASE	05/12/2017	Check Amount: 329201	110.00
Vendor: 109265 - WILLIAM BAILEY								
012066	05/12/2017	C3629900013		SOCCER	29-3250-390-009-000-000-000-SOCC	05/12/2017	Check Amount: 329203	147.50
Vendor: 111875 - RON BECK								
012067	05/12/2017	C3629900002		59752	Remit # 2 29-3250-610-009-000-000-000-0000	05/12/2017	Check Amount: 329044	80.00
012067	05/12/2017	C3629900016		59940	29-3250-610-009-000-000-000-0000	05/12/2017	Check Amount: 329044	70.00
Vendor: 121100 - BUTTORFFS HARDWARE								
012068	05/12/2017	C3629900008		BASEBALL	Remit # 1 29-3250-390-009-000-000-000-BASE	05/12/2017	Check Amount: 329201	110.05
Vendor: 122830 - CHARLES CARNES III								
012069	05/12/2017	C3629900003		LOCKER RM DAMAGE	29-3250-610-009-000-000-000-0000	05/12/2017	Check Amount: 329044	96.12
Vendor: 142200 - EAST LYCOMING SCHOOL DISTRICT								
012070	05/12/2017	C3629900005		46740	Remit # 2 29-3250-610-009-000-000-000-0000	05/12/2017	Check Amount: 329044	206.17
012070	05/12/2017	C3629900006		46741	29-3250-610-009-000-000-000-0000	05/12/2017	Check Amount: 329044	80.00

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

Fund Accounting Check Register

ATHLETIC FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expend Amt
Vendor: 158100 - GRAND RENTAL STATION								
012071	05/12/2017	C3629900004		040162	29-3250-549-009-000-000-000-0000	05/12/2017	Check Amount: 196.00	196.00
Vendor: 186200 - LOCK HAVEN EXPRESS								
012072	05/12/2017	C3629900012		TRACK	Remit # 1 29-3250-390-009-000-000-000-TRAC	05/12/2017	Check Amount: 203.30	203.30
Vendor: 193600 - KEVIN MCNAMARA								
012073	05/12/2017	C3629900011		BASEBALL	29-3250-390-009-000-000-000-BASE	05/12/2017	Check Amount: 75.00	75.00
Vendor: 206275 - GREGORY O'DELL								
012074	05/12/2017	C3629900014		SOCCER	29-3250-390-009-000-000-000-SOCC	05/12/2017	Check Amount: 60.00	60.00
Vendor: 212550 - BARRY PIDCOE								
012075	05/12/2017	C3629900007		035863	29-3250-549-009-000-000-000-0000	05/12/2017	Check Amount: 70.00	70.00
Vendor: 235050 - SUN-GAZETTE COMPANY								
012076	05/12/2017	C3629900010		BASEBALL	Remit # 2 29-3250-390-009-000-000-000-BASE	05/12/2017	Check Amount: 354.16	354.16
Vendor: 237050 - PAUL TAYLOR								
012077	05/24/2017	C3636000039		SOFTBALL	29-3250-390-009-000-000-000-SOFT	05/24/2017	Check Amount: 60.00	60.00
012077	05/24/2017	C3636000042		SOFTBALL	29-3250-390-009-000-000-000-SOFT	05/24/2017	Check Amount: 70.00	70.00
Vendor: 110675 - WILLIAM RICK BARRETT								
012078	05/24/2017	C3636000031		SOFTBALL	29-3250-390-009-000-000-000-SOFT	05/24/2017	Check Amount: 140.00	140.00
Vendor: 119190 - JOSEPH BROWN								
012079	05/24/2017	C3636000017		SOCCER	29-3250-390-009-000-000-000-SOCC	05/24/2017	Check Amount: 70.00	70.00
Vendor: 122229 - WILLIAM MAXWELL CAMPBELL								
012080	05/24/2017	C3636000025		BASEBALL	29-3250-390-009-000-000-000-BASE	05/24/2017	Check Amount: 70.00	70.00
Vendor: 122830 - CHARLES CARNES III								
012081	05/24/2017	C3636000027		BASEBALL	29-3250-390-009-000-000-000-BASE	05/24/2017	Check Amount: 60.00	60.00
Vendor: 123400 - PATRICK CASSIDY								
012082	05/24/2017	C3636000019		BASEBALL	29-3250-390-009-000-000-000-BASE	05/24/2017	Check Amount: 80.00	80.00
012082	05/24/2017	C3636000022		BASEBALL	29-3250-390-009-000-000-000-BASE	05/24/2017	Check Amount: 80.00	80.00
Vendor: 125800 - KE CHI CHU								
012083	05/24/2017	C3636000040		SOFTBALL	29-3250-390-009-000-000-000-SOFT	05/24/2017	Check Amount: 140.00	140.00
Vendor: 141600 - DONALD DUNKLEBERGER								
012084	05/24/2017	C3636000015		SOCCER	29-3250-390-009-000-000-000-SOCC	05/24/2017	Check Amount: 55.00	55.00
Vendor: 148535 - PAUL FAHRENBAUGH								
012085	05/24/2017	C3636000002		TRACK STATES	29-3250-610-009-000-000-000-0000	05/24/2017	Check Amount: 70.00	70.00
Vendor: 152300 - ROBERT H FOX JR								
012086	05/24/2017	C3636000023		BASEBALL	Remit # 1 29-3250-390-009-000-000-000-BASE	05/24/2017	Check Amount: 483.00	483.00
					29-3250-390-009-000-000-000-BASE	05/24/2017	Check Amount: 60.00	60.00

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

ATHLETIC FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 154300 - FRANK GARDINER							
012087	05/24/2017	C3636000029		SOFTBALL	Remit # 1 Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOFT	Check Amount: 329204	60.00
Vendor: 156375 - PHILLIP GINGERY							
012088	05/24/2017	C3636000018		SOCCER	Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOCC	Check Amount: 329203	55.00
Vendor: 164750 - TOM HEFFNER							
012089	05/24/2017	C3636000020		BASEBALL	Check Date: 05/24/2017 29-3250-390-009-00-000-000-BASE	Check Amount: 329201	70.00
Vendor: 176085 - ALBERT JONES							
012090	05/24/2017	L3636100001 17000648		O2-0015939-01	Check Date: 05/24/2017 29-3250-610-009-00-000-000-0000	Check Amount: 329044	80.00
Vendor: 178650 - KELLY'S SPORTS, LTD.							
012091	05/24/2017	C3636000038		SOFTBALL	Remit # 1 Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOFT	Check Amount: 329204	312.00
Vendor: 179785 - PATRICK KIMBLE							
012092	05/24/2017	C3636000036		SOFTBALL	Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOFT	Check Amount: 329204	70.00
Vendor: 180400 - THOMAS KLINE							
012093	05/24/2017	C3636000037		SOFTBALL	Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOFT	Check Amount: 329204	70.00
Vendor: 180700 - RICHARD KNECHT							
012094	05/24/2017	C3636000024		SOFTBALL	Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOFT	Check Amount: 329204	55.00
Vendor: 191487 - MARK MARINUCCI							
012095	05/24/2017	C3636000028		BASEBALL	Remit # 1 Check Date: 05/24/2017 29-3250-390-009-00-000-000-BASE	Check Amount: 329201	55.00
Vendor: 191487 - MARK MARINUCCI							
012096	05/24/2017	C3636000032		SOFTBALL	Remit # 2 Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOFT	Check Amount: 329204	60.00
Vendor: 206275 - GREGORY O'DELL							
012097	05/24/2017	C3636000043		SOFTBALL	Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOFT	Check Amount: 329204	70.00
Vendor: 211920 - ANTHONY PERROTTA							
012098	05/24/2017	C3636000016		SOCCER	Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOCC	Check Amount: 329203	70.00
Vendor: 212550 - BARRY PIDCOE							
012099	05/15/2017	L3630300022 17000881			Check Date: 05/24/2017 29-3250-610-009-00-000-000-0000	Check Amount: 329044	55.00
Vendor: 212781 - PIONEER ATHLETICS							
012100	05/24/2017	C3636000014 17000905		INV637364	Check Date: 05/24/2017 29-3250-610-009-00-000-000-0000	Check Amount: 329044	70.00
Vendor: 212781 - PIONEER MANUFACTURING							
012101	05/24/2017	C3636000026		COMPANY BASEBALL	Remit # 1 Check Date: 05/24/2017 29-3250-390-009-00-000-000-BASE	Check Amount: 329201	299.50
Vendor: 214750 - CHARLES PROBST							
012102	05/24/2017	C3636000035		SOFTBALL	Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOFT	Check Amount: 329204	299.50
Vendor: 218450 - MICHAEL RENDOS							
012103	05/24/2017	C3636000030		SOFTBALL	Check Date: 05/24/2017 29-3250-390-009-00-000-000-SOFT	Check Amount: 329204	115.00

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

ATHLETIC FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expended Amt
Vendor: 220670 - STUART ROCKWELL								
012104	05/24/2017	C3636000041		SOFTBALL	29-3250-390-009-00-000-000-SOFT	329204	55.00	70.00
Vendor: 222780 - CHARLES SAFFEL								
012105	05/24/2017	C3636000033		SOFTBALL	29-3250-390-009-00-000-000-SOFT	329204	70.00	70.00
Vendor: 226525 - WILLIAM SEMENTELLI								
012106	05/24/2017	C3636000001		TRACK, STATES	29-3250-810-009-00-000-000-0000	329056	70.00	810.00
Vendor: 227976 - SHIPPENSBURG UNIVERSITY FOUNDATION								
012107	05/24/2017	C3636000003		8601	29-3250-390-009-00-000-000-SOFT	329204	810.00	617.45
012107	05/24/2017	C3636000004		8590	29-3250-390-009-00-000-000-BASE	329201	296.97	127.47
012107	05/24/2017	C3636000005		8591	29-3250-390-009-00-000-000-BASE	329201	152.22	241.46
012107	05/24/2017	C3636000006		8592	29-3250-390-009-00-000-000-BASE	329201	155.97	257.97
012107	05/24/2017	C3636000007		8593	29-3250-390-009-00-000-000-BASE	329201	391.47	301.46
012107	05/24/2017	C3636000008		8594	29-3250-390-009-00-000-000-BASE	329201	377.22	302.97
012107	05/24/2017	C3636000009		8595	29-3250-390-009-00-000-000-BASE	329201	3,222.63	70.00
012107	05/24/2017	C3636000010		8596	29-3250-390-009-00-000-000-BASE	329201	70.00	60.00
012107	05/24/2017	C3636000011		8597	29-3250-390-009-00-000-000-BASE	329201	55.00	55.00
012107	05/24/2017	C3636000012		8599	29-3250-390-009-00-000-000-BASE	329201	2,419.45	-1,209.73
012107	05/24/2017	C3636000013		8600	29-3250-390-009-00-000-000-BASE	329201	9,110.08	-4,555.04
Vendor: 235850 - SUSQUEHANNA TRAILWAYS CO.								
012108	05/24/2017	C3636000034		SOFTBALL	Remit # 3 Check Date: 05/24/2017	Check Amount:	3,222.63	70.00
Vendor: 240800 - DAN TROXELL								
012109	05/24/2017	C3636000021		BASEBALL	29-3250-390-009-00-000-000-SOFT	329204	70.00	60.00
Vendor: 245135 - WILLIAM WAGNER								
012110	05/24/2017	C3636000044		SOFTBALL	Check Date: 05/24/2017	Check Amount:	60.00	55.00
Vendor: 254770 - CHARLES ZOOK								
012111	05/31/2017	C3638600002			Check Date: 05/24/2017	Check Amount:	55.00	2,419.45
012111	05/31/2017	C3638600003			29-0472-000-000-000-000-0000	129472	-1,209.73	9,110.08
012111	05/31/2017	C3638600004			29-7810-000-000-000-000-0000	229014	-4,555.04	159.57
012111	05/31/2017	C3638600005			29-0471-000-000-000-000-0000	129471	1,398.98	51.44
012111	05/31/2017	C3638600006			29-7820-000-000-000-000-0000	229015	30.42	37.10
012111	05/31/2017	C3638600007			29-0474-000-000-000-000-0000	129474		
012111	05/31/2017	C3638600008			29-3250-211-009-00-000-000-0000	329087		
012111	05/31/2017	C3638600009			29-3250-212-009-00-000-000-0000	329088		
012111	05/31/2017	C3638600010			29-3250-213-009-00-000-000-0000	329089		
					29-3250-214-009-00-000-000-0000	329140		

* Denotes Non-Negotiable Transaction

- Payable Transaction

p - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

ATHLETIC FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expend Amt
012111	05/31/2017	C3638600011			29-0472-000-000-000-000-0000	129472	1,368.32
012111	05/31/2017	C3638600012			29-7810-000-000-000-000-0000	229014	-684.16
012111	05/31/2017	C3638600013			29-0471-000-000-000-000-0000	129471	4,703.17
012111	05/31/2017	C3638600014			29-7820-000-000-000-000-0000	229015	-2,351.59
012111	05/31/2017	C3638600015			29-0474-000-000-000-000-0000	129474	90.41
012111	05/31/2017	C3638600016			29-3250-211-009-000-000-0000	329087	1,398.98
012111	05/31/2017	C3638600017			29-3250-212-009-000-000-0000	329088	51.44
012111	05/31/2017	C3638600018			29-3250-213-009-000-000-0000	329089	30.42
012111	05/31/2017	C3638600019			29-3250-214-009-000-000-0000	329140	37.10
012111	05/31/2017	C3638600020			29-0472-000-000-000-000-0000	129472	2,588.57
012111	05/31/2017	C3638600021			29-7810-000-000-000-000-0000	229014	-1,294.29
012111	05/31/2017	C3638600022			29-0471-000-000-000-000-0000	129471	10,168.70
012111	05/31/2017	C3638600023			29-7820-000-000-000-000-0000	229015	-5,084.35
012111	05/31/2017	C3638600024			29-0474-000-000-000-000-0000	129474	171.19
012111	05/31/2017	C3638600025			29-3250-211-009-000-000-0000	329087	1,398.98
012111	05/31/2017	C3638600026			29-3250-212-009-000-000-0000	329088	51.44
012111	05/31/2017	C3638600027			29-3250-213-009-000-000-0000	329089	30.42
012111	05/31/2017	C3638600028			29-3250-214-009-000-000-0000	329140	37.10
Vendor: 174325 - JSASD GENERAL FUND							
012112	05/31/2017	C3638600001		8598	Remit # 1 Check Date: 05/31/2017	Check Amount:	20,154.12
					29-0153-000-000-000-000-0000	129153	917.93
Vendor: 235850 - SUSQUEHANNA TRAILWAYS CO.							
					Remit # 2 Check Date: 05/31/2017	Check Amount:	917.93

29-ATHLETIC FUND

Grand Total Manual Checks : 0.00
Grand Total Regular Checks : 37,215.57
Grand Total Direct Deposits: 0.00
Grand Total Credit Card Payments: 0.00
Grand Total All Checks : 37,215.57

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

Fund Accounting Check Register

PAYROLL FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expend Amt
057978	05/09/2017	C3629400001			78-0479-000-00-000-000-023-0000	178479CD	408.75
Vendor:	101250	- AFSCME COUNCIL 13			Remit # 1 Check Date: 05/12/2017	Check Amount:	408.75
057979	05/09/2017	C3629400002			78-0479-000-00-000-000-024-0000	178479AFSC	15.25
Vendor:	101255	- AFSCME COUNCIL 13			Remit # 1 Check Date: 05/12/2017	Check Amount:	15.25
057980	05/09/2017	C3629400003			78-0479-000-00-000-000-036-0000	178479JSEA	5,471.51
057980	05/09/2017	C3629400004			78-0479-000-00-000-000-037-0000	178479PSEA	45.97
Vendor:	174953	- JSAEA, JULIE WAGNER			Check Date: 05/12/2017	Check Amount:	5,517.48
057981	05/09/2017	C3629400005			78-0479-000-00-000-000-072-0000	178479USDE	76.79
Vendor:	242564	- US DEPARTMENT OF EDUCATION			Remit # 1 Check Date: 05/12/2017	Check Amount:	76.79
057982	05/09/2017	C3629400006			78-0479-000-00-000-000-026-0000	178479WTCU	6,297.00
Vendor:	250800	- WMSPT TEACHERS CREDIT UNION			Remit # 1 Check Date: 05/12/2017	Check Amount:	6,297.00
057988	05/25/2017	C3636700001			78-0479-000-00-000-000-023-0000	178479CD	408.75
Vendor:	101250	- AFSCME COUNCIL 13			Remit # 1 Check Date: 05/25/2017	Check Amount:	408.75
057989	05/25/2017	C3636700002			78-0479-000-00-000-000-024-0000	178479AFSC	15.25
Vendor:	101255	- AFSCME COUNCIL 13			Remit # 1 Check Date: 05/25/2017	Check Amount:	15.25
057990	05/25/2017	C3636700003			78-0479-000-00-000-000-007-0000	178479HOMA	28.96
Vendor:	168350	- HORACE MANN LIFE INS CO			Remit # 1 Check Date: 05/25/2017	Check Amount:	28.96
057991	05/25/2017	C3636700004			78-0479-000-00-000-000-057-0000	178479125I	30,334.02
057991	05/25/2017	C3636700005			78-0479-000-00-000-000-071-0000	178479FC	105.00
Vendor:	174325	- JSASD GENERAL FUND			Remit # 3 Check Date: 05/25/2017	Check Amount:	30,439.02
057992	05/25/2017	C3636700006			78-0479-000-00-000-000-036-0000	178479JSEA	5,471.51
057992	05/25/2017	C3636700007			78-0479-000-00-000-000-037-0000	178479PSEA	45.97
Vendor:	174953	- JSAEA, JULIE WAGNER			Check Date: 05/25/2017	Check Amount:	5,517.48
057993	05/25/2017	C3636700012			78-0479-000-00-000-000-067-0000	178479BDP	315.26
Vendor:	175050	- JERSEY SHORE AREA EDUCATION FOUNDATION			Check Date: 05/25/2017	Check Amount:	315.26
057994	05/25/2017	C3636700010			78-0479-000-00-000-000-042-0000	178479UF	154.00
Vendor:	188950	- LYCOMING UNITED WAY			Remit # 1 Check Date: 05/25/2017	Check Amount:	154.00
057995	05/25/2017	C3636700009			78-0479-000-00-000-000-076-0000	178479LTD	2,745.10
Vendor:	189758	- MADISON NATIONAL LIFE INS. CO., INC.			Check Date: 05/25/2017	Check Amount:	2,745.10
057996	05/25/2017	C3636700011			78-0478-000-00-000-000-029-0000	178478LOC	21,664.36
Vendor:	200800	- MUNICIPAL & SCHOOL INCOME TAX			Remit # 1 Check Date: 05/25/2017	Check Amount:	21,664.36
057997	05/25/2017	C3636700008			78-0479-000-00-000-000-050-0000	178479PHEA	74.00
Vendor:	207625	- PHEAA			Remit # 1 Check Date: 05/25/2017	Check Amount:	74.00
057998	05/25/2017	C3636700013			78-0479-000-00-000-000-072-0000	178479USDE	76.79

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Register

PAYROLL FUND - From 05/01/2017 To 05/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expended Amt
Vendor:	242564	- US DEPARTMENT OF EDUCATION			Remit # 1 Check Date: 05/25/2017	Check Amount:	76.79	
057999	05/25/2017	C3636700014			78-0479-000-000-000-026-0000 178479WTCU		6,297.00	
Vendor:	250800	- WMSPT TEACHERS CREDIT UNION			Remit # 1 Check Date: 05/25/2017	Check Amount:	6,297.00	
					78-PAYROLL FUND		80,051.24	
					Grand Total Manual Checks :		0.00	
					Grand Total Regular Checks :		80,051.24	
					Grand Total Direct Deposits:		0.00	
					Grand Total Credit Card Payments:		0.00	
					Grand Total All Checks :		80,051.24	

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



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Accountant

Scope: This position serves as support to the Business Manager. The main focus of this position will be the general accounting processes of the school district.

Certifications: Minimum two-year college degree, four year preferred, with emphasis on accounting, or equivalent school district experience.

Qualifications: Background should include experience in a double entry accounting system, reconciliations, financial analysis and reporting, and all aspects of payroll preparation and tax reporting. Must be proficient using accepted accounting software and have supervisory experience.

Responsible To: Business Manager

Supervisory Function: Payroll and Accounts Payable.

Classification: Exempt

Position Objective: To assist the Business Manager and other business office personnel in the punctual, accurate operation of the fiscal affairs of the district and the fair presentation of all financial reports.

Responsibilities:

1. Ensures that the accounting procedures for the district are carried out in compliance with all PDE regulations and financial reporting requirements, including the use of the current PDE chart of accounts. Ensures that all vouchers, purchase orders, and all other financial transactions are prepared using the appropriate account codes and internal control procedures. Prepares journal entry adjustments as needed for reclassifications and corrections.
2. Supervises payroll and accounts payable. Provides direction and assistance with setting up new insurance plans. Ensures compliance with new regulations and reporting requirements, such as all ACA reporting requirements.
3. Provides accounting services essential to the preparation, administration, supervision and control of the budget. Provides advance warning of potential over-expenditure of budgeted funds, including federal, state, and local grant funds. Provides regular budget reports to principals and other administrators throughout the year to assist them in controlling their budgets.
4. Analyzes General Fund cash receipts monthly. Monitors and adjusts all interfund transactions and requests interfund transfers as necessary.
5. Prepares all Child Accounting reports in accordance with all PDE regulations. Reviews attendance and membership information for accuracy before PIMS submissions; reviews preliminary and final Child Accounting reports on PIMS after submission, including information



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Accounts Payable Secretary

Scope: To assist the Business Manager and Accountant in financial aspects of the district.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Business Manager and Accountant

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To process invoices for payment in a timely manner and maintain appropriate accounting records for audit.

Responsibilities:

1. Process checks for the General Fund, Athletics, Food Service and Capital Projects.
 - a. Review all invoices/documents and process all requests for payments (invoices without PO's) for payment approval.
 - b. Track and order checks for all accounts when needed.
2. Activity Accounts
 - a. Keep cash flow and balance sheets for each club
 - b. Process monthly, quarterly and yearly reports for club advisors and the School Board
 - c. Determine yearly interest income on each account and distribute
 - d. Process sales tax for all taxable fundraisers each quarter and submit payment through e-tides
3. Ramsey and Sechrist Scholarships
 - a. Collect recipient information and set up spreadsheets
 - b. Mail scholarship checks
 - c. Mail letters to recipients and colleges
 - d. Keep cash flow
4. Tuition Reimbursement
 - a. Maintain spreadsheets for all teachers and administrators college courses
 - b. Collect pertinent information from teachers needed for reimbursement
5. Utilities
 - a. Process manual checks throughout the month
 - b. Maintain spreadsheets for all utilities
6. Maintain spreadsheets for all Act 93 reimbursements
7. Type and track invoices for busing, facility use and miscellaneous expenses
8. Process journal entries for Accountant



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Administrative Assistant to the Assistant Superintendent and Business Manager

Scope: To oversee and track the processing of tax bills and payment from printing to payment of the tax bill by taxpayer. Assist the Assistant Superintendent and Business Manager in efficient operation of the related offices.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Assistant Superintendent and Business Manager

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To provide tax services and administrative assistance to central office.

Responsibilities:

Tax Collection - Current and Delinquent Years

1. Coordinate printing of tax bills each year with Infocon Corporation and Lycoming and Clinton Counties
2. Upload to Infocon Program and balance daily payment file from Fulton Bank Lockbox; post exceptions, run reports.
3. Maintain daily excel file of remittances from lockbox. Compare to month end reports from Infocon
4. Coordinate uploading of mortgage company taxpayer payment files with Infocon beginning of September
5. Keep records of exonerations and additions from counties, make changes on tax program and send out new bills to taxpayers
6. Provide assistance to taxpayer's inquiries
7. Provide Tax Certificates to Attorneys, mortgage companies and Title Companies
8. Coordinate mailing of reminder tax notices in November with Infocon.
9. Prepare year end reports for board approval and the approved auditing firm.
10. Provide Clinton and Lycoming County Delinquent Tax Claim with printouts of unpaid tax bills by middle of January. Maintain excel spreadsheet of monthly delinquent remittances from both counties.
11. Post monthly delinquent per capita taxes from Statewide Tax Recovery
12. Prepare interim tax spreadsheets, mail bills, post on tax program – February and August
13. Prepare and mail Tax Collector Compensation forms. Have option to decide if they want to collect or appoint district. Have option to make decision each year or for their term

PURTA – Public Utility Realty Report

26. Prepare and file report – required to file with PA Dept. of Revenue as district has authority to impose taxes on real estate – receive revenue check October.

Cell Phone

27. Collect cell phone usage payments and send reminder notices when needed.

Petty Cash

28. Maintain petty cash for admin building.

Assistant to the Business Manager

29. Types letters, reports, forms and monthly agenda items.
30. Performs any other project as assigned by the Business Manager.

Assistant to the Assistant Superintendent

31. Types letters, reports, forms and monthly agenda items.
32. Performs any other project as assigned by the Assistant Superintendent.
33. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Assistant Superintendent and Business Manager

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Administrative Assistant to Superintendent

Scope: To provide assistance to the Superintendent in the efficient operation of the office of the Superintendent.

Certifications: High School Diploma

Qualifications: Computer fluency, organizational and communication (oral and written) skills, experience in handling highly confidential matters and interaction with the public.

Responsible To: Superintendent

Supervisory Function: None

Classification: Non-Exempt

Position Objective: With general direction from the Superintendent, provide responsible and confidential secretarial and support services to the office of the Superintendent and Board of Education.

Responsibilities:

1. Provide assistance to staff, parents and the public. Responding to phone calls, emails and in person visits, by answering questions using information obtained from established policies and procedures or referral to the appropriate administrator or office.
2. Prepare Board meeting agendas, coordinating with the Superintendent, Assistant Superintendent, Business Manager and Board President.
3. Prepare boardroom and supply necessary items, to the Board, Superintendent, Assistant Superintendent, Business Manager and public, for the Board meeting.
4. Perform follow up, after the Board meeting, by communication of approved items and typing of minutes.
5. Assist in preparation and coordination of various meetings via direction from the Superintendent.
6. Advertise job openings, receive applications, verify receipt of all required documentation from applicants, coordinate access to online application files for the interview committee and assist in coordination of interviews.
7. Ensure receipt of all necessary employment paperwork for new employees.

8. Maintain personnel files (including CSIU electronic clearance tracking) for all employees, ensuring all certifications and clearances are up to date.
9. Complete Act 168 forms – Sexual Misconduct/Abuse Disclosure.
10. Maintain online Board Policy files.
11. Assist Superintendent in preparation of future School Year calendars for board approval and update current school year calendar throughout the year to reflect changes due weather related closings, etc.
12. Maintain calendar for Administration Building meeting rooms.
13. Perform secretarial services for Right to Know Officer.
14. Schedule/arrange annual elementary pool party.
15. Arrange retiree recognition by the board.
16. All other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Superintendent



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Assistant Accountant for Payroll and Human Resources

Scope: The main focus of this position will be the payroll processes and benefits administration for the school district. This position will also assist the Accountant and Business Manager in various related duties as assigned.

Certifications: Minimum two-year college degree with an emphasis on business administration, accounting or human resources.

Qualifications: Experience in PA public school district payroll is preferred. Scope of experience must include all aspects of payroll operations, including PSERS, and all aspects of benefit administration.

Responsible To: Business Manager and Accountant

Supervisory Function: None

Classification: Exempt

Position Objective: To ensure the punctual, accurate operation of all payroll processes and employee benefits, including all reporting requirements.

Responsibilities:

Payroll:

1. Maintain all salary records. Update all changes each year according to contracts, agreements, and approved annual increases. Maintain correct account codes for each employee and each type of pay.
2. Maintain all deductions, including taxes, PSERS, voluntary, and involuntary deductions. Update and document all changes as needed.
3. Maintain all other biographical and personnel records, including all required PIMS data.

Process bi-weekly Payroll:

4. Review and process salary changes for each pay due to leaves, days without pay, new employees, etc.
5. Gather all information needed for each payroll such as timecards, stipends schedules, auxiliary payments etc. Review for accuracy and required approvals. Enter all information in payroll software program.
6. Confirm the accuracy of all entries and totals, process payroll, and submit direct deposit file. Generate all payroll reports, updating all spreadsheets required for tax reporting.

7. Remit all tax and deduction payments as required: biweekly, monthly, or quarterly. Reconcile and file all related deduction reports: bi-monthly or monthly as required. Reconcile and file all local, state and federal payroll tax returns as required: biweekly, monthly, quarterly, and annually including W-2's.

Other Payroll Functions:

8. Administer and ensure compliance with JSAEA and AFSCME contracts and Act 93 Agreements for both salaries and benefits. Calculate, input and reconcile all annual salary changes per contracts, agreements and board approved schedules for all salary, hourly and stipend positions. Calculate position/salary changes as needed, including retroactive adjustments.
9. Provide wage and benefit information to assist the business manager in the development of salary budget preparation and contract negotiations.
10. Manage summer pay requests. Reconcile and implement subsequent salary changes.
11. Reconcile year-end balance of salary contract reports. Assist with fiscal year end salary accrual process.
12. Monthly and annual reporting to the Public School Employees Retirement System (PSERS).
13. Review, reconcile and approve invoices from Source4Teachers for all hourly substitutes. Research any variances and work with S4T and JSASD staff to resolve any discrepancies.
14. Provide information and assist with biannual GASB reporting.
15. Public School Support Personnel reporting.
16. Assist in external audits (Financial, State Auditor General, Workers Compensation).
17. Provide salary and employment information as appropriate to outside agencies for employment verification requests, survey purposes, etc.
18. Provide information necessary for unemployment claims.
19. EEOC reporting.
20. Act 29 reporting (PDE2015)
21. Calculate and record taxable Group Term Life for W-2 reporting.

Personnel:

22. Meet with new employees to review salaries and benefits and ensure compliance with all required notifications.
23. Maintain records of employee absences. Record annual addition of days, post days used, monitor balances.
24. Manage enrollments, changes, and payments to employee Tax Sheltered Annuities and Health Savings Accounts.
25. Manage enrollments, changes, terminations for employee health, dental, life and disability insurances. Provide exiting employees with COBRA forms and information. Manage open enrollment period forms and coverage changes.
26. Prepare monthly payments for all insurances, reconciling each with payroll and personnel changes.
27. Liaison/coordinator for health care benefit changes. Assist with presentations to employees about new health care plans (High Deductible Plans with HAS and HRA accounts).
28. Manage data required to ensure compliance with the Affordable Care Act (ACA), including W-2 health insurance cost reporting and Forms 1095-C Employer-Provided Health Insurance Offer and Coverage.

29. Administer Family Medical Leave Act (FMLA) and sabbatical requests. Obtain all required forms, communicate with employee about use of absence days and other issues. Calculate salary payoff and new adjusted salary when employee returns to service. Calculate necessary adjustments to insurance copays, union dues and other deductions.
30. Process retirement enrollments and changes. Research and provide payroll information for inquires from employees approaching retirement.
31. Establish and update CSIU insurance module required for ACA reporting. Maintain premium costs and copay information for all insurance plans and types. Record all employee coverage changes. Obtain and update additional information on dependents as required for ACA reporting.
32. Work in conjunction with the Office of the Superintendent on a variety of confidential employee matters: new hires, terminations, salary adjustments, FMLA leaves, days without pay, changes in employee assignments, state and federal clearances, professional certifications and any other issues related to payroll and personnel.
33. Attend continuing education and professional development sessions as required by the Business Manager.
34. Join the Pennsylvania Association of School Business Officials and obtain certification as a registered Human Resources Specialist within 6 years.
35. Other duties as assigned.

Prepare financial projects for Accountant's review throughout the year:

Prepare schedules of compensated absence balances and liability
941 Reconciliation
Pension liability analysis and reconciliation
Schedule unemployment charges by account
Analysis of all insurance suspense accounts for cost allocations
Analysis of purchase substitute services suspense account for cost allocations
Prepare monthly interfund payroll overhead due from Athletics and Food Service Funds
Schedule wages and benefit costs for all grants; prepare quarterly expenditure reports

Placement: Act 93 Group

Terms of Employment: 12 months

Evaluation: Annually by the Business Manager and Accountant

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Building and Grounds Secretary

Scope: To assist Director of Building and Grounds in operation of the Building and Grounds Department.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Director of Building and Grounds

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To provide secretarial support to the Building and Grounds Department.

Responsibilities:

1. Monitor front door every morning from 7:00 a.m. – 8:00 a.m. and per daily schedule.
2. Update maintenance/custodial calendar regularly.
3. Answer incoming phone calls for maintenance/custodial department, process information accordingly.
4. Send/receive emails, faxes and pdf's and process accordingly.
5. Process facility use forms and schedule action as needed.
6. Process uniform allotments for maintenance and custodians.
7. Maintain Building and grounds project files, disperse and collect relevant information as needed.
8. Process and track maintenance and custodial purchase orders.
9. Type, mail and file maintenance and custodial correspondences.
10. Maintain maintenance and custodial department communication.
11. Maintain and update vehicle insurance and district vehicle driver's information.

12. Track contractor and outside group insurance information.
13. Maintain vehicle/equipment inventory for maintenance and custodians.
14. Schedule training classes for maintenance and custodial employees.
15. Process bid opening evaluation sheets for Building and Grounds department.
16. Maintain and update seniority lists for maintenance/custodial department.
17. Process DEP sewage reports.
18. Register and order bulk salt deliveries.
19. Receiving warehouse deliveries in absence of warehouse employee.
20. Processing district USP mail and interoffice mail in absence of Digital and Print Media Specialist.
21. Maintain key fob records in excel, create new accounts and manage key fob accounts for transfers, terminations, retirements, etc as well as changing building access as requested by administration. Distribute key fobs for new staff and coordinate return for staff leaving the district.
22. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 month

Evaluation: Annually by Director of Building and Grounds

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Director of Building and Grounds

Scope: The Director of Building and Grounds maintains school buildings and grounds to ensure safe, full and productive use of all district facilities.

Certifications: Department of Agriculture certification for pool management.

Qualifications: . Knowledge of budgeting and budget management, personnel management, long range and strategic planning, computer proficiency, Microsoft Office, digital work order systems, building operations and controls, PA procurement laws and contracting. Must have knowledge and skills to ensure safety of all buildings, grounds, equipment, vehicles, and athletic facilities. Must have knowledge of all laws governing school operations.

Responsible To: Business Manager

Supervisory Function: Maintenance employees, Building and Grounds Secretary and shared responsibility with building principal for custodial staff.

Classification: Exempt

Position Objective: To ensure safety and functionality of all district facilities through efficient use of maintenance and custodial employees.

Responsibilities:

1. Approve and secure all supplies needed by the maintenance and custodial staff, coordinating delivery to buildings and facilities.
2. Set work priorities and daily plans, via the work order system and verbal communication as emergencies arise, for maintenance and custodial staff.
3. Interview and recommend maintenance and custodial staff for hire.
4. Provide orientation to new custodians and maintenance personnel.
5. Track and provide required training for maintenance and custodial staff.
6. Ensure that all buildings are staff properly daily, securing substitutes when necessary.
7. Coordinates preparation of facilities for all sporting events and extracurricular events.
8. Serve on the district safety committee.

9. Annually order custodial cleaning supplies, including toilet tissue and soaps for all district facilities.
10. Coordinate snow and ice removal, working closely with Assistant Superintendent to monitor weather.
11. Evaluate need for Capital projects, prepare data for recommendation to the capital projects Committee.
12. Coordinate Board approved Capital projects, from inception to completion.
13. Coordinate outside contractors for yearly inspection of all buildings and equipment.
14. Maintain district wide key fob system and physical plant keys.
15. Serve on Energy Conservation Committee.
16. Verify and approve all hours for maintenance personnel, custodial personnel and the building and grounds secretary for payroll.
17. Adjusting and scheduling HVAC for all district buildings.
18. Prepare proposed annual department budget.
19. Other duties as assigned.

Placement: Act 93 Administrator

Terms of Employment: 12 months

Evaluation: Annually by Business Manager



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Central Registration Secretary

Scope: To enroll students and maintain district student information as required by law.

Certifications: High School Diploma

Qualifications: Training and experience in Microsoft Office and keyboarding skills.

Responsible To: Director of Technology

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To maintain district student enrollment numbers, student placement information, and other required state mandated student information.

Responsibilities:

Central Registration:

1. Receive all enrollment forms for new students ensuring that all required data is completed:
 - a. Student biographical/education history forms and required support documentation.
 - i. Obtain immunization form and birth certificate.
 - ii. Verify student residency (address confirmation).
 - b. Student support services forms (transportation, food service).
 - c. Student records request form.
 - d. Required state forms (home language survey, safe schools initiative).
 - e. Medical cover sheet and forms (health history, medical screening, physical exam notice, private physician report, dental form, and private dentist report).
 - f. Parental permission letter/Media Release Permission.
 - g. Emergency card and Authorization for First Aid.
2. Obtain PASecureID from Pennsylvania Department of Education.
3. Enter student data into MMS Generations student management system.
4. Facilitate student special education requirements.
 - a. Secure IEP information
 - b. Enter student in DARTS (special education management system), if applicable.
5. Facilitate student transportation needs.
6. Ensure completion of food service forms, including free/reduced applications.
7. Complete student ID card requirements, including photographs.
8. Enroll student in various district software programs.
9. Inform school of completed registration approval and send necessary materials to schools.
10. Submit request for student records to previous school system, if applicable.
 - a. Submit formal request.

- b. Follow up to ensure receipt of records.
- c. Distribute records to appropriate schools.
- 11. Compare and update student management system records annually with required new parental emergency authorization forms for all students. Maintain and update student biographical records due to address, phone number, and e-mail changes as needed.
- 12. Verify student status changes and obtain proper documentation for custody issues (parental custody changes, foster care, ward of state, etc.).
- 13. Withdraw all student:
 - a. Ensure accuracy of last membership date.
 - b. Determine proper withdrawal code.
 - c. Notify appropriate administration building departments of withdrawal.
 - d. Provide withdrawal checklist to be completed at individual schools.
- 14. Provide assistance to elementary principals and secretaries by entering student courses, grade processing, and report card processing.
- 15. Compile and develop reports of student assessment data as necessary for administrative review.

PIMS:

- 16. Maintain PIMS attendance data requirements for all students.
- 17. Maintain PIMS student biographical submissions for all students.
- 18. Maintain PIMS course enrollments for all schools including course uploads, instructor uploads, and student course enrollment uploads.
- 19. Maintain PIMS grades for all schools.
- 20. Maintain PIMS program facts for all schools, including: homebound, Title I, full-day kindergarten, dual enrollment, early intervention, etc.
- 21. Assist CTE Director with data collection and submission of PIMS CATS (career and Technical Education).
- 22. Maintain PIMS school enrollment data for all schools.
- 23. Maintain PIMS school schedule data.
- 24. Maintain PIMS district annual facts data.
- 25. Maintain PIMS district local annual facts.
- 26. Obtain PAMailSecureIDs for student and gather data to resolve “near matches” with students in other school districts.
- 27. Generate PIMS data reports as necessary for administrative review.

Special Education:

- 28. Update biographical information in special education data management system (DARTS).
- 29. Copy, pdf, import and file reports for individual students.
- 30. Enter special education disabilities into student management system.
- 31. Provide backup support for full-time special education secretary, as needed.

Outside Placements:

32. Maintain records for students placed in facilities outside the district: BSI, Meadows In-Patient, Crossroads Partial Hospitalization Program, Charter Schools, other districts' IU classes, homeschool, etc.
 - a. Record entries and withdrawals.
 - b. Monitor and record compulsory attendance records.
 - c. Verify membership days and confirm accuracy of billing to JSASD from the outside facilities.
33. Maintain student management system records for students placed in facilities within the district, if applicable.
 - d. Record entries and withdrawals.
 - e. Monitor and record compulsory attendance records.
 - f. Verify membership days and confirm accuracy of billing to JSASD.

Other Duties:

34. Answer main district phone line.
35. Answer door buzzer, monitor admittance to the Admin Building.
36. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 month

Evaluation: Annually by Director of Technology

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Digital and Print Media Specialist

Scope: This position serves as a support to the district's digital and print presence in the community and schools.

Certifications: Adobe Certified Specialist/Microsoft Office User Specialist; Associate's Degree required.

Qualifications: Any combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described, including responsible experience as a lead in enterprise printing and production needs; experience in print and production cost analysis; experience operating print shop equipment; design of layout of digital communication materials including digital images; newsletters, flyers, programs, etc. and ability to manage the district's web presence and social media sites.

1. Experience and familiarity with Windows or Macintosh operating systems is essential.
2. Experience with software such as Microsoft Office Suite, Adobe Creative Suite, and social media applications.
3. Must be self-motivated with the ability to work independently and to learn quickly.
4. Must be able to communicate effectively in person, in writing, and over the phone.
5. Exceptional attention to detail and strong organizational skills.

Responsible To: Assistant Superintendent

Supervisory Function: None

Classification: Non-Exempt

Position Objective: Performs printer center operations, utilizes digital design applications, maintains district web and social media presence; completes mail room functions; and provides technical support in the daily support of the schools and the district.

Responsibilities:

1. Coordinates, schedules, facilitates, and monitors printing and production services.
2. Reviews online print order requests.
3. Organizes and implements a production work schedule for processing requests.
4. Maintains a job log for all assigned projects.

5. Creates and implements a system for each phase of the production schedule to ensure the timely completion and availability of projects.
6. Reviews incoming requests for completeness, accuracy, and cost effectiveness; follows-up with requestors with questions or suggestions.
7. Operates all equipment housed in the print center, including copiers/printers, binders, collators, cutters, folders, laminator, etc.
8. Performs regular safety inspections on equipment.
9. Inspects and verifies that completed projects meet quality standards.
10. Maintains inventory of paper, bindery supplies, toner, and other consumables.
11. Instructs others in the use of equipment housed in the print center as needed.
12. Troubleshoots equipment and assists with maintenance and repair requests.
13. Completes mailroom-related duties by receiving and distributing incoming mail and processing and preparing outgoing mail.
14. Maintains mail machine and supplies for processing outgoing mail.
15. Create/update forms as needed and post to website as needed.
16. Utilizes desktop publishing programs to design and create digital publications such as newsletters, posters, programs, certificates, flyers, digital images, etc.
17. Manage and maintain digital staff handbook on website.
18. Maintains and updates the district's web photo banner on website.
19. Manage and maintain all District and Building websites. Check for updates weekly.
20. Manage and maintain district social media content, including Facebook, Twitter, Instagram, etc.
21. Create digital print and video instructional and promotional materials as requested.
22. Serve as point of contact for local Xerox support office above and beyond normal equipment related issues.
23. Manage, produce and deliver newsletters as requested by the Superintendent's office.
24. Convey to district staff print center utilization.
25. Other duties as assigned by Superintendent.

Placement: Hourly Classified Position

Terms of Employment: 12 month position

Evaluation: Annually by Assistant Superintendent

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Director of Pupil Services

Scope: This position administers special education and other services for disabled students in the Jersey Shore Area School District. All issues and information regarding special education are considered a responsibility of this position. Other areas of education such as Section 504 compliance, gifted support, alternative education and others as assigned are included within the scope of this position.

Certifications: Administrative Certificate (Principal, Special Education Supervisor, Pupil Personnel Supervisor, etc.)

Qualifications: . Hold appropriate certificate for the position. Background to include instructional and/or supervisory experience in special education settings. Ability and experience in assessment, curriculum design and implementation and data-driven instruction are desirable. Bachelor and Master's degrees required.

Responsible To: Superintendent

Supervisory Function: Supervises and evaluates (formative and summative) support staff, psychologist(s) and Pupil Services secretary. Assists building principals with evaluations of special education teachers.

Classification: Exempt

Position Objective: To maintain an effective and efficient special education program for all students in the Jersey Shore Area School District.

Responsibilities:

1. Develop administrative plans and budgets for Special Education services which are provided directly or by contract with other educational agencies.
2. Develop and implement Special Education Plan in accordance with state and federal regulations.
3. Coordinate multidisciplinary procedures including requesting information from the parent, teacher, counselor, agency personnel, therapist or specialist and/or other instructional staff.
4. Monitor student progress in assigned Special Education programs and provide consultation with teaching staff or therapists for appropriate instructional strategies.
5. Provide assistance in evaluation of Special Education teachers' performance in cooperation with building principals.
6. Serve as Local Education Agency representative for the Multidisciplinary Evaluation Teams in

making recommendations for Special Education programs and placements.

7. Coordinate Multidisciplinary Team Re-evaluations of students in Special Education programs and maintain communication with parents according to the current Special Education regulations.
8. Serve as the district Section 504 Coordinator to maintain a program on non-discrimination practices. This responsibility includes coordination of district and building procedures to provide services to students with disabilities under the Chapter 15 regulations.
9. Provide information to appropriate personnel regarding the availability of alternate school placements.
10. Participate in developing long range plans to provide Special Education services for district students.
11. Serve in a leadership role on all Special Education matters including service, delivery, budget planning, district response to changed regulations or service requirements and innovations from the professional literature.
12. Coordinate services with other local school districts and Intermediate Unit #17 to provide an effective continuum of services for Special Education students.
13. Homeless and Foster Care Liason
14. Paraprofessional oversight.
15. Other duties and responsibilities as assigned by the Superintendent.

Placement: Act 93 Administrator

Terms of Employment: 12 month

Evaluation: Annually by Superintendent

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Special Education Secretary

Scope: To assist Director of Pupil Services and Psychologists in efficient operation of Special Education department.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Director of Pupil Services

Supervisory Function: None

Classification: Non-Exempt

Position Objective: With general direction from the Director of Pupil Services and/or School Psychologists, provide responsible and confidential secretarial and support services to the special education office.

Responsibilities:

1. Create Darts file for new students.
2. Creation and dissemination of meeting invitations and all associated documentation, daily.
3. Disseminate permission to evaluate forms as needed along with accompanying documentation.
4. PDF signed permissions; notify evaluator, complete appropriate tracking info on DARTS, record on spreadsheet.
5. Track RR's due, send waivers or Parent Input forms.
6. Compile and complete record requests.
7. Process IEPs, ERs, RRs Waivers, NOREPs and 504s CST Plans and disseminate copies to parent and building.
8. Enter suspensions.
9. State Reports (12/1 and 6/30).
10. Prepare PT billing summary and Request for Payment monthly.
11. Create and disseminate Post-Secondary Eval permissions, summer before junior year.
12. Filing
13. Disseminate graduation documentation, process upon return, close DARTS file.
14. Occasional reports for principals/director of transportation.
15. Update V drive documents.
16. Answer phone and distribute messages and assist parents.
17. Pull and box files, graduated and age 21 and over.
18. Order subs for IEP meeting days.
19. Assist teachers with questions and Darts issues.
20. Send One Call Now messages for outstanding documents.

21. Student roll over – update DARTS files as appropriate for the upcoming school year after the July roll over.
22. Other duties as assigned

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Director of Pupil Services



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Director of Technology

Scope: This position serves as support to the Superintendent. Expertise in network and network configurations, data and data processes, diagnosing and troubleshooting are essential. Requires knowledge in technology design, implementation and operations. Requires supervisory skills to manage a diverse technology environment. Requires excellent interpersonal skills to communicate with staff, students, parents and vendors.

Certifications: Minimum four-year college in computer/data related area; demonstrated experience in designing, implementing and support all facets of data networking and information systems.

Qualifications: Background should include experience with many varieties of network hardware, servers (Windows), network cabling include fiber optic, data analysis and manipulation, SQL programming and VB Scripting. Should have working experience with Windows Server, Exchange, Microsoft Deployment tools, Apple OS & iOS, JAMF deployment tools. .

Responsible To: Superintendent

Supervisory Function: Network Computer Technician Specialists, Technology Secretary, Central Registration Secretary, Technology Interns and Technology Co-Op students.

Classification: Exempt

Position Objective: To oversee the efficient function of the district's information and computer network. To recommend, design and implement upgrades to district network systems as necessary. To design, implement and support all data related needs including state and federal data reporting submissions, supply data needed for critical third-part vendor systems. To supervise and manage IT staff to ensure smooth operations. To facilitate technology training as needed.

Responsibilities:

1. Perform or supervise the management and maintenance of network hardware including but not limited to: Switches, firewalls, routers, wireless controllers, wireless access points and bridges.
2. Perform or supervise the management and maintenance of Windows Server network servers and software including but not limited to: system performance and monitoring, file and directory management, data storage, backup and recovery, email, applications and web services.
3. Perform or supervise user account management for all staff and students including home accounts, permission assignments and shared folder access.
4. Perform or supervise the response to network outages, troubleshoot and problem diagnosis and repair.

5. Perform or supervise backups and restorations and maintain disaster recovery plan
6. Recommend network equipment purchasing to keep district network services at optimal operations.
7. Implement virus and firewall protection technologies across the network.
8. Participate in technology planning and budgeting.
9. Maintain current knowledge of trends, directions and technical expertise in the network field.
10. Perform staff training related to network services
11. Perform PIMS administration functions:
 - a. Review PIMS documentation for all submissions including schedules, technical specifications and data dictionaries
 - b. Coordinate and discuss meetings with stakeholders regarding data changes and requirements
 - c. Review current student information system. Contact vendor and plan for updates and changes.
 - d. Coordinate with central registration that all necessary data are collected and meet specifications for submissions.
 - e. Produce Accuracy Certification Statement reports. These reports must be reviewed by stakeholders for accuracy.
 - f. Submit all signed ACSs to Pennsylvania Department of Education
 - g. Support, maintain and submit data for PDE's Early Warning System (EWS) as mandated for the SSIP grant.
 - h. Provide ad-hoc reporting to district staff regarding PIMS, PSSA and Keystone testing, and other reportable items as needed.
12. Maintain Information System Data Flow.
 - a. Ensure proper working order of student information systems including but not limited to networking, server hardware, operating system maintenance and updates.
 - b. Maintain all third party vendor data flows for transparent data connectivity. These flows include but are not limited to: Cafeteria and Point-of-Sale data, Library system data, teacher gradebooks, student-to-parent information portals, transportation system data, parent and student communications data, student data for all student learning applications, HVAC data systems and email data infrastructure needs.
13. Create, modify and update all system, operational and procedural documentation to accurately reflect current processes.

14. Immediate supervision of staff to maintain technology operations
 - a. Central Registration Secretary
 - i. Assist Central Registration secretary with the development of registration forms/web documents.
 - ii. Provide guidance regarding placement of new/reentering students school placement based on established district boundaries for elementary schools.
 - iii. Determine school district boundaries/borders with neighboring school systems when district of residence is uncertain; confirm location of property with Lycoming/Clinton County courthouses for school district of residence or municipality of residence.
 - iv. Work with Central Registration secretary on elementary grading/grades confirmation/report card printing and distribution at the end of each marking period.
 - v. Work with Central Registration secretary on homeless determination and transportation arrangements, if necessary.
 - vi. Compares enrollment data received for SVRCS, Path, BSI, and other outside placements with Central Registration secretary for transportation arrangements.
 - vii. Participate in semi-annual secretaries' meetings.
 - viii. Supervise/support central registration secretary.
15. Schedule photographer for annual fall photos during the first week school so that picture IDs can be generated on site for students, staff, coaches, and auxiliary staff using the following guidelines:
 - a. Admin building staff pictures must be scheduled the week before students arrive.
 - b. High school and middle school pictures must be scheduled the first day of school.
 - c. Elementary pictures must be scheduled during the last 3 days of the first week of school.
 - d. Ensure that picture IDs are generated on site and distributed to students and staff.
 - e. Provide photographer with staff and student data prior to arrival on site which will include staff ID #, building location.
 - f. Provide contact information for middle school and elementary school yearbook advisers.
 - g. Serve as primary point of contact with photographer.
 - h. Schedule spring photos.
 - i. Provide and approve ID card design.
 - j. Order lanyards for schools for IDs.
16. Complete tasks relate to technology operation and integration in classrooms and offices throughout the district
17. Provides appropriate in-service programming for all staff.
 - a. Provide specific training opportunities for district staff related to district instructional/technology initiatives, including iPad programming.

18. Assists with development and implementation of districtwide technology-related policies and procedures.
 - a. Implement district-wide Acceptable Use Policy and support revision and recommendation to the School Board as part of the revision process.
19. Prepare specifications for technology purchases.
 - a. Work with IT staff related to developing specs for networking and other IT related equipment.
 - b. Using state bid lists where possible, identify hardware/software that meets district IT needs. Generate specifications for items that must be placed out to bid.
20. Supervise and evaluate IT department staff.
 - a. Implement approval process for IT requests.
 - b. Approve leave requests for staff.
 - c. Receive/review application materials for IT positions; conduct interviews; recommend staff for hire where vacancies exist.
 - d. Coordinate with high school cooperative education supervisor for integration of high school cooperative education students into IT program.
 - e. Provide staff performance feedback.
21. Serve as district security administrator/approver for PDE applications.
22. Approve district administrator requests for access to PDE application.
23. Provide School Board meeting/other events video and BoardDocs Support.
 - a. Attend or delegate coverage for board meeting broadcasts.
 - b. Ensure adequate audio and video in board meeting room
 - c. Provide technical support for BoardDocs.
24. Serve as resource person for technology implementation within the district.
 - a. Support and work with staff in selection of online programs and apps to meet instructional and operational needs.
 - b. Provide group or individual training on any of the following online services: (1) Renaissance Learning, (2) Study Island, (3) IXL, (4) ConnectEd, (5) Destiny, (6) Discovery Streaming, (7) MMS teacher portal/gradebook, (Assist Work Order System, (12) ParentLink, (13) SchoolWires/web pages, (14) Outlook/email system, (15) iPad or Windows-related apps, (16) SchoolDude maintenance or facilities scheduling software.
 - c. Provide group or individual training on any of the following non-online technology tools: (1) Promethean Board, (2) Xerox copiers
 - d. Serve as district liaison at IU wide Technology Coordinators meetings.
 - e. Serve as district point of contact for IU region network.
 - f. Manage district-wide iPad implementation K-8; work with staff in and out of classrooms on technology integration and app selection; create and manage online Edmodo class to share resources and best practices with staff.

- g. Place support calls to vendors as necessary.

25. Schedule Electronics Recycler

- a. Collect electronics for disposal; coordinate with IT staff and maintenance staff.
- b. Palletize all electronics for removal.
- c. Schedule electronics recycler; ensure hard drive destruction in accordance with government standards.
- d. Guarantee receipt of certificate of destruction; maintain destruction records.

26. Other Duties as assigned

Placement: Act 93 Administrator

Terms of Employment: 12 months

Evaluation: Annually by the Superintendent

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: District Attendance Officer

Scope: To serve as a representative of the school district and a facilitator for maintaining student attendance with students, parents, law enforcement agencies and the courts.

Certifications: Valid Driver's License and at Minimum High School Diploma or GED, Associates or Bachelors Degree preferred.

Qualifications: Personal Vehicle, experience in a public school environment preferred. Work experience in compliance, law enforcement or with children or adults in a leadership role preferred. Knowledge of and ability to interpret the federal, state and local laws, policies and procedures as it applies to compulsory school attendance. Strong communication and interpersonal skills.

Responsible To: Assistant Superintendent

Supervisory Function: None

Classification: Non-Exempt

Position Objective: Provide assistance to campus personnel in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences and tardiness problems.

Responsibilities:

Attendance Enforcement:

1. Investigate cases of unexcused and excessive absences and tardies and enforce provisions of compulsory attendance laws.
2. Issue warnings; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, Pennsylvania School Code, and board policy; and refer to appropriate court.
3. Interpret and communicate compulsory attendance laws and school policy to parents and students.
4. Represent the school district in court hearings resulting from attendance problems.
5. Investigate cases of suspected drop out; assist in retrieval of textbooks and school property when appropriate.

Consultation:

6. Confer regularly with teachers, counselors, principals, and other staff to identify problems of tardiness, attendance, and student truancy.
7. Work closely with counselors, teachers, and other staff to identify and counsel students at risk of dropping out or developing poor attendance habits as well as their parents.
8. Confer with students in matters of attendance and tardiness and make a reasonable effort to gain their cooperation to improve attendance.

9. Conduct home visits and parent conferences on student truancy and attendance problems.
10. Maintain contact and act as liaison to local law enforcement agencies and courts in the area of student truancy.

Administration:

11. Generate and issue citations.
12. Implement and comply with policies established by federal and state laws, State Board of Education regulations, and local board policy in the area of student attendance.
13. Comply with all district and campus procedures and regulations.
14. Maintain a positive and effective relationship with supervisors.
15. Communicate effectively with colleagues, students, and parents.
16. Develop and implement effective communication between the schools and community; promote community support and involvement with the schools.
17. Maintain confidentiality concerning the student and/or family with all persons other than authorized persons or agencies.
18. Participate in professional development to improve skills related to job assignment.
19. Demonstrate behavior that is professional, ethical, and responsible.
20. Maintain records and file reports of in-district and out-of-district travel mileage.
21. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Assistant Superintendent

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Network-Computer Technician Specialist

Scope: This position serves as support to the Director of Technology.

Certifications: None

Qualifications: Minimum Bachelor's Degree in Computer Networking / Information Securities / Network Management.

1. Experience and familiarity with Windows, Android, and IOS operating systems is essential.
2. Experience with Cisco IP based Phone Systems.
3. Experience with Cisco, HP and 3com networking equipment programming / configuration
4. Experience with Mobile Device Management
5. Experience with iBoss or similar network/internet security devices
6. Experience with Ruckus or similar wireless networking equipment
7. Experience with Windows Server Roles and Features:
 - DHCP, DNS, Active Directory
8. Understanding of an IP based security camera system
9. Must be self-motivated with the ability to work independently and to learn quickly.
10. Must be able to communicate effectively in person, in writing, and over the phone.
11. Must be able to lift 50 lbs.
12. Must possess a valid Pennsylvania driver's license.

Responsible To: Director of Technology

Supervisory Function: May supervise work study/cooperative education interns.

Classification: Exempt

Position Objective: To maintain technology resources (hardware and software) and communication systems at peak operating efficiency; to provide technical support to district users (students and staff); to resolve immediate operational and/or safety concerns; and to recommend the procurement of technology supplies and materials.

Responsibilities:

1. Install computer hardware, peripherals, network devices, and related software for the purpose of maintaining safe and effective operations at all district buildings.
2. Assesses malfunctions of computer hardware, peripheral devices, software, network-related devices

for the purpose of determining appropriate actions to repair/replace them.

3. Coordinates with other staff for the purpose of completing projects/work orders efficiently.
4. Performs warranty service, preventative maintenance, and cleaning on district technology resources/communication systems.
5. Installs and uninstalls software on district computers in accordance with appropriate licensing and the district Acceptable Use Policy.
6. Maintains, prioritizes, and tracks all technology work orders in the work order system.
7. Assists with the maintenance of the district technology inventory.
8. Recommends maintenance procedures and equipment/parts needs to the Instructional Technology Specialist.
9. Transports a variety of items for the purpose of providing materials at job site or to bring equipment in for repairs.
10. Take an active role in the planning, design, configuring, implementing, managing, evaluating, testing, and problem solving of Local Area Networks (LAN), Wide Area Networks (WAN).
11. Provide technical assistance with Windows and Mac based OS issues.
12. Reconfiguration of desktop and laptop systems via network imaging.
13. Add, remove, and alter network user accounts via Windows Active Directory.
14. Develop, maintain, and track both server and desktop group policies in order to maintain maximum user / network performance.
15. Maintain a working knowledge of windows DNS settings and configurations for maximum network efficiency.
16. Maintain a working knowledge of Windows DHCP settings and configurations for maximum network efficiency.
17. Maintain a working knowledge of Microsoft Exchange Server and network user email configurations.
18. Maintain a working knowledge of our current Mobile Device Management System (MDM).
19. Provide both physical and technical assistance with the Apple iPads managed by the aforementioned MDM.

20. Maintain the hardware and software systems associated with an IP based phone system.
21. Add, remove, and alter phone system records to accommodate staff and location changes.
22. Maintain hardware and software components of an IP based security camera system.
23. Maintain a managed wireless infrastructure in all district buildings.
24. Maintain a working knowledge of our network firewall configuration to provide optimum network security.
25. Assists with training sessions as needed.
26. Other duties as assigned.

Placement: Act 93 Group

Terms of Employment: 12 months

Evaluation: Annually by the Director of Technology

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Technology Secretary

Scope: The position of Technology Secretary coordinates and supports the management of the daily operations of the Technology Department, provides assistances to staff/parents/students who are experiencing procedural or operating difficulty with the use of IT applications, products or services in person, via phone or email. This person is highly confidential in all internal and external matters.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills. Proficient in productivity software, ex. Microsoft Office Suite and proficient with Microsoft and Apple IOS devices.

Responsible To: Director of Technology

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To provide secretarial and help desk support to the Technology Department, staff and parents.

Responsibilities:

Technology Secretary

1. Technology Staff

- Manages all clerical functions within the Technology department
- Review payroll timecards for student interns
- Answers the telephone for technology staff and Director of Technology
- Provides support as needed within the technology department
- Performs duties and special projects as requested by the Director of Technology
- Do necessary paperwork for e-rate filing as requested by the CSIU e-rate liaison
- Assist Director of Technology with annual Teacher Induction Technology Training held in August by gathering the necessary information for setting up all software accounts and preparing excel spreadsheet with the username/password information
- Ordering and distribution of all printer toner cartridges, scantrons and headphones for the district
- Issue guest wi-fi passes as needed or directed by technology staff and/or Director of Technology
- Maintain email group membership

2. Staff Accounts

- Setup of all necessary software accounts, network account, email for new staff
 - Removal and disabling of accounts from software for staff leaving the district
 - Create new ID cards for new staff after the beginning of the school year
 - Correspond with new staff on account information
 - Process necessary changes for any staff name changes
3. Student Accounts
 - Create network account, email account, password letter, ConnectEd accounts, ID cards for new students
 - Disable accounts for students leaving the district
 - Reset passwords as requested
 - Restore student information as requested
 4. Short/Long Term Substitute
 - Setup of network and email accounts for substitutes in the district
 - Coordinate the setup of necessary software account access for short/long term substitutes as well as relaying the information to the substitute. This may include setup of email groups, Xerox account, parentlink, assist work order system, renaissance, study island, MMS, special education. Also responsible for changes necessary when position has ended.
 5. Student Teachers Accounts:
 - Create computer network logins, copier accounts and Wi-Fi guest passes for student teachers and relay information to the student teacher through email
 6. Jersey Shore Online Learning
 - Receive equipment from BLaST IU 17 and distribute to parents/students
 - At EOY, receive and check-in all equipment from parents/students and ensure all equipment was turned in. Report any outstanding equipment to guidance counselors/Operations Director.
 - Maintain record keeping/files for students and equipment.
 - Correspond with HS guidance counselors and BLaST IU 17 Tech Dept. on all equipment received and returned and student transfers out of the program for equipment returns
 7. Copiers
 - Create and maintain staff copier accounts and reset on a monthly basis
 - Send copier toner and supplies when requested
 8. Schoolwires
 - Maintain the District Calendar of Events
 - Maintain the Directory for all staff
 - Research and resolve any staff questions or issues with their accounts
 - Create/maintain the staff Schoolwire accounts for new personnel, transfers, and terminations/retirements/resignations
 9. Destiny
 - Creates any new staff accounts and transfers accounts when a staff member transfers to another school.
 - Removes destiny accounts for graduated seniors at end of year and retains any students with outstanding balances

10. Software
 - Field any questions from staff and help in resolving any student/staff account issues
 - Assign Star testing and Accelerated Reader to courses/classes as needed
 - Assign or remove staff and/or student capabilities as needed
11. Purchase Orders
 - Enter purchase orders for technology department and email/fax orders as needed
 - Maintain record keeping/binder for purchase orders
 - Understanding of PEPPM pricing and ordering requirements
12. Photo Identification Cards
 - Create photo ID cards for new staff, new students and lost cards
 - Take pictures as needed for new staff
 - Send out duplicate replacements for lost ID cards or create when needed
 - Maintain and order supplies for equipment
13. One-Call
 - Field questions from parents and help to resolve any issues
 - Setup new staff accounts
 - Setup accounts for Pre-K students
 - Maintain accounts for bus drivers and bus companies
14. Parent Portal
 - Assist parents with questions and resolve problems through email/phone
 - Setup of new accounts as requested
 - Prepare printing and mailing at beginning of year to all parents regarding accounts
15. Food Service
 - Relay new staff information to Food Service director for cafeteria account setup
 - Reply to student id request emails from parents for Nutrikids accounts
16. Miscellaneous
 - CSIU Employee Portal general help, unlocking accounts and resetting passwords

Help Desk

17. Troubleshoot problems and advise on ways to resolve
18. Inform technical staff of any district-wide issues
19. Process and directs calls to appropriate staff
20. Use net support software to fix computer issues and resolve questions
21. Provide support for all Information Technology products and services. This support may include answering questions through phone or email, instructing regarding the software or hardware as well as directing the issue to the correct technical personnel if needed.
22. Creates work orders using Assist Work Order System as needed as well as resolving and closing work orders when jobs are completed.
23. Deal courteously and professionally by phone and email with parents and staff
24. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Director of Technology

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Transportation-Purchasing Secretary

Scope: To assist the Assistant Superintendent and Business Manager in operation of the Transportation and Purchasing Departments.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Assistant Superintendent and Business Manager

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To coordinate purchase of items needed for the efficient operation and education of students in the district. Assist in effective transportation of all students within the district.

Responsibilities:

Purchasing

Purchase Orders

1. Enter PO's as needed/requested
2. Email principals that PO's are ready for approval
3. Review PO's for errors (spelling, shipping, etc.)
4. PO's to Superintendent, Assistant Superintendent and Business Manager for signature
5. Make necessary changes (account codes, etc.) to PO's per Business Manager
6. Print final copies of PO's (4 copies)
7. Vendor copy will be faxed, emailed, ordered online or mailed
8. Receiving copies to warehouse/Accounts payable secretary, requisitioner & school office copies to respective buildings via inter-office
9. Assist staff with PO issues (entry, account codes, errors, etc.)
10. Check status/track missing orders by contacting vendor
11. Add vendors/requisitioners
12. Research vendor/pricing options
13. Contact vendors to confirm that they accept purchase order

Bidding

KPN/CSIU Bid (timeline/information comes from KPN/CSIU)

14. Agenda (requesting authorization to participate - usually late September)

15. Compile list of needed supplies (General, Art, Computer, Custodial, Paper, Cafeteria, Athletic)
16. Enter quantities via KPN/CSIU site & submit (due late October/early November)
17. Receive notice to create PO's according to bid award
18. Create PO's from purchasing lists provided by KPN/CSIU (due late March & early April)
19. PO's to Superintendent, Assistant Superintendent and Business Manager for signature
20. Print final copies of PO's
21. Attach purchasing lists to vendor copy and mail to CSIU by deadline
22. Receiving copies to warehouse/Accounts Payable Secretary, requisitioner & school office copies to respective buildings via inter-office
23. Agenda (bid awards)

Athletic/Trainer Bid (manual bid for supplies)

24. Agenda (requesting authorization to solicit bids)
25. List of items/pricing (previous year) sent to Athletic Director/Athletic Trainer
26. List of items back to Transportation-Purchasing Secretary with additions/deletions
27. Transportation-Purchasing Secretary prepares list of all items to be put out for bid
28. Advertise in newspaper (Lock Haven Express and Williamsport Sun Gazette)
29. Prepare bid packets for mail to vendors
30. Bid opening date (from Business Manager)
31. Record bid results on a spreadsheet for Athletic Director/Athletic Trainer to review
32. Athletic Director/Athletic Trainer will meet with Transportation-Purchasing Secretary and make selections from bid results
33. Transportation-Purchasing Secretary prepares purchasing list by vendor and creates a PO
34. PO's to Superintendent, Assistant Superintendent and Business Manager for signature
35. Print final copies of PO's
36. Attach purchasing lists to vendor copy and fax, email or mail to vendor
37. Receiving copies to warehouse/ Accounts Payable Secretary, requisitioner & school office copies to respective buildings via inter-office
38. Agenda (bid awards)
39. Bid totals by sport to Athletic Director/Athletic Trainer

Other Bids

40. As needed (yearbook, etc.)

Transportation

41. Assist transportation director with student busing needs
42. Arrange transportation as needed (communicate with bus companies, schools, parents)
43. Assist parents with special transportation (forms, calls, in person)
44. Assist in resolving transportation issues
45. Create/maintain transportation binders for Special Busing Requests, Private & Charter Schools, New Student Registration
46. Maintain/record bus driver information (clearances, physicals, licenses must be current)
47. Review paperwork for new drivers/aides before giving to Assistant Superintendent for approval
48. Add new drivers/aides to agenda for board approval

49. Contact bus company when approved
50. Prepare bus contracts in conjunction with Assistant Superintendent
51. Computation worksheet by bus for contracts (approx. 38 busses)
52. Calculate daily rate and daily vehicle allowance
53. Summary of cost by bus
54. Maintain bus info (VIN #, capacity, etc.)
55. Record monthly bus count (report from Assistant Superintendent)
56. Record transportation costs (add'l runs/aides/pre-k/monthly contract payments/etc.)
57. Create RFP for the two bus companies for monthly contract payment
58. Agenda (for approval of bus contracts)

Field Trips

59. Review field trip request forms when received
60. Form to Superintendent and Assistant Superintendent for approval
61. Email confirmation of approved form to teacher
62. Email form to bus company for scheduling of trip
63. Assist staff with questions about scheduled trips or future trips (cost, how to calculate cost, bus capacity, etc.)

Misc.

64. Supply requests (Central Supply)
65. Filing
66. Box files for storage
67. Create new folders for new year
68. Troubleshoot purchasing/transportation issues
69. Transportation, purchasing, calls
70. Answer e-mails/calls/VM pertaining to purchasing/transportation
71. Other duties as assigned

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Assistant Superintendent and Business Manager

Date Approved:



BRADFORD, LYCOMING, SULLIVAN & TIoga *Department of Student Services*

Williamsport, PA 17701
570-323-8561

Canton, PA 17724
570-673-6001

IDEA Agreement-Project # 062-17-0-017—CFDA #84.027

This Agreement entered into this 1st day of July, 2017, by and between the Board of Education of Bradford, Lycoming, Sullivan and Tioga (BLaST) Intermediate Unit #17, hereinafter called ("BLaST"), and Jersey Shore School District hereinafter called ("School District").

Background

BLaST, on the first day of July 1999, entered into a Contract with the Department of Education of the Commonwealth of Pennsylvania, hereinafter called ("Department"). BLaST agreed to furnish all certified personnel, facilities, materials and other services (in consultation with the Department) needed to perform the services described in Rider H and to comply with the terms and conditions of Rider H and the Department's most current IDEA Application Guidelines, which contract, riders and guidelines are set forth as Exhibit 1 of this Agreement and are hereby incorporated by reference into this Agreement.

The Department has authorized BLaST to enter into an Agreement with the School District whereby the furnishing of all certified personnel, facilities, materials and other services (in consultation with the Department) needed to perform the services described in Rider H and compliance with the terms and conditions of Rider H and the Department's most current IDEA Application Guidelines set forth in Exhibit 1 will be the sole obligations of the School District and will no longer be a responsibility of BLaST. BLaST has determined that the estimated IDEA allocation for the School District is \$461,266.15 as set forth in Exhibit 2 which is hereby incorporated by reference into this Agreement. The said funds must be used to supplement the provision of special educational and related services for eligible school age children as set forth in Exhibit 3 which is hereby incorporated by reference into this contract.

Witnesseth

In Consideration of the mutual covenants, and intending to be legally bound, the parties hereto agree as follows:

1. BLaST hereby agrees to transfer the funds (estimated) set forth in Exhibit 2 to the School District to be administered in accordance with Exhibits 1 and 3 of this Agreement.
2. The School District agrees to accept the funds set forth in Exhibit 2 and to comply with the provisions set forth in Exhibits 1 and 3 of this Agreement.
3. The School District agrees and assumes sole responsibility for compliance with all of the terms and conditions set forth in Exhibits 1 and 3 of this Agreement. Upon the execution of this Agreement, the School District consents to a delegation of all duties and responsibilities imposed upon BLaST as set forth in Exhibits 1 and 3, and BLaST is hereby relieved of any and all responsibility for compliance with the terms and conditions of Exhibits 1 and 3 and the duties and responsibilities set forth therein.
4. The Department may at any time, and within its sole discretion, withhold or redirect any of the funding awarded hereunder in order for the Department to fund any actual or anticipated special education or related services the Department determines are appropriate for any students of any grantee or sub grantee, without limitation, any entitlement to compensatory education ordered by a tribunal of competent jurisdiction or agreed to in any settlement agreement entered into by any sub grantee. (Department Rights Pursuant to 20 U.S.C & 1413g).
5. The undersigned authorized representatives of the School District hereby certify that the School District's governing body has adopted the terms of this Agreement and has authorized the undersigned in its behalf to enter into this Agreement.

6. Upon execution of this Agreement, the School District hereby agrees to indemnify and save and hold harmless BLaST, members of the Board, officers, agents, servants, and employees from any loss, liability, damages, costs (including, without being limited to, court costs or administrative proceedings, and in the amount of any judgment, award, or decision) and expenses (including, but without being limited to, counsel fees) reasonably paid or incurred in connection with any civil action, administrative proceeding, or arbitration proceeding instituted against BLaST, members of the Board, officers, agents, servants, and employees, arising from duties performed by School District hereunder or from the payment or administration by BLaST of the District IDEA allocations

The School District agrees that the foregoing is intended to be as broad and inclusive as is permitted by the law of the Commonwealth of Pennsylvania, and that if any portion thereof is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

The parties hereto, intending to be legally bound hereby, execute this Agreement the 1st day of July 2017.

BLaST, IU #17

Brian R. Dussell

Jersey Shore School District

PROJECT ACCOUNTING BASED ON FINAL COSTS (1 of 2)

FOR THE PERIOD 03/2013 TO 01/2017

District/CTC: Jersey Shore Area School District	Project Name: Jersey Shore Elementary School	Project #: 3659	
PROJECT COSTS	NEW	EXISTING	TOTAL
A. STRUCTURE COSTS (include site development)			
1. General (Report costs for sanitary sewage disposal on Line E-1.)	\$2,661,285	\$4,162,522	\$6,823,807
2. Heating and Ventilating	\$511,710	\$2,899,690	\$3,411,400
3. Plumbing (Report costs for sanitary sewage disposal on Line E-1.)	\$73,958	\$747,792	\$821,750
4. Electrical	\$373,524	\$1,405,160	\$1,778,684
5. Asbestos Abatement (J10, line B-3)	X X X X X X	\$262,995	\$262,995
6. Building Purchase Amount	X X X X X X		
7. Other * (Exclude Test Borings and Site Survey) (Use PlanCon-J-Add't Costs page if necessary.)			
a. _____			
b. _____			
c. _____			
d. _____			
e. PlanCon-J-Add't Costs, Total			
A-1 to A-7 - Subtotal	\$3,620,477	\$9,478,159	\$13,098,636
8. Construction Insurance			
a. Owner Controlled Insurance Program on Structure COSTS (Exclude asbestos abatement, building purchase and other structure costs not covered by the program)			
b. Builder's Risk Insurance (if not included in primes)			
c. Construction Insurance - Total			
9. TOTAL-Structure Costs (A-1 to A-7-Subtotal plus A-8-c)	3,620,477	9,478,159	13,098,636
B. ARCHITECT'S FEE			
1. Architect's/Engineer's Fee on Structure	\$217,555	\$1,062,178	\$1,279,733
2. EPA-Certified Project Designer's Fee on Asbestos Abatement	X X X X X X X X X X X X		
3. TOTAL - Architect's Fee	\$217,555	\$1,062,178	\$1,279,733
C. MOVABLE FIXTURES AND EQUIPMENT			
1. Movable Fixtures and Equipment			
2. Architect's Fee			
3. TOTAL - Movable Fixtures & Equipment			
D. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES AND EQUIPMENT - TOTAL (A-9 plus B-3 and C-3)	\$3,838,032	\$10,540,337	\$14,378,369
E. SITE COSTS			
1. Sanitary Sewage Disposal General Contractor		\$39,425	\$39,425
2. Sanitary Sewage Disposal Tap-In Fee and/or Capacity Charges		\$2,100	\$2,100
3. Owner Controlled Insurance Program/Builder's Risk Insurance on Sanitary Sewage Disposal			
4. Architect/Engineer's Fee for Sanitary Sewage Disposal		\$2,366	\$2,366
5. Site Acquisition Costs		X X X X X X	
a. Gross Amount Due from Settlement Statement or Just Compensation		X X X X X X X X X X X X	
b. Real Estate Appraisal Fees		X X X X X X	
c. Other Related Site Acquisition Costs		X X X X X X	
d. Site Acquisition Costs - Total		X X X X X X	
6. TOTAL - Site Costs		\$43,891	\$43,891
F. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES & EQUIPMENT, AND SITE COSTS - TOTAL (D plus E-6)	\$3,838,032	\$10,584,228	\$14,422,260

* - Type "No Fee" beside each item for which no design fee is charged.

PROJECT ACCOUNTING BASED ON FINAL COSTS (2 of 2)

FOR THE PERIOD 03/2013 TO 01/2017

District/CTC:
Jersey Shore Area School DistrictProject Name:
Jersey Shore Elementary SchoolProject #:
3659

ROUND FIGURES TO NEAREST DOLLAR

PROJECT COSTS (CONT.)				TOTAL
G. ADDITIONAL CONSTRUCTION-RELATED COSTS				
1. Project Supervision (inc. Asbestos Abatement Project Supervision)				
2. Construction Manager Fee and Related Costs				\$283,327
3. Total Demolition of Entire Existing Structures & Related Asbestos Removal to Prepare Project Site for Construction of New Building and Related AHERA Clearance Air Monitoring and EPA-Certified Project Designer's Fee on Asbestos Abatement (Exclude costs for partial demolition.)				
4. Architectural Printing				
5. Test Borings				
6. Site Surveys				\$17,433
7. Other (Attach PlanCon-J-Add't Costs page if needed.)				
a. _____				
b. _____				
c. Plan-J-Add't Costs, Total				\$650,429
8. TOTAL - Additional Construction-Related Costs				\$951,189
H. FINANCING COSTS	BOND ISSUE/NOTE	BOND ISSUE/NOTE	BOND ISSUE/NOTE	X X X X X X
FOR THIS PROJECT ONLY	SERIES OF 2012	SERIES OF 2013	SERIES OF Cash	X X X X X X
(EXCLUDE ACCRUED INTEREST)				
1. Underwriter Fees	\$124,638	\$45,753		\$170,391
2. Legal Fees	\$29,654	\$29,423		\$59,076
3. Financial Advisor	\$21,263	\$21,207		\$42,470
4. Bond Insurance	\$67,000	\$19,625		\$86,625
5. Paying Agent/Trustee Fees and Expenses	\$1,000	\$1,000		\$2,000
6. Capitalized Interest				
7. Printing	\$9,693	\$9,942		\$19,635
8. CUSIP & Rating Fees	\$8,543	\$7,052		\$15,595
9. Other				
a. Internet Auction	\$2,750	\$2,000		\$4,750
b. _____				
10. TOTAL-Financing Costs	\$264,540	\$136,002		\$400,542
I. TOTAL PROJECT COSTS (F plus G-8 plus H-10)				\$15,773,991
REVENUE SOURCES	BOND ISSUE/NOTE	BOND ISSUE/NOTE	BOND ISSUE/NOTE	
(EXCLUDE ACCRUED INTEREST)	SERIES OF 2012	SERIES OF 2013	SERIES OF Cash	TOTAL
J. AMOUNT FINANCED	\$9,995,000	\$4,455,000	\$1,251,024	\$15,701,024
FOR THIS PROJECT ONLY				
K. ORIGINAL ISSUE DISCOUNT/ PREMIUM FOR THIS PROJECT ONLY	\$4,359	\$22,639		\$26,998
L. INTEREST EARNINGS	\$34,761	\$11,208		\$45,969
FOR THIS PROJECT ONLY				
M. BUILDING INSURANCE RECEIVED				
N. PROCEEDS FROM SALE OF BUILDING OR LAND				
O. LOCAL FUNDS - CASH (SEE INSTRUCTIONS)				
P. OTHER FUNDS (PROVIDE DESCRIPTION ON SEPARATE SHEET)				
Q. TOTAL REVENUE SOURCES				\$15,773,991

ADDITIONAL PROJECT COSTS			
District/CTC:	Project Name:		Project #:
Jersey Shore Area School District	Jersey Shore Elementary School		3659
J02 - A. STRUCTURE COSTS (incl. site dev.) -ONLY LIST PRIME CONTRACTS; REPORT OTHER COSTS UNDER J03, LINE G	NEW	EXISTING	TOTAL
TOTAL - STRUCTURE COSTS			
<u>* - Type "No Fee" beside each item listed above for which no design fee is charged.</u>			
J03 - G. ADDITIONAL CONSTRUCTION-RELATED COSTS	TOTAL		
Advertising	\$6,398		
Air Testing	\$53,279		
Commissioning	\$309,231		
Construction Services	\$51,432		
Consulting	\$12,220		
Equipment	\$18,020		
Equipment Rental	\$15,226		
Inspections	\$68,423		
Insurance	\$15,060		
Storage Trailer Rental	\$35,365		
Supplies	\$27,962		
Technology Equipment	\$8,184		
Telephone Services	\$9,600		
Waste Disposal	\$1,510		
Bank Fees	\$18,519		
TOTAL - OTHER CONSTRUCTION-RELATED COSTS	\$650,429		

FINANCIAL REPORT FOR THE PERIOD 03/2013 TO 01/2017

District/CTC: Jersey Shore Area School District	Project Name: Jersey Shore Elementary School	Project #: 3659
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	BOND ISSUE/NOTE SERIES OF 2012	BOND ISSUE/NOTE SERIES OF 2013	BOND ISSUE/NOTE SERIES OF Cash	TOTAL
A. TOTAL BOND ISSUE OR NOTE	\$9,995,000	\$4,455,000	\$1,251,024	\$15,701,024
B. ORIGINAL ISSUE DISCOUNT/ ORIGINAL ISSUE PREMIUM	\$4,359	\$22,639		\$26,998
C. TOTAL INTEREST EARNINGS ON ALL INVESTMENTS FOR ALL FUNDS (Exclude accrued interest and) capitalized interest)				
1. Construction Fund	\$34,761	\$11,208		\$45,969
2. Authority Fund				
3. Debt Service Fund				
4. Debt Service Reserve Fund				
5. Bond Redemption Fund				
6. Other: _____				
7. Other: _____				
8. TOTAL	\$34,761	\$11,208		\$45,969
D. BUILDING INSURANCE RECEIVED				
E. PROCEEDS FROM SALE OF BUILDING OR LAND				
F. LOCAL FUNDS - CASH				
G. OTHER: _____				
H. OTHER: _____				
I. TOTAL REVENUE SOURCES				\$15,773,991
J. TOTAL PROJECT COSTS FOR THIS PLANCON PROJECT (J03, line I)				\$15,773,991
K. FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (I minus J)				(\$0)

DISPOSITION OF FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (Indicate the applicable bond issue.)

Reimbursable Projects:

<u>Project Building Name</u>	<u>PDE Project #</u>	<u>Amount Financed</u>	<u>Applicable Issue</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Nonreimbursable Projects:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other:

_____	_____	_____	_____
_____	_____	_____	_____

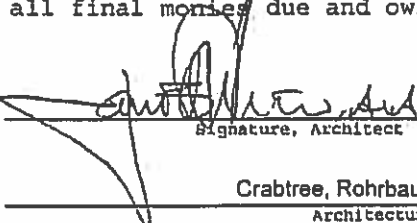
CERTIFICATE OF ARCHITECT

District/CTC: Jersey Shore Area School District County: Lycoming

School Name: Jersey Shore Elementary School Project #: 3659

The bid opening date for the original General Contract was: 3/12/2013

As the architect of record for the above named school district/area vocational-technical school for said project, I certify to the best of my knowledge and belief that all construction work, including change orders and supplemental contracts, has been completed as of 12/8/2016 in an acceptable manner in accordance with the plans and specifications approved by the Pennsylvania Department of Education (and any approved changes thereto) and that all contractors, by virtue of said completion, may be paid all final monies due and owing on this project.



Signature, Architect

James B. Haines, AIA

Architect's Name, Printed or Typed

Crabtree, Rohrbaugh & Associates, Inc

Architectural Firm Name

401 E. Windling Hill Road, Mechanicsburg, PA. 17055

Architect's Address

4/3/2017

Date

For a project constructed and based on an approved school facility design published on the Department's School Design Clearinghouse, I further certify that the project was constructed based on an approved school facility design published on this clearinghouse.

Signature, Architect

Date

FINANCIAL INFORMATION CERTIFICATION

District/CTC: Jersey Shore Area School District County: Lycoming
 School Name: Jersey Shore Elementary School Project #: 3659

I certify that the financial information on the schedules titled Project Accounting Based on Final Costs (pages J02 and J03), Financial Report (J04), and Final Project Costs - Detail (pages J07 to J12) for the above referenced school construction project is presented based on the following:

Financial information is reported based on the cash basis of accounting.

If costs were allocated to certain areas or contracts, describe the allocation method below (attach additional pages if needed):

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FOR 100% CASH PROJECT ONLY

Please provide information, by fiscal year, on the expenditure of project funds for a project fully funded by local funds. Cash projects are those projects for which the District/CTC has not incurred debt.

FY	PROJECT FUNDS ACTUALLY EXPENDED
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL -	_____

I certify that the project funds were actually expended in the fiscal years as reported above and I also certify that the District/CTC has not incurred debt to fund this project.

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FOR PROJECT USING LOCAL FUNDS AS FINANCING SOURCE

Please provide information, by fiscal year, on the expenditure of project funds for a project using local funds as a financing source in addition to debt incurred.

FY	PROJECT FUNDS ACTUALLY EXPENDED
2011-12	\$429,238
2012-13	\$53,999
2013-14	\$157,663
2014-15	\$538,886
TOTAL -	See Page J06(2)

I certify that the project funds were actually expended in the fiscal years as reported above.

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FINANCIAL INFORMATION CERTIFICATION

District/CTC: Jersey Shore Area School District County: Lycoming
 School Name: Jersey Shore Elementary School Project #: 3659

I certify that the financial information on the schedules titled Project Accounting Based on Final Costs (pages J02 and J03), Financial Report (J04), and Final Project Costs - Detail (pages J07 to J12) for the above referenced school construction project is presented based on the following:

Financial information is reported based on the cash basis of accounting.

If costs were allocated to certain areas or contracts, describe the allocation method below (attach additional pages if needed):

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

Date

FOR 100% CASH PROJECT ONLY

Please provide information, by fiscal year, on the expenditure of project funds for a project fully funded by local funds. Cash projects are those projects for which the District/CTC has not incurred debt.

FY	PROJECT FUNDS ACTUALLY EXPENDED
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL -	_____

I certify that the project funds were actually expended in the fiscal years as reported above and I also certify that the District/CTC has not incurred debt to fund this project.

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

Date

FOR PROJECT USING LOCAL FUNDS AS FINANCING SOURCE

Please provide information, by fiscal year, on the expenditure of project funds for a project using local funds as a financing source in addition to debt incurred.

FY	PROJECT FUNDS ACTUALLY EXPENDED	
From J06	\$1,179,786	
2015-16	\$84,523	
2016-17	(\$13,285)	Due to refund from G.C
TOTAL -	\$1,251,024	

I certify that the project funds were actually expended in the fiscal years as reported above.

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

Date

Independent Auditors' Report

Board of Directors
Jersey Shore Area School District

Report on the Schedules

We have audited the accompanying schedules for Project Accounting Based on Final Costs (pages J02 and J03) and Financial Report (J04) (collectively, the "Schedules") for Project No. 3659 of the Jersey Shore Elementary School for the Jersey Shore Area School District (the "District") for the period from March 2013 through January 2017.

Management's Responsibility for the Schedules

Management is responsible for the preparation and fair presentation of the Schedules in accordance with the Commonwealth of Pennsylvania, Department of Education's rules and regulations used to determine a project's final reimbursement and its permanent reimbursement percentage, and as described on Page J06. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedules that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the Schedules based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Schedules are free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the Schedules. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the Schedules, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the Schedules in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the Schedules.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the Schedules referred to above present fairly, in all material respects, the costs incurred, revenues collected, and available funds arising from cash transactions for Project No. 3659 of the Jersey Shore Elementary School for the Jersey Shore Area School District for the period from March 2013 through January 2017 on the basis of accounting and cost allocation methodology described in Note 1.

Basis of Accounting

We draw attention to Note 1 to the Schedules, which describes the basis of accounting. The accompanying Schedules were prepared using accounting practices prescribed or permitted by the Commonwealth of Pennsylvania, Department of Education's rules and regulations used to determine a project's final reimbursement and its permanent reimbursement percentage, and as described on Page J06, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Restriction on Use

This report is intended solely for the information and use of the governing body and management of the District and for filing with the Pennsylvania Department of Education and is not intended to be and should not be used by anyone other than the specified parties.

Baker Tilly Virchow Krause, LLP

Williamsport, Pennsylvania
May 23, 2017

Jersey Shore Area School District

Note to Project Accounting Based on Final Costs
Project No. 3659

1. Significant Accounting Policies

Basis of Accounting

The accompanying schedules for Project No. 3659 of Jersey Shore Area School District (the "District") were prepared in accordance with the rules and regulations used by the Commonwealth of Pennsylvania, Department of Education to determine a capital project's final reimbursement and its permanent reimbursement percentage, and the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Cost Allocation Methodology

The proceeds of the District's General Obligation Bonds, Series of 2012 and Series of 2013 were used to finance construction projects of the District.

All structure costs, architect fees, movable fixtures, equipment, site costs, and additional construction related costs were directly incurred.

JERSEY SHORE AREA SCHOOL DISTRICT
175 A&P Drive
Jersey Shore, PA 17740

2017-2018 ATHLETIC SUPPLY AND EQUIPMENT BID AWARD

Authorizing the purchase of 2017-2018 Athletic Supplies and Equipment in accordance with the bid specifications and recommended awards. Awards are based on the lowest bid meeting specifications. Vendor summary of recommended awards is as follows:

Summary of Recommended Awards

Flaghouse	Hasbrouck Heights, NJ	\$ 64.00
DeMANS	Brookville, PA	\$ 111.40
M-F Athletic	West Warwick, RI	\$ 290.00
Kiefer Swim Products	Zion, IL	\$ 346.50
Aluminum Athletic	Royersford, PA	\$ 649.00
Triple Crown	Old Bridge, NJ	\$ 1,712.20
Kelly's Sports	West Chester, PA	\$ 2,075.00
Sportsman's	Johnstown, PA	\$ 2,660.48
BSN Sports	Jenkintown, PA	\$ 3,960.31

TOTAL RECOMMENDED AWARD	<u>\$11,868.89</u>
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JERSEY SHORE AREA SCHOOL DISTRICT

175 A&P Drive
Jersey Shore, PA 17740

2017-2018 ATHLETIC TRAINER SUPPLY BID AWARD

Authorizing the purchase of 2017-2018 Athletic Trainer Supplies in accordance with the bid specifications and recommended awards. Awards are based on the lowest bid meeting specifications. Vendor summary of recommended awards is as follows:

Summary of Recommended Awards

School Health	Hanover Park, IL	\$ 259.93
Medco Supply	Tonawanda, NY	\$ 827.96
Collins Sports Medicine	Raynham, MA	\$ 1,405.50
Henry Schein	Melville, NY	\$ 1,481.19
Everything Medical	Las Vegas, NV	\$ 2,496.95

TOTAL RECOMMENDED AWARD \$ 6,471.53

JERSEY SHORE AREA SCHOOL DISTRICT
175 A&P Drive
Jersey Shore, PA 17740

2017-2018 ATHLETIC BALL & SUPPLY BID AWARD

Consider authorizing the purchase of 2017-2018 Athletic Supplies in accordance with the bid specifications and recommended awards. Awards are based on the lowest bid meeting specifications. All bids were received and opened at the Central Susquehanna Intermediate Unit. Vendor summary of recommended awards is as follows:

Summary of Recommended Awards

Sportsman's	Johnstown, PA	\$ 4,018.41
Pyramid School Products	Tampa, FL	\$ 569.80
BSN Sports/Passons Sports/US Games	Dresher, PA	\$ 314.84
Longstreth Sporting Goods	Spring City, PA	\$ 74.50
Henry Schein	Melville, NY	\$ 44.15
Riddell/All American	Elyria, OH	\$ 28.50

TOTAL RECOMMENDED AWARD	<u>\$ 5,050.20</u>
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JERSEY SHORE AREA SCHOOL DISTRICT
175 A&P Drive
Jersey Shore, PA 17740

2017-2018 CUSTODIAL & MAINTENANCE SUPPLY BID AWARD

Consider authorizing the purchase of 2017-2018 Custodial & Maintenance Supplies in accordance with the bid specifications and recommended awards. Awards are based on the lowest bid meeting specifications. All bids were received and opened at the Central Susquehanna Intermediate Unit. Vendor summary of recommended awards is as follows:

Summary of Recommended Awards

Calico Industries	Annapolis Jct., MD	\$ 6,706.64
LJC Distributors	Scranton, PA	\$ 6,347.25
Pennsylvania Paper & Supply Company	Scranton, PA	\$ 3,351.55
Hassinger & Company	New Cumberland, PA	\$ 253.92

TOTAL RECOMMENDED AWARD **\$16,659.36**

JERSEY SHORE AREA SCHOOL DISTRICT
175 A&P Drive
Jersey Shore, PA 17740

2017-2018 COPY PAPER BID AWARD

Consider authorizing the purchase of 2017-2018 Copy Paper in accordance with the bid specifications and recommended awards. Awards are based on the lowest bid meeting specifications. All bids were received and opened at the Central Susquehanna Intermediate Unit. Vendor summary of recommended awards is as follows:

Summary of Recommended Awards

Veritiv	Jacksonville, FL	\$18,858.00
Lindenmeyr Munroe	Mount Joy, PA	\$ 9,067.51
Contract Paper Group	Uniontown, OH	\$ 931.00

TOTAL RECOMMENDED AWARD	<u>\$ 28,856.51</u>
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JERSEY SHORE AREA SCHOOL DISTRICT
175 A&P Drive
Jersey Shore, PA 17740

2017-2018 ART SUPPLY BID AWARD

Consider authorizing the purchase of 2017-2018 Art Supplies in accordance with the bid specifications and recommended awards. Awards are based on the lowest bid meeting specifications. All bids were received and opened at the Central Susquehanna Intermediate Unit. Vendor summary of recommended awards is as follows:

Summary of Recommended Awards

Nat'l Art & School Supplies	Rahway, NJ	\$ 6,677.06
School Specialty	Allentown, PA	\$ 3,723.89
Kurtz Brothers	Clearfield, PA	\$ 3,189.21
Pyramid School Products	Tampa, FL	\$ 2,367.28
Nasco	Fort Atkinson, WI	\$ 1,397.33
Phillips Supply Company	Plymouth, PA	\$ 383.43
Cascade School Supplies	North Adams, MA	\$ 18.04

TOTAL RECOMMENDED AWARD **\$17,756.24**

JERSEY SHORE AREA SCHOOL DISTRICT
175 A&P Drive
Jersey Shore, PA 17740

2017-2018 GENERAL SUPPLY BID AWARD

Consider authorizing the purchase of 2017-2018 General Supplies in accordance with the bid specifications and recommended awards. Awards are based on the lowest bid meeting specifications. All bids were received and opened at the Central Susquehanna Intermediate Unit. Vendor summary of recommended awards is as follows:

Summary of Recommended Awards

Nat'l Art & School Supplies	Rahway, NJ	\$ 14,276.60
Pyramid School Products	Tampa, FL	\$ 9,429.31
Kurtz Brothers	Clearfield, PA	\$ 6,686.50
School Specialty	Allentown, PA	\$ 3,811.83
Cascade School Supplies	North Adams, MA	\$ 2,520.49
Phillips Supply Company	Plymouth, PA	\$ 1,099.12
Nasco	Fort Atkinson, WI	\$ 529.83
ACCO Brands USA	Lake Zurich, IL	\$ 29.48

TOTAL RECOMMENDED AWARD **\$ 38,383.16**

JERSEY SHORE AREA SCHOOL DISTRICT
175 A&P Drive
Jersey Shore, PA 17740

2017-2018 COMPUTER SUPPLY BID AWARD

Consider authorizing the purchase of 2017-2018 Computer Supplies in accordance with the bid specifications and recommended awards. Awards are based on the lowest bid meeting specifications. All bids were received and opened at the Central Susquehanna Intermediate Unit. Vendor summary of recommended awards is as follows:

Summary of Recommended Awards

Phillips Supply Company	Plymouth, PA	\$ 149.70
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TOTAL RECOMMENDED AWARD	<u>\$ 149.70</u>
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RENTAL SCHEDULE NO. 005

This Rental Schedule is issued pursuant to the Rental Agreement Number JE062415 dated June 24, 2015. The terms of the Rental Agreement and the terms and conditions of Certificates of Acceptance executed pursuant to Rental Schedule 005, including Installation Dates and descriptions and serial numbers of Equipment contained therein, are a part hereof and are incorporated by reference herein.

WINTHROP

Winthrop Resources Corporation
11100 Wayzata Boulevard
Suite 800
Minnetonka, MN 55305

SUPPLIER OF EQUIPMENT

Various

CUSTOMER

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

LOCATION OF INSTALLATION

Various

Term of Rental from Commencement Date: 48 months (4 years)

Monthly Rental Charge: \$11,783.00, due annually as \$141,396.00

Anticipated Delivery and Installation: June - July 2017

Security Deposit: Upon Customer's execution of this Rental Schedule, Customer shall deliver a security deposit in the amount of \$11,783.00. If there is no event of default, this security deposit may be applied toward the total amounts due pursuant to this Rental Schedule.

EQUIPMENT

<u>MANUFACTURER</u>	<u>QTY</u>	<u>MACHINE/MODEL</u>	<u>EQUIPMENT DESCRIPTION (including features)</u>
Apple			iPads with Accessories

The Monthly Rental Charge will be prorated and charged as interim rent between the date an item of equipment is accepted and the Commencement Date. The rental rate and associated Rental Charges are based on the applicable treasury rate published as of June 16, 2017. Should the treasury rate increase prior to or during the Installation Period, the rental rate will be adjusted. Customer agrees to rent from Winthrop Equipment that has an acquisition value of \$561,963.50.

The parties agree that they may execute this Lease Schedule by fax or PDF, and that certain actions may be taken in reliance on faxed or PDF signatures. The parties therefore agree that a faxed or PDF signature hereon shall be equally valid and binding as an original signature, and the transmission of a faxed or PDF signature will have the same legal effect as physical delivery of an original signature. Any party transmitting a faxed or PDF signature will deliver the original signature to the other party as soon as practicable.

WINTHROP IS NOT ACTING AS A MUNICIPAL ADVISOR OR FINANCIAL ADVISOR TO CUSTOMER, AND WINTHROP HAS NO FIDUCIARY DUTY TO CUSTOMER OR ANY OTHER PERSON PURSUANT TO SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934. THE INFORMATION CONTAINED IN THIS RENTAL AGREEMENT OR ANY OTHER DOCUMENT PROVIDED BY WINTHROP IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS "ADVICE" WITHIN THE MEANING OF SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934 AND THE MUNICIPAL ADVISOR RULES OF THE SEC. CUSTOMER HAS DISCUSSED THIS RENTAL AGREEMENT WITH ITS OWN FINANCIAL AND/OR MUNICIPAL, LEGAL, ACCOUNTING, TAX AND OTHER ADVISORS AS CUSTOMER DEEMS APPROPRIATE.

Agreed to and Accepted:

WINTHROP RESOURCES CORPORATION
"WINTHROP"

Agreed to and Accepted:

JERSEY SHORE AREA SCHOOL DISTRICT
"CUSTOMER"

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

RENTAL SCHEDULE NO. 005

This Rental Schedule is issued pursuant to the Rental Agreement Number JE062415 dated June 24, 2015. The terms of the Rental Agreement and the terms and conditions of Certificates of Acceptance executed pursuant to Rental Schedule 005, including Installation Dates and descriptions and serial numbers of Equipment contained therein, are a part hereof and are incorporated by reference herein.

WINTHROP

Winthrop Resources Corporation
11100 Wayzata Boulevard
Suite 800
Minnetonka, MN 55305

CUSTOMER

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

SUPPLIER OF EQUIPMENT

Various

LOCATION OF INSTALLATION

Various

Term of Rental from Commencement Date: 48 months (4 years)

Monthly Rental Charge: \$11,783.00, due annually as \$141,396.00

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EQUIPMENT

<u>MANUFACTURER</u>	<u>QTY</u>	<u>MACHINE/MODEL</u>	<u>EQUIPMENT DESCRIPTION (Including features)</u>
Apple			iPads with Accessories

The Monthly Rental Charge will be prorated and charged as interim rent between the date an item of equipment is accepted and the Commencement Date. The rental rate and associated Rental Charges are based on the applicable treasury rate published as of June 16, 2017. Should the treasury rate increase prior to or during the Installation Period, the rental rate will be adjusted. Customer agrees to rent from Winthrop Equipment that has an acquisition value of \$561,963.50.

The parties agree that they may execute this Lease Schedule by fax or PDF, and that certain actions may be taken in reliance on faxed or PDF signatures. The parties therefore agree that a faxed or PDF signature hereon shall be equally valid and binding as an original signature, and the transmission of a faxed or PDF signature will have the same legal effect as physical delivery of an original signature. Any party transmitting a faxed or PDF signature will deliver the original signature to the other party as soon as practicable.

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Agreed to and Accepted:

WINTHROP RESOURCES CORPORATION
"WINTHROP"

Agreed to and Accepted:

JERSEY SHORE AREA SCHOOL DISTRICT
"CUSTOMER"

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Book	Board Policy Manual
Section	800 Operations
Title	Student iPad Responsible Use Policy and Student/Parent/Guardian Policy
Number	815.1
Status	

Purpose

This iPad Responsible Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. The use of iPad technology is fundamental to the instruction process. Use of iPad technology is required. Technology, on or offcampus, must be used in accordance with the mission and philosophy of Jersey Shore Area School District as well as the Acceptable Use of Internet, Computers and Network Resources, Board Policy, 815. A copy of this Board Policy can also be found in the Student-Parent Handbook. Teachers may set additional requirements for use in their respective classes.

The iPad and accessories remain the property of Jersey Shore Area School District at all times. Therefore, there is no assumption of privacy. Jersey Shore Area School District reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad will result in disciplinary action.

Guidelines

Above all, the "Digital Conversion" iPad program at Jersey Shore Area School District is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parents/guardians are subject to the following conditions of use:

1. **Liability** - The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, protective case (if applicable), keyboard (if applicable) and all other issued accessories if the property is:
 - a. Not returned.
 - b. Intentionally damaged.
 - c. Lost or damaged because of negligence and/or by not following the procedures established in this policy.
 - d. Stolen, but not reported to school and/or police by end of the next school day. A police report must be filed by the parent/guardian/student if the iPad is stolen.
2. **Personal Safety**
 - a. Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact.
 - b. Users should carefully safeguard their personal information and that of others.

c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without parental and/or teacher permission.

d. Students should never agree to meet someone they meet online in real life.

e. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel.

3. Netiquette

a. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

b. Users should recognize that, with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

4. Cyberbullying

a. The National Crime Prevention Council defines cyberbullying as "When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."

b. Cyber-Bullying will not be tolerated and is strictly forbidden.

c. The user should remember that digital activities are monitored and retained.

d. Report cyber-bullying immediately to school personnel.

e. Users must be familiar with and adhere to the District's Bullying/Cyberbullying policy, Policy 249.

5. District Acceptable Use Policy - Jersey Shore Area School District's Policy for Acceptable Use of Internet, Computers and Network Resources #815 is to be followed at all times.

6. iPad Use, Care, and Routines

a. Never pile things on top of the iPad in or out of your backpack, case or carry all. Do not place any objects other than the iPad in the iPad sleeve.

b. Keep the iPad in the district-issued rugged case at all times, if applicable.

c. Do not leave the iPad out in extreme heat or cold.

d. Do not leave the iPad in a vehicle or place it on top of a vehicle.

e. Keep food, drink, pets, etc. away from the iPad at all times.

f. Do not drop the iPad as the screen is made of glass and will break.

g. Do not leave the iPad unattended at any time including during class, extra-curricular activities, lunch, locker room, etc. During lunch, iPads are to be kept in lockers or classrooms.

h. Labels, stickers, or screen protectors placed on the iPad by the technology department shall not be removed.

i. Do not write on, or place any labels or stickers on, the iPad or district-issued case.

- j. Do not alter the iPad in any manner that will permanently change the iPad.
- k. Do not remove the serial number or identification sticker on the iPad.
- l. The lock screen picture will remain the school logo with the device name showing. Students may not alter their lock screen picture.
- m. Do not lend the iPad to a classmate, friend, or family member.
- n. Clean the iPad screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- o. Fully charge the iPad each night with the appropriate iPad A/C adapter.
- p. Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads need to be taken to the Library Media Center.
- q. Do not upgrade or change in any way the iPad operating system.
- r. Do not remove or circumvent the mobile device management system installed on each iPad. This includes removing restrictions or "jailbreaking" the device.
- s. Do not sync the iPad with a district or home computer.
- t. Avoid touching the screen with pens/pencils. Use an appropriate stylus.
- u. Students are responsible for the safety and security of their iPad.
- v. Students will be permitted to take the iPad home based on school-standard operating procedures (SOP).
- w. Students may not change the "Lock Screen" without permission.
- x. Students may not change the "Device Name".
- y. Students may not change or delete and "Profile" settings.
- z. All accessories will be unplugged from the iPad when it is moved or in transit to another location. When the iPad is moved or in transit from one location to another, it needs to be inserted into the issued protective sleeve, if applicable.

7. Email and District Apple ID for Students - Purpose: All students will receive an individual email account. With these accounts, students will have access to educational applications, which include productivity and instructional tools and much more. All iPads will need to be set up with email so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during orientation, and the email required to remain on the iPads through the course of the school year. All official JSASD electronic communications will be sent via the JSASD student email.

- a. The effective use of email will:
 - i. Develop 21st Century Communication Skills.
 - ii. Allow students to develop positive professional relationships with peers and staff.
 - iii. Assist in collaboration skills required in careers and higher education settings.

b. Guidelines and Reminders

- i. School email accounts should be used for educational use only.
- ii. Students should only have their school email account set up on their iPad. No other personal email accounts should be set up on the iPad.
- iii. ALL communication from students to teachers must be on their school issued email account or through the district's instructional management system. Personal accounts are not an acceptable means of communication with teachers.
- iv. Email transmissions at school are subject to inspection by teachers and/or administrators as deemed necessary.
- v. All email and contents are property of the Jersey Shore Area School District.
- vi. Only the authorized user of the account should access, send, and/or receive emails for the account.
- vii. Passwords should be protected and never shared with other students.
- viii. Email accounts should be set up so that the email can be blind copied (bcc) to the student.

c. Examples of Unacceptable Use

- i. Non-educational related forwards (e.g. jokes, chain letters, images).
- ii. Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.

8. Camera - Purpose: Each student iPad is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills. This feature will be used for educational purposes only. iPads may not be brought into restrooms, locker rooms, or other changing areas. iPads may not be taken to Physical Education classes or other events where physical damage to the iPads would be likely to occur without permission from the teacher. These restrictions are for both sanitation and social health reasons. Inappropriate pictures/video of yourself (selfies) are prohibited.

a. Examples of Use

- i. Recording and/or taking pictures for project-based learning assessments.
- ii. Assisting in ensuring accurate notes are taken in class.
- iii. Submitting work digitally.

b. Students are not allowed to take any pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.

9. Listening to Music

- a. While at school, music apps will be available on student iPads for academic uses only.
- b. Streaming music is not allowed at school without permission from the teacher.
- c. Users must follow copyright and other applicable laws.

10. Watching Movies

- a. Watching movies will not be allowed during school hours.

- b. Video segments required for school use will be allowed on iPads with teacher permission.
- c. Students will have access to YouTube with teacher approved video clips being authorized.

11. Games

- a. Students may not play games on the iPad during school hours unless they are given permission by the teacher AND the game supports education.
- b. The content of any games played at home must be school appropriate.

12. Student Files and Storage - All students should store their files using District approved file storage resources including the approved Learning Management System. Additional data storage, through portable or cloud resources, is at the expense and responsibility of the user. These file storage resources should be setup using the student's JSASD email account and password. If students need additional storage, they can request it via a Help Desk request.

13. Printing

- a. Printing will not be allowed from the iPads at school.
- b. If printing is necessary, students must email the document to their school email account or save to their student network account and print from a computer lab.

14. iPad Background - The lock screen picture background will be used by the School District and cannot be changed. Any picture used as the background for a school issued iPad must be school appropriate and align with the Acceptable Use guidelines.

15. Plagiarism

- a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- e. Plagiarism will be handled according to the school discipline policy on plagiarism. Please see JSASD handbook for the policy.
- f. Users must follow copyright and other applicable laws.

16. Behaviors and Discipline Related to Student iPad Use

- a. Violations are as follows:

<i>Technology Related Behavior Violations</i>	<i>Equivalent "traditional" Classroom</i>
<ul style="list-style-type: none"> • Failure to bring iPad to school 	<ul style="list-style-type: none"> • Coming to class unprepared

• Missing cover	• Not having required supplies
• Email, texting, skyping, internet surfing, etc.	• Passing notes, reading magazines, games, etc.
• Damaging, defacing, placing stickers, etc. to iPad	• Vandalism/Property damage
• Using account belonging to another student or staff member	• Breaking into someone else's property, locker/classroom
• Accessing inappropriate material	• Bringing inappropriate content to school in print version
• Cyberbullying	• Bullying/Harassment
• Using profanity, obscenity, racist terms	• Inappropriate language, harassment
• Sending/Forwarding assignment to another student to use as their own	• Cheating, copying assignment, plagiarism
Violations unique to the JSASD Digital Conversion 1:1 Project	
• Not having iPad fully charged when brought to school	
• Attempts to defeat or bypass the district's internet filter and/or security settings	
• Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity	
• Unauthorized downloading/installing of Apps	

b. Progressive Discipline – The discipline process with the Digital Conversion project will be progressive in nature.

Discipline Steps are as follows:

- i. Verbal warning and parent/guardian contact.
- ii. One (1) afterschool detention and parent/guardian contact.
- iii. Two (2) afterschool detentions and parent/guardian contact.
- iv. One (1) extended detention/one (1) in-school suspension and parent/guardian contact.
- v. Two (2) extended detentions/two (2) in-school suspensions and parent/guardian contact.
- vi. One (1) out-of-school suspension and parent/guardian contact.

17. Examples of Unacceptable Use - Unacceptable use of the iPad includes, but is not limited to, the following examples:

- a. Using the school network for illegal activities such as copyright and/or license violations.
- b. Using the iPad as the vehicle for plagiarism.
- c. Unauthorized downloading of apps and/or jail-breaking of the iPad.
- d. Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
- e. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
- f. Gaining unauthorized access anywhere on the network.
- g. Invading the privacy of individual(s).
- h. Using and/or allowing use of another person's login/password to access the network.
- i. Being a passive observer or active participant with any unauthorized network activity.
- j. Participating in cyber-bullying of any person.
- k. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- l. Obtaining, modifying, or using user name/passwords of other users.
- m. Modifying files belonging to another student on the network.
- n. Attempting to access or accessing websites blocked by the school's internet filter.
- o. Downloading apps, streaming media, or playing games without permission of an administrator.
- p. Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.
- q. Any use that violates any School District policy.

18. Power Management

- a. Users are responsible to recharge the iPad's battery so it is fully charged by the start of the next school day.
- b. Users with no battery life may bring the iPad to the Library Media Center for charging. Students needing this service will be referred to the office under the progressive discipline clause (see 16b).
- c. Users will forfeit use of the iPad for the entire time it takes to charge the iPad.
- d. The Library Media Center may lend an iPad to a student while the student's iPad is charging.
- e. Users may pick up or check on the iPad during passing periods and lunch. Users may not ask for pass-outs during class to pick up or check on the iPad.

19. iPad Security - Content filtering is present on the school network.

Content Filtering – The Children's Internet Protection Act requires that schools have a content

filter in place onsite and the school will make every effort to block inappropriate and objectionable sites. Students are to comply with the School Districts, Acceptable Use Policy on and off school district property. When using the iPad at home, parents/guardians will supervise the appropriate use of iPad.

20. Damaged and Lost or Stolen iPads

- a. Users will report any damaged or lost iPads to School Authorities.
- b. Users will bring damaged iPads to the Library Media Center, and fill out an incident report.
- c. Submit a Help Desk technology request for any minor troubleshooting.
- d. If the iPad is lost or stolen, the parent/guardian/student is required to file a police report in order to receive a replacement iPad. Otherwise, replacement is the financial responsibility of the student/parent/guardian.
- e. Damaged JSASD iPads that are not in a district issued case and protective sleeve will be the financial responsibility of the student/parent/guardian, as will any other damage caused by student/parent/guardian as a result of a violation of this policy, or any other policy of the District.

21. Laptop Fees/Insurance - Effective beginning the 2017-18 school year, parents/guardians have the option of purchasing annual, nonrefundable insurance for the iPad. The annual insurance cost is listed in the table below. Purchasing insurance limits the parents'/guardians'/student's financial liability. If insurance is not purchased, the parent/guardian is financially liable for the full replacement or repair cost as determined by the Principal and/or Director of Technology.

NOTE: Parent/Guardian may not substitute homeowner insurance or other personal insurance for district iPad insurance.

Last Modified by Pamela M Copenhaver on June 16, 2017



Book Board Policy Manual
 Section 800 Operations
 Title Student Mobile Digital Device Financial Responsibility
 Number 815.2
 Status

Purpose

The Jersey Shore Area School District is embarking on a multi-year initiative to provide a digital device (iPad) to every student for use in the classroom. In most cases, students will take the devices home with them for research and homework assignments during the school year. The benefits of the Jersey Shore Area School District 1:1 iPad program include:

- Providing instant access to up-to-date information and current events as well as digital books and multimedia resources
- Fostering critical thinking skills to do research that encourages proactive learning
- Strengthening communication skills and literacy
- Availability of multiple collaboration tools
- Individualizing learning for each student
- Preparing students for high school and college work
- Expanding students' working knowledge of effective methods to problem solve and complete tasks

The device, accessories, and all necessary software are provided free of charge but, in accordance with applicable laws, parents/guardians may be held financially responsible for damage, loss, or theft of the device under certain circumstances. These circumstances are more fully described in the questions below.

The District is offering an *optional, voluntary insurance program* to provide financial protection against accidental damage (including screen breakage) of devices. This program is self-funded, and all monies collected will be deposited into a special account to be used for repair or replacement of damaged, lost, or stolen student devices. The purpose of the program is to help offset the cost of a lost or damaged iPad to families, and it can provide significant savings in the event of accidental damage or loss.

TERMS AND CONDITIONS:

The insurance fees annual cost is "per student."

Insurance Fee/Per Incident Cost	Regular Cost	Reduced Lunch Cost *	Free Lunch Cost *
Annual Insurance Payment	\$25/first student \$10/each additional student	\$15/first student \$5 each additional student	\$5/first student \$2 each additional student
1 st Incident Deductible	\$20	\$10	\$5
2 nd and Additional Incident Deductibles	\$80	\$50	\$50
*based on confirmed current school year eligibility			

* Eligibility determined via the NSLP Free/Reduced Lunch Application Guidelines/Approval Process

Insurance Coverage Details:

1. **Damage**: pays for damage to the iPad on school property or any other location.
2. **Accidental Damage**: Pays for accidental damage cause by liquid spills, drops, falls, and collisions.
3. **Theft**: Pays for loss or damages due to theft; a claim must be made the next school day and must include a copy of a police report.
4. **Fire**: Pays for loss or damage due to fire; a copy of the official fire report from the investigating authority must be included with the claim.
5. **Electrical Surge**: Pays for damage to the iPad due to electrical surges.
6. **Vandalism**: Pays for damage caused by vandalism.
7. **Natural Disasters**: Pays for loss caused by a natural disaster.

The parent/guardian may not substitute homeowner insurance or personal insurance for School District iPad insurance.

The insurance fee cost is not subject to reduction or refund for partial year participation due to late enrollment in, or early withdrawal from, the school district.

The iPad insurance enrollment period is from the beginning of the school year through October 15. For new students enrolling in the school district after the October 15 enrollment deadline, the enrollment period will be with the first ten (10) school days after receiving a student device. After the enrollment period, parents/guardians would need to wait until the subsequent school year to opt in and would therefore be fully responsible for damage to their iPad.

For incidents covered by optional insurance, parents/guardians will be asked to submit payment of the \$20/\$10 cost share/deductible (1st incident) or \$80/\$50 cost share/deductible (2nd and subsequent incidents) prior to the student receiving a repaired or replaced device. For incidents not covered by optional insurance, parents/guardians will be invoiced for the full cost of repair or replacement.

In the event that invoices are not paid within thirty (30) days, any or all of the following actions may also be taken by the District, until such time as the invoiced amount is paid in full:

- Additional correspondence/contact demanding payment.
- Withholding of student grades and/or transcripts.
- Suspension of discretionary activities for the student.
- Referral to a collection agency.
- Student use of a replacement device would be limited to school (no option for taking device home).

In cases where a replacement device is necessary, the District will decide what type of device will be provided as a replacement.

Current estimated repair/replacement costs WITHOUT insurance:

Type of Damage	Estimated Repair/Replacement Costs
Damaged screen or LCD display	\$200
Damaged headphone jack, speaker, or Lightning connector	\$150
Damaged button (home/volume/power)	\$100
Cable replacement	\$20
AC adaptor replacement	\$20
Complete iPad replacement	\$500
Protective sleeve replacement	\$30

Opt-in/Opt-out Process

Parents/Guardians have the option to decide if they want to participate (OPT-IN) in the student iPad Insurance program or not participate (OPT-OUT) and assume full responsibility to pay for accessory replacement costs or repair/replacement of a damaged iPad.

iPad insurance envelopes will be sent home with student(s) the first days of school and will be available after that at each school's main office.

1. Mark on the envelope your iPad insurance selection - OPT-IN or OPT-OUT.
 2. Fill in the needed information on the iPad Insurance Envelope (even if the parent/guardian OPTs-OUT).
 3. If Opting-IN, select the cost category (Regular, Reduced Lunch or Free Lunch) and put that amount in the envelope and seal it.
 4. Envelopes with parent/guardian decision (OPT-IN or OPT-OUT) are returned to the student's homeroom teacher.
- OPT IN - fill out the requested information on the envelope, and submit a check (made out to Jersey Shore Area School District) or money order for the correct amount. The student should return the envelope to his/her homeroom teacher.

OPT OUT - fill out the requested information, sign the envelope. The student should return the envelope to his/her homeroom teacher.

If the insurance envelope is not returned for any reason, the parent/guardian will be considered to not have any insurance coverage.

All insurance claims should be filed with the school's main office on forms that will be made available in each school office.

Last Modified by Pamela M Copenhaver on June 19, 2017

CHILD AND ADULT CARE FOOD PROGRAM INSTRUCTIONS FOR COMPLETING PDE-3086

When a school or child care institution purchases meals/snacks from another school, the contract that follows, PDE-3086, MUST BE USED. Do Not Retype. If the SFA wants to add more requirements, outline the conditions by continuing the numbering system on Page 3 before submitting to the Pennsylvania Department of Education for review.

****To fill out this form, please start at the top and use the tab button on your keyboard to navigate through the required grey fields. If the question does not pertain to your contract, please enter N/A.***

Upon execution of this contract, both parties must keep one copy with their records.

This contract can only be for a one-year period and cannot contain guaranteed renewal clauses.

A school or child care institution that enters into a contract with a school for the purchase of meals/snacks agrees to abide by the procurement standards outlined in Title 7 of the Code of Federal Regulations (CFR), Part 210.21, 220.16 or 226.22, as applicable, and by the Office of Management and Budget (OMB) Circular A-102. These regulations require that such procurement transactions be conducted in a manner that provides maximum open and free competition. Schools or child care institutions may use any of the four procurement methods outlined in OMB Circular A-102.

On January 13, 1987, the United States Department of Agriculture granted the PDE the authority to approve, on a case-by-case basis, noncompetitive negotiation as a method of procurement when meals are vended from one sponsor to another. ***For the PDE to approve the use of noncompetitive negotiation between sponsors, the following criteria must be met:***

1. The provider must have sufficient facilities and a delivery system adequate to handle the increased production.
2. The proximity of the provider must not be an undue hindrance to the fulfillment of the contract.
3. The provider has not received audit or CRE review findings within the past three years which would indicate that the provider was incapable of preparing proper meals, planning quality menus or maintaining adequate records.

This criteria has been incorporated into Items 12, 13 and 14 of the attached contract (PDE-3086). The PDE will accept the provider's signature on the contract as assurance that the provider has met the criteria specified above, thus resulting in the granting of approval by the PDE for the use of noncompetitive negotiation by the provider.

Send two copies with original signatures (in blue ink) for approval to:

Pennsylvania Department of Education
Bureau of Budget and Fiscal Management
Division of Food and Nutrition
Attn: CACFP FSMC
333 Market Street, 4th Floor
Harrisburg, PA 17126-0333

CONTRACT TO PURCHASE MEALS FROM SCHOOLS

The Pennsylvania Department of Education, in providing this contract as a service to schools, does not become a party to this contract. The purchasing sponsor, hereafter referred to as the Purchaser, is the responsible authority, without recourse to the Pennsylvania Department of Education and the United States Department of Agriculture regarding the settlement and satisfaction of all contractual and administrative issues arising under this contract. This includes, but is not limited to: disputes, claims, protests of award, source evaluation or other matters of a contractual nature.

Made and entered into this date of **September 1, 2017** by and between

Lycoming-Clinton CCCA
300-41-413-0
Williamsport, Pa 17701

Jersey Shore Area School District
113-31-400-3
Jersey Shore, Pa 17740

These meals/snacks will be served at the following locations (*press enter/return to add multiple sites*):

Example: PDE Child Care, 333 Market Street, Harrisburg, PA 17126

Jersey Shore Center-Base, Jersey Shore Elementary School 601 Locust Street Jersey Shore, Pa 17740

The parties entering into this contract agree to be bound by the United States Department of Agriculture (USDA) regulations Title 7 of the CFR Part 210, Part 220 and/or Part 226, as appropriate.

The Purchaser will order meals/snacks on a weekly basis notifying the Provider 5 days preceding the week of delivery. Orders will include totals for each site and each type of meal/snack.

If the Purchaser is another School District, N/A Menu Planning Option will be used.

The Purchaser reserves the right to increase or decrease the number of meals/snacks ordered with a minimum notice of **24 hours**.

If the Purchaser's children will eat meals/snacks on the Provider's premises, the children will be at the building and served at **7:30** for Breakfast, **10:40** for Lunch and **n/a** for Snack.

The Provider agrees to supply meals/snacks **inclusive** of milk to the Purchaser for the prices herein listed:

Meal Type	Daily Estimated Servings	x	Estimated No. Serving Days Per Year	x	Unit Price	=	Estimated Total \$\$
BREAKFAST	21		180		\$2.00		7560.00
LUNCH	21		180		\$3.10		11,718.00
SNACK	N/A		n/a		n/a		n/a
GRAND TOTAL OF CONTRACT							19,278.00

Conditions:

1. It is further agreed that the Provider, pursuant to the provisions of federal regulations, will assure that said meals/snacks will meet or exceed the minimum meal pattern requirements as necessary for the stated Menu Planning Option, and will maintain full and accurate records that the purchaser requires to meet its record keeping responsibility on a calendar month basis (supported by invoices, receipts or other records), and shall promptly submit invoices and delivery receipts to the Purchaser.
2. Meals/snacks will be delivered on a daily basis or other mutually agreed upon period of time in accordance with the 21-day menu cycle. Menu changes may be made only when agreed upon by both parties. When an emergency situation exists which might prevent the Provider from delivering a specified meal/snack component, the Provider shall notify the Purchaser immediately so substitutions can be agreed upon. The Purchaser reserves the right to periodically suggest menu changes within the Provider's suggested food cost range throughout the contract period.
3. The Provider will bill the Purchaser only for meals/snacks prepared and delivered/picked up at the specified time. Damaged or incomplete meals/snacks shall not be included. Adequate refrigeration or heating will be provided when the Provider delivers meals/snacks or picked up by Purchaser to insure the wholesomeness of food in accordance with state and/or local health codes.
4. The Purchaser will furnish the Provider with the number of meals/snacks, by meal service type, to be delivered to each site when applicable.
5. The Purchaser reserves the right to add or delete sites and provide one week's notice to the Provider.
6. The Provider guarantees that meals/snacks will be delivered within the prescribed time period as mutually agreed upon by both parties.
7. The Provider agrees to retain the records required by the Purchaser for a period of three years after the end of the fiscal year to which they pertain (or longer if an audit is in progress) and, upon request, to make all accounts and records pertaining to the program available to representatives of the Pennsylvania Department of Education, the United States Department of Agriculture and/or the Office of the Inspector General and General Accounting Office for audit or administrative review purposes at a reasonable time and place.

The Provider also agrees to provide the needed information on the amount of food sent to the Purchaser for recording on the Production Records. Recipes and Product Information Sheets will be provided to the Purchaser as required for School Meals Initiative (SMI) reviews. If the Provider is providing meals using the NuMenus Planning Option, a printout of the nutrient analysis of the menus used must be provided to the Purchaser.

8. During the performance of the contract, the Provider agrees as follows: The Provider will not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex or disability. The Provider will take affirmative action to ensure that applicants are employed and that employees are treated while employed without regard to their race, color, national origin, age, sex or disability. Such action shall include, but not be limited to, the following:

employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this Equal Opportunity clause.

9. The Provider will comply with all provisions of Executive Order Number 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and of the rules, regulations and relevant orders of the Secretary of Labor.
10. It is expressly agreed that in the event of any disagreement or controversy arising between the Provider and the Purchaser as to the interpretation of the specifications or proper performance of this contract, the dispute shall be settled between the Provider and Purchaser within a reasonable period of time and shall be final.
11. The Purchaser shall have the option to cancel this contract if the state or federal government withdraws funds to support the Child and Adult Care Food Program, the National School Lunch Program, the School Breakfast Program, the Afterschool Snack Program and/or the Summer Food Service Program.
12. The Provider guarantees that it has sufficient facilities to handle the increased meal/snack production resulting from the execution and implementation of the requirements of this contract.
13. The Provider guarantees that it has a delivery system sufficient to provide the meals/snacks as specified in this contract.
14. The Provider guarantees that there have not been any audit or CRE findings or sanctions within the past three years which would indicate that the Provider was incapable of preparing proper meals/snacks, planning quality menus or maintaining adequate records.
15. This contract may be terminated by notice, in writing, given by any party hereto to the other party at least 30 days prior to the date of termination.

Additional Requirements:

Enter Additional Requirements (if applicable)

It is agreed by the parties hereto that there are no other considerations, favors, promises or interests passing between the parties other than what is expressly stated in this contract.

In witness hereof, this contract is signed and executed this date of September 1, 2017 and will end June 30, 2018.

Please sign in BLUE ink.

Signature on Behalf of:

Lycoming-Clinton CCCA

Name of Purchaser

Signature on Behalf of:

Jersey Shore Area School District

Name of Provider

Signature of Authorized Representative

Traci Lowe

Chief Financial Officer

Title

Signature of Authorized Representative

Benjamin Enders

Business Manager

Title

Date

Date

PDE APPROVED



Universal Community Behavioral Health

Letter of Agreement

In order to ensure cooperative efforts and to facilitate continuity of care when serving individuals assigned to the Jersey Shore Area School District and The Meadows Psychiatric Center ("The Meadows") agree to the following for the 2017-2018 and 2018-2019 school year:

1. To respond to requests for clinical information in a timely manner and in accordance with applicable law. Each agency will be responsible for obtaining appropriate Releases of Information. In accordance with appropriate Releases of Information or as otherwise permitted by applicable law, when requested, The Meadows will send Jersey Shore Area School District psychiatric information, relevant to each individual to whom they mutually provide services.
2. A designated professional from Jersey Shore Area School District agrees to collaborate with The Meadows for students who are receiving mental health and educational services.
3. All employees who have direct contact with children will maintain background clearances (Act 114, Act 151, and Act 34) current within 36 months, and be trained in child abuse recognition and reporting through an approved program every five years. Before hiring a new employee, The Meadows Psychiatric Center will verify employment history for Sexual Misconduct/Abuse Disclose through Act 168. The Meadows will notify the chief school administrator within 72 hours of an employee's arrest or conviction of an offense listed in Section 111(e). All records will be made available to Jersey Shore Area School District within 48 hours of the request.
4. This agreement assures that both agencies will abide by Federal and State standards regarding confidentiality of individual's information, as well as maintain the client's protected health information as required by law.
5. Jersey Shore Area School District agrees to pay The Meadows Psychiatric Center \$65 per day for educational services offered by a Pennsylvania Certified teacher, Monday through Friday.
6. This letter will remain in effect until either party requests termination by a written 30 day notice.

Kristi L. Godin
Director of Education
The Meadows Psychiatric Center

Ann Wayne
CEO/Managing Director
The Meadows Psychiatric Center

School District Representative

Title

Date

Date

Date

132 The Meadows Drive, Centre Hall, PA 16828 | ph 814.364.2161 / fax 814.364.9742 | www.themeadows.net

OUTPATIENT CLINICS: 190 MATCH FACTORY PLACE, BELLEFONTE / 25 ROTHERMEL DRIVE, YEAGERTOWN / 620 WASHINGTON STREET, HUNTINGDON / 1.800.520.8224
BLENDED CASE MANAGEMENT: HUNTINGDON, MIFFLIN & JUNIATA COUNTIES 1.800.520.8224 / CRISIS INTERVENTION: CENTRE COUNTY CAN HELP 1.800.643.3432 / CLEARFIELD-JEFFERSON COUNTIES
CRISIS 1.800.341.5040 / JUNIATA VALLEY CRISIS: HUNTINGDON, MIFFLIN, JUNIATA 1.800.939.9503 / BEDFORD-SOMERSET CRISIS 1.866.611.6467 / SCHUYLKILL COUNTY WE HELP 1.877.993.4357 /
CAMBRIA COUNTY REACH LINE 1.877.268.9463

**ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH
AGREEMENT FOR SERVICES**

Approved Private Provider: **PA Treatment & Healing**
Public School District: **Jersey Shore Area School District**

AND NOW, this 30th day of May, 2017, **PA Treatment & Healing**, with a principal place of operations located at 1536 Catherine Street, Williamsport, PA 17701, hereafter referred to as "PROVIDER", and the **Jersey Shore Area School District**, with a principal place of operations located at **175 A & P Drive, Jersey Shore, PA 17740** hereafter referred to as "SCHOOL DISTRICT" enter into this Act 48 Program Agreement for Services ("Agreement"), as follows:

WHEREAS, PROVIDER is providing Act 48 Alternative Education for Disruptive Youth Services; and

WHEREAS, PROVIDER is an approved private provider of educational services for disruptive youth under Act 48 and Act 30 (collectively the "Act"), whereby PROVIDER is authorized to enter into contractual arrangements with local School Districts to provide educational services to "disruptive youth" as that term is defined in the aforesaid Act; and

WHEREAS, PROVIDER has developed a specific educational program (the "Program").

NOW THEREFORE, in accordance with the aforesaid recitals, PROVIDER and the SCHOOL DISTRICT, intending to be legally bound, agree as follows:

I. DEFINITIONS

The following definitions apply regarding the text of this Agreement:

- A. "TERM" For purposes of this Agreement, "Term" shall be defined as the 2017-2018 School Year;
- B. "PROGRAM" For purposes of this Agreement, "Program" shall be defined as the PROVIDER Alternative Education for Disruptive Youth Program;
- C. "SCHOOL DISTRICT" For purposes of this Agreement, "SCHOOL DISTRICT" shall collectively be defined as all schools of the above referenced School District, acting by and through their authorized employees, agents and representatives; and
- D. "STUDENT" For purposes of this Agreement, "Student" shall be defined as an individual, enrolled in either middle school or high school, at SCHOOL DISTRICT who has been designated by the SCHOOL DISTRICT as a "disruptive youth" in accordance with the Act.

II. MATRICULATION RIGHTS

SCHOOL DISTRICT shall have the right to matriculate students into the PROVIDER Program, under the following terms and conditions:

- A. SCHOOL DISTRICT shall certify to PROVIDER that the Student is "disruptive" as defined in the Act and provide all pertinent information to PROVIDER regarding said Student;
- B. SCHOOL DISTRICT shall provide PROVIDER with the opportunity to conduct a pre-intake conference to include the parent or guardian and the student in an effort to determine appropriateness of this placement.
- C. SCHOOL DISTRICT shall provide the courses of study to be used by the student as part of his/her curriculum, as well as a selected teaching staff representative to interact with the PROVIDER representative.
- D. SCHOOL DISTRICT shall provide the curriculum, including appropriate textbooks, assignments and examinations for students matriculated if for a predetermined period of 30 school days or less, when applicable.

III. COMPLIANCE WITH DEPARTMENT OF EDUCATION GUIDELINES

- A. During the entire term of this Agreement, PROVIDER and SCHOOL DISTRICT warrant to each other that they shall

both be and remain in compliance with all applicable guidelines, requirements and mandates issued by the Commonwealth of Pennsylvania, Department of Education, or any other applicable statute or ordinance regarding all aspects of the Act 48 Program referenced herein.

- B. PROVIDER warrants that it shall be and remain an approved private provider of alternative educational services for disruptive youth, as defined in the Act, during the entire term of this Agreement. PROVIDER shall provide to SCHOOL DISTRICT, upon receipt of written request, a true and correct copy of the original Pennsylvania Department of Education approvals.

IV. FACILITIES

- A. PROVIDER warrants that its facilities conform to all applicable State and local statutes, regulations and building and safety code requirements, in addition to fire and panic requirements of the Commonwealth of Pennsylvania and/or the Department of Community Development of the City of Scranton where applicable, and that said facilities have been approved and a current Certificate of Occupancy is on display at each facility.
- B. PROVIDER shall provide to SCHOOL DISTRICT, upon receipt of written request, true and correct copies of the original permits, licenses and/or approvals.

V. ENVIRONMENTAL HEALTH AND SAFETY

- A. PROVIDER warrants that the necessary precautions are taken to protect the health, physical welfare and safety of students. PROVIDER shall comply with 24 P.S. § 7-736, 7-737, 7-738, 7-739 and 7-740.
- B. PROVIDER warrants that facilities shall be and remain in compliance with all such physical welfare and safety statutes, regulations, ordinances or mandates during the entire term of this Agreement.
- C. PROVIDER warrants that all students and parents are informed of the PROVIDER Grievance Procedure, which is outlined in the PROVIDER Student Handbook. Student and Parental concerns are addressed in accordance with the PROVIDER Grievance Procedure.

VI. SCHOOL FOOD SERVICE

PROVIDER shall not operate any food service program, and the requirements set forth in the Guidelines for Private Alternative Educational Institutions do not apply. However, SCHOOL DISTRICT shall make arrangements for students who are determined to be eligible for the free/reduce lunch program.

VII. STAFFING

- A. PROVIDER warrants that all members of its staff, in accordance with company policy, are 21 years of age or older.
- B. In accordance with state regulations, PROVIDER requires all employees to provide proof of an examination by a licensed physician including verification that the employee has no communicable diseases and has been tested for tuberculosis. Verification of this examination shall be recorded in personnel files.
- C. In accordance with company policy, all staff members are required to provide proof that they are citizens of the United States or hold a United States Immigration Services visa. This information is verified before an individual is hired and is on record in their personnel file.
- D. PROVIDER warrants that all members of its staff are required to have child abuse, criminal history clearances as a condition of employment in accordance with 23 Pa. C.S. §§ 6301-6385 (relating to the Child Protective Services Law), and 24 P.S. §§ 1-111 (relating to Background checks of prospective employees). These clearances must be renewed upon hire and then every 3 years thereafter.
- E. It shall be the responsibility of PROVIDER to assure that employees have background clearances, including an FBI clearance, as required by 24 P.S. § 1-111 and 23 P.S. § 6354. PROVIDER understands that the failure to maintain appropriate background clearances of employees shall be grounds for termination of the Department of Education approval as an alternative education provider.

- F. Staff hiring retention and utilization shall be in accordance with 23 Pa. C.S. §§ 6301-6385 (relating to Child Protective Services Law).

VIII. STUDENT ATTENDANCE

- A. PROVIDER warrants that it shall maintain records of students' attendance in accordance with Chapter 11 of the State Board of Educational Regulations.
- B. Methodology for assuring appropriate attendance records are maintained:
1. The Alternative Education Program calendar will be operated in accordance with a public school calendar within which the PROVIDER site is located. A copy of the calendar is attached.
 2. The specific method for maintaining attendance records shall be a daily physical check of each student, documentation of said daily physical check in a written Attendance Log, kept on file at PROVIDER, with attempted daily contact to each parent or guardian of said student if said student is not present when school is in session.
 3. PROVIDER shall forward monthly attendance records to the SCHOOL DISTRICT. Attendance records may be forwarded by PROVIDER on a more frequent basis if requested by the SCHOOL DISTRICT.
- C. Students with serious mental health issues may be determined to be inappropriate for continuation of services by PROVIDER. In those situations, PROVIDER will work with the SCHOOL DISTRICT to arrange a more appropriate setting.
- D. Because many of the students come to the program with a high rate of absenteeism, PROVIDER has the policy that no illegal (unexcused) days are granted.
- E. Authorized absences, trancies and unexcused absences lasting five (5) days or less will be billed in accordance with the standard charge. This permits the PROVIDER staff the opportunity to locate missing students, contact families and authorities. It also assures the placement of the student upon return.
- F. Absences lasting beyond the five (5) day limit will be billed in accordance with the request of the SCHOOL DISTRICT. PROVIDER staff will contact the appropriate SCHOOL DISTRICT representative before the end of the five (5) days to determine the course of action. Return placement for absentee students and all subsequent PROVIDER staff services beyond five days WILL NOT continue unless the SCHOOL DISTRICT is willing to guarantee payment for all days missed by the student up to the time of the student's return or appropriate withdrawal from the PROGRAM.

IX. STUDENT RECORDS AND REPORTS

- A. PROVIDER warrants that during the entire term of this Agreement, the SCHOOL DISTRICT shall receive a written progress report for each SCHOOL DISTRICT student matriculated into the PROGRAM. The written progress reports shall include subject and credit information, progress grade information, attendance information, discipline records, teacher and staff comments regarding said student's educational progress, and any applicable staff comments regarding the student's behavior, conduct or other pertinent issue regarding or related, in any way, with the education of said student.
- B. PROVIDER shall maintain students' records as follows:
1. Academics and Permanent Records
 - a. All test results;
 - b. PROVIDER quarterly progress report for each marking period and monthly reports. Copies are sent to parents, the SCHOOL DISTRICT, and the referring agency, when applicable.
 - c. Student Progress Report;

d. Previous school records; and

e. Other pertinent documentation as required by the Pennsylvania Department of Education.

2. Testing and Results

3. Health Records, which shall be forwarded to PROVIDER by the SCHOOL DISTRICT.

4. Miscellaneous

Includes monthly behavioral assessments, incident reports, etc.

C. Review of students' records will be provided as follows:

1. PROVIDER will forward progress reports to the SCHOOL DISTRICT monthly and quarterly. Such reports shall contain any and all information requested and shall be submitted within two weeks of the due date.

2. A quarterly review of the student's progress shall be provided to the parent or guardian, and school district representative.

3. This review shall occur more frequently at the discretion of the SCHOOL DISTRICT.

4. SCHOOL DISTRICT representatives are encouraged to visit students during program hours.

5. SCHOOL DISTRICT and PROVIDER ensure a periodic review, at a minimum at the end of every semester, for reviewing progress and or returning students to the regular classroom setting. This review shall be conducted during conferences, at a mutually convenient location, with PROVIDER, SCHOOL DISTRICT staff and parents/guardians of the student.

X. TRANSPORTATION

SCHOOL DISTRICT shall be responsible for transportation of said students to and from PROVIDER in accordance with 24 P.S. 13-1361 and 67 Pa. Code Chapter 171.

XI. REQUIREMENTS UNDER SAFE SCHOOLS

A. PROVIDER warrants that its PROGRAM complies with all provisions of Article XIII-A of the School Code.

B. PROVIDER shall comply with Article XIII-A as follows:

1. All new incidents involving acts of violence, possession of a weapon or possession, use or sale of controlled substances, or possession, use or sale of alcohol or tobacco by any person on school property shall be addressed by PROVIDER Staff immediately, the student's parents and/or guardians shall be immediately notified and consulted, appropriate disciplinary action shall be taken by PROVIDER Staff.

2. PROVIDER staff shall complete a written Incident Report. This report shall set forth the name of the student and all pertinent information regarding all new incidents by any student from the SCHOOL DISTRICT on PROVIDER property.

3. The Incident Report shall be submitted to the SCHOOL DISTRICT. The SCHOOL DISTRICT shall in turn report these incidents to the Department of Education pursuant to 24 P.S. § 13-1303-A.

4. PROVIDER shall retain a copy of the Incident Report in the student's file.

5. PROVIDER maintains working relationships with local law enforcement, as well as the county juvenile probation departments.

XII. SCHOOL HEALTH SERVICES

A. The SCHOOL DISTRICT shall assure that appropriate school health services, under Article XIV of the Public School

Code, are provided to all students matriculated at PROVIDER. Each student's participation in school health services shall be monitored and administered by the SCHOOL DISTRICT. When a student's participation is required in mandated health examinations, the SCHOOL DISTRICT shall notify PROVIDER and the student's parent/guardian, obtain any applicable parental consent, and/or obtain records if parents choose to have private exams by family physician or dentist.

Coordination of these services shall be the joint responsibility of PROVIDER and the SCHOOL DISTRICT. PROVIDER shall make arrangements with the SCHOOL DISTRICT to provide students an opportunity to receive health screenings as required under Article XIV of the Public School Code.

Records shall be forwarded to PROVIDER by the SCHOOL DISTRICT within two weeks of the student's health examinations for inclusion in the student's records.

- B. All PROVIDER employees shall be trained to provide first aid services. Training shall include First Aid, cardiopulmonary resuscitation and universal precautions. Training shall include crisis intervention, behavior management, suicide prevention, and health and other special issues affecting the student population. Examples of health and other special issues include sexually transmitted diseases, seizure disorders, asthma, mental illness, substance abuse, developmental disabilities, etc.

XIII. ACADEMIC STANDARDS AND ASSESSMENTS

- A. The SCHOOL DISTRICT shall assure that PROVIDER complies with academic standards and assessments under Chapter 4 of the State Board of Education Regulations in full unless specific waivers are requested by the SCHOOL DISTRICT under 24 P.S. 19-1902C and/or 22 Pa. Code 4.82 and approved by the Department of Education.
- B. PROVIDER shall provide basic education, which includes a core curriculum of math, social studies, English, science, and literature. Physical education /health and life skills instruction are also components of the program.
- C. PROVIDER shall comply with 24 P.S. §15-1547 (relating to instruction in alcohol, chemical and tobacco abuse).

XIV. SPECIAL EDUCATION SERVICES AND PROGRAMS

- A. SCHOOL DISTRICT warrants that special education services and provisions required under Chapter 14 of the State Board of Education regulations and 34 CFR Part 300 (relating to Assistance to States for the Education of Children With Disabilities) of the Department of Education Standards are strictly followed.
- B. SCHOOL DISTRICT warrants that no student who is eligible for special education services pursuant to the Individuals with Disabilities Act (Public Law 91-230, 20 U.S.C. Section 1400 et seq.) shall be deemed a disruptive student, except as provided for in 22 Pa. Code Section 14.143 (relating to Disciplinary placements).
- C. SCHOOL DISTRICT shall establish and implement procedures to appoint an IEP team as defined in 22 Pa. Code Section 14.154 (relating to IEP) and 34 CFR 300.344 (relating to IEP team). The IEP team established by the SCHOOL DISTRICT shall, in accordance with 34 CFR 300.346 (relating to Development, review, and revision of IEP) and 34 CFR 300.347 (relating to Content of IEP), determine the appropriate placement for the student. In accordance with 34 CFR 300.345(c), the SCHOOL DISTRICT warrants that a consultation with the student, parent/guardian will occur securing the student, parents/guardians written approval to enroll the student in the PROVIDER program. SCHOOL DISTRICT warrants that it complies with requirements identified in 34 CFR Part 300, Subpart E, Procedural Safeguards, Due Process Procedures for Parents and Children.
- D. PROVIDER does not warrant a Certified Special Education Teacher will be employed at each facility and/or for the term of this Agreement. Any services that are not provided by PROVIDER or cannot be provided by PROVIDER during the period of enrollment shall be the responsibility of the SCHOOL DISTRICT and the student shall be considered as a "dual enrollment" under applicable law.
- E. Prior to the matriculation of a student who is eligible for special education services into PROGRAM, SCHOOL DISTRICT shall determine the appropriateness of the student's placement in an alternative education setting. SCHOOL DISTRICT is responsible for determining, on a case-by-case basis, if the requirements of a student's IEP can be met in the PROGRAM. The SCHOOL DISTRICT shall update the student's IEP to reflect the decision to enroll the student in the PROGRAM.

- F. Provided that the SCHOOL DISTRICT deems the alternative education placement appropriate for a student who is eligible for special education services, PROVIDER, as an independent contractor of the SCHOOL DISTRICT, shall implement the IEP of designated students under the supervision of the SCHOOL DISTRICT personnel, as defined in 34 CFR 300.23 (relating to Qualified Personnel), who have participated in the development of the student(s) IEP.
- G. If a student is enrolled and it is later determined that the student should be evaluated under applicable Special Education provisions, including the I.D.E.A. "Child Find" provisions and related reporting (34 CFR 300.125), PROVIDER will notify the SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to fully comply with the applicable law regarding the identification and evaluation of said student for Special Education Services.

XV. IDENTIFICATION OF ELIGIBLE STUDENTS

- A. In accordance with the provisions set forth in 24 P.S. Section 1901-C(5), the SCHOOL DISTRICT shall set forth its internal policies to identify those SCHOOL DISTRICT students who are eligible for the PROGRAM, and said internal policies shall comply with the informal hearing procedures set forth in 22 Pa. Code 12.8(c).
- B. Assurances that notice of the hearing shall precede placement in the PROGRAM. Where the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed from the regular educational curriculum with notice and a hearing to follow as soon as practicable.

XVI. EXEMPTION FROM STATUTORY REQUIREMENTS

- A. PROVIDER, as an Act 48 Alternative Educational Services Provider, shall be exempt from all statutory requirements established in the School Code and from regulations of the School Board of Education, with the exception of those statutory requirements identified in 24 P.S. 1902-E(3).
- B. PROVIDER warrants that it complies with those statutory requirements identified in 24 P.S. 1902-E(3) and all additional statutory provisions, regulations, ordinances or legal mandates regarding PROVIDER'S operations as a private Act 48 Alternative Educational Services Provider.

XVII. HOLD HARMLESS PROVISION - INDEMNIFICATION

- A. PROVIDER, as an independent contractor in respect to its performance under this Agreement, confirms and agrees that it shall be fully liable for any and all damages and costs of any kind resulting from any legal challenge(s) regarding the PROGRAM, and/or the actions of PROVIDER as the Private Alternative Education Provider. The SCHOOL DISTRICT and the Board of School Directors shall not be liable for any activity or operation related to PROVIDER.
- B. PROVIDER hereto shall not be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, epidemic, strike, acts of God or the public enemy, unusually severe weather, legal acts of the public authorities, or delay or default which cannot reasonably be foreseen or provided against.
- C. PROVIDER and SCHOOL DISTRICT agree to hold each other harmless and indemnify each other from all claims, causes of actions, or litigation, including expenses, costs and attorney's fees, said indemnification including without limitation the PROVIDER Board of Directors, Officers, and SCHOOL DISTRICT Administrators, Board Members as follows:
 - 1. To the extent that any claim is asserted regarding the compliance or failure to comply with the I.D.E.A. or other applicable Special Education requirement, or to the extent that the SCHOOL DISTRICT fails to fulfill any terms, covenant or condition of this Agreement, the SCHOOL DISTRICT agrees to hold PROVIDER harmless and indemnify said approved private provider regarding any claims related to the same, including all costs and attorney fees;
 - 2. To the extent that any claim of negligence is asserted by a third party regarding PROVIDER failure to comply with applicable State statutes or regulations and fails to fulfill any term, covenant or condition of this Agreement, causing the SCHOOL DISTRICT to be a Defendant in litigation by a third party, PROVIDER agrees to hold the SCHOOL DISTRICT harmless and indemnify the SCHOOL DISTRICT including costs and attorneys fees.

XVIII. INSURANCE

- A. PROVIDER shall, at its sole cost and expense, procure and maintain in full force and effect, liability insurance for its employees and the PROGRAM. Liability insurance shall carry an Aggregate Limit in an amount equal to or greater than \$1,000,000 and \$1,000,000 per occurrence.
- B. All insurance provided for in this section shall be obtained under valid and enforceable policies issued by insurers of recognized responsibility that are licensed to do business in the Commonwealth of Pennsylvania.
- C. In addition to the liability insurance coverage, PROVIDER agrees to provide, and maintain at all times during the term of this Agreement, worker's compensation insurance.
- D. In addition to the insurance coverage specified above, PROVIDER shall obtain any other insurance coverage as may be required by law.
- E. PROVIDER shall provide to SCHOOL DISTRICT, upon receipt of written request, a true and correct copy of liability coverage.

XIX. INSOLVENCY OF SCHOOL DISTRICT

If SCHOOL DISTRICT is or becomes insolvent, is declared a Distressed District under applicable Pennsylvania law, or is unable to pay any amounts due hereunder as said payments become due, then this contract shall automatically terminate upon the election of PROVIDER and all payments required hereunder for the remaining Term shall be accelerated and become automatically due and payable to PROVIDER within ten (10) calendar days. If said payment is not received, all SCHOOL DISTRICT students and related records shall not be entitled to continue to be matriculated at PROVIDER and said records shall be forwarded by PROVIDER to the SCHOOL DISTRICT. If said payment is received, the matriculated SCHOOL DISTRICT students shall be entitled to remain for the remainder of the applicable Term.

XX. CONFIDENTIALITY

PROVIDER and the SCHOOL DISTRICT, their agents and employees shall perform their respective obligations under this agreement in such a manner as to insure HIPAA compliance with respect to records, names, and identities of persons referred to the PROGRAM, shall remain confidential, except as disclosure is permitted by law or as required for fulfillment of the terms of this Agreement.

XXI. TERMINATION

- A. If either party fails to fulfill in a timely or proper manner its obligations under this Agreement, or if either party violates any of the covenants or stipulations of this Agreement, the party injured thereby shall thereupon have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.
- B. PROVIDER agrees that the SCHOOL DISTRICT retains the right to terminate or not to renew this Agreement, after written notice of default and a thirty (30) day opportunity to cure said default by PROVIDER.
- C. SCHOOL DISTRICT agrees that PROVIDER retains the right to terminate or not to renew this Agreement, after written notice of default and a thirty (30) day opportunity to cure said default by SCHOOL DISTRICT for any of the following reasons:
 - 1. One or more material violations of this Agreement;
 - 2. Failure to timely comply with PROVIDER'S requests for information regarding any matriculated students, or failure to comply with PROVIDER staff regarding matriculation procedures set forth herein;
 - 3. Failure to make any payment required hereunder or pay any PROVIDER invoice when due;
 - 4. Violations of any provisions in Act 48 of the Pennsylvania School Code;

5. Violations of any provisions of state or federal law from which the SCHOOL DISTRICT has been exempted; the SCHOOL DISTRICT or their Board of School Directors has been indicted for and convicted of fraud.

D. All contractual matters relating to the provision of the service by PROVIDER shall, upon termination by either party, be settled within thirty (30) days of the date of termination by the rendering of a bill marked "final bill" by PROVIDER to the SCHOOL DISTRICT.

XXII. ASSIGNMENT

PROVIDER agrees that this Agreement may not be assigned or transferred by PROVIDER or SCHOOL DISTRICT and that this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the SCHOOL DISTRICT.

XXIII. COMPLIANCE

PROVIDER agrees that this Agreement is subject to all applicable Federal, State and local laws and regulations, policies and procedures of the Commonwealth of Pennsylvania, Department of Public Education and the Federal Government.

XXIV. SEPARABILITY

PROVIDER agrees that in the event that any provision of this Agreement shall or become invalid or unenforceable in whole or in part for any reason whatsoever, the remaining provisions shall, nevertheless, be valid and binding as if such invalid or unenforceable provision had not been contained in this Agreement.

XXV. NON-DISCRIMINATION CLAUSE

Both parties agree to abide by all federal and state laws prohibiting discrimination in admissions, employment and operation on the basis of disability, race, creed, gender, national origin, religion, ancestry, need for special education services, subject to PROVIDER'S right to receive waivers from the same or PROVIDER'S rights of noncompliance as set forth in Act 48 or other legal standard.

XXVI. ANNUAL REPORT

The SCHOOL DISTRICT must submit to the Pennsylvania Department of Education (PDE), by the PDE requested due date, an alternative education end-of-year report that is required by PDE to comply with Section 1903-C.

The SCHOOL DISTRICT shall notify PROVIDER at the beginning of the Agreement Term if PROVIDER will be needed to assist the SCHOOL DISTRICT with part of the Pennsylvania Department of Education on-line end-of-year report. PROVIDER shall comply with the SCHOOL DISTRICT request and comply with the PDE required due date.

XXVII. JURISDICTION AND VENUE

PROVIDER and SCHOOL DISTRICT agree that any lawsuit, action, claim, or legal proceeding involving, directly or indirectly, any matter arising out of or related to this Agreement, or the relationship created or evidenced thereby, shall be brought exclusively in the United States District Court for the Middle District of Pennsylvania or the Court of Common Pleas of Northumberland County. It is the express intent of the Parties that jurisdiction over any lawsuit, action, claim, or legal proceeding shall lie exclusively in either of these two forums.

XXVIII. MISCELLANEOUS

A. This Agreement may be executed in counterpart. Scanned and emailed copies of signatures shall serve as acceptable substitutes for original signatures, and shall be legally binding. By executing this Agreement, each party hereto ratifies that all necessary Board action has been approved and obtained prior to the execution hereof and each party shall be entitled to rely upon the compliance with said rules, regulations and statutes.

B. All notices or requests, as outlined in this Agreement, shall be delivered via certified mail, return receipt requested or Federal Express delivery service to the addresses set forth in the Agreement.

XXIX. MODIFICATION

Any alteration, variation, modification or waiver of a provision of this Agreement shall be valid only when reduced to writing, duly signed by the parties of this Agreement, and attached to the original of the Agreement.

XXX. ENTIRE AGREEMENT

This Agreement contains the entire understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, except as herein contained. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof.

XXXI. PAYMENT POLICY

SCHOOL DISTRICT shall compensate PROVIDER for the Program services rendered to Students, as follows:

- A. The SCHOOL DISTRICT shall provide PROVIDER with all required documentation by the Pennsylvania Department of Education.
- B. All invoices will be mailed by PROVIDER before the 10th calendar day of each month for services rendered in the preceding month.
- C. Payment is preferred within 30 days of date of invoice; however, 60 days is allotted for payment receipt with a 1% late charge assessed.
- D. The Alternative Education Program calendar will be operated in accordance with a public school calendar within which the PROVIDER site is located.
- E. Closure and delay in the event of snow emergencies will be determined in accordance with the public school district within which the center is located. Closure of the student's home school district does not affect the operation of the PROGRAM. If a student cannot attend PROVIDER as a result of a snow emergency for a day during which PROVIDER continues to conduct classes, payment for that day will be expected, and a "make up" day will not be scheduled. The day(s) missed by the student for this type of absence will be considered an excused absence.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereby set their hands and seals, causing this Agreement to be executed and legally binding.

ATTEST:

Jersey Shore Area School District

Secretary

Authorized Signature / Title

ATTEST:

PA Treatment & Healing

Tonia L. Guffey

Tonia L. Guffey
Corporate Business Manager

[Handwritten Signature]

ATTACHMENT A

2017-2018 AGREEMENT FOR SERVICES ADDENDUM

Approved Private Provider: PA Treatment & Healing (PATH)

This ADDENDUM is effective for the 2017-2018 school year with PA Treatment & Healing, an Act 48 Approved Private Provider.

NOW THEREFORE, this Addendum, Labeled ATTACHMENT A, shall be included with the original agreement, as referenced in the applicable Section XXXI, PAYMENT POLICY.

PROVIDER shall assess per diem rates as follows:

PATH CENTER	Days of instruction are in accordance with the following public school calendar:	2017-2018 DAILY TUITION RATE
WILLIAMSPORT	Williamsport Area School District	\$65

PATH CENTER	Days of instruction are in accordance with the following public school calendar:	2017-2018 Special Education AEDY rate per day
WILLIAMSPORT	Williamsport Area School District	\$70

PA TREATMENT & HEALING ALTERNATIVE EDUCATION PROGRAM WILLIAMSPORT CENTER 2017-2018

AUGUST '17

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 First Day for Students

SEPTEMBER '17

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day
18 Professional Development (No Students)

OCTOBER '17

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Professional Development (No Students)

NOVEMBER '17

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 End of 1st Marking Period
20 Professional Development (No Students)
21-22 Parent/Teacher Conferences
23-27 Thanksgiving Recess

DECEMBER '17

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22-29 Winter Break

JANUARY '18

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Winter Break
15 Professional Development (No Students)
19 End of 1st Semester

FEBRUARY '18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

16 Professional Development (No Students)
19 Presidents' Day Holiday

MARCH '18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 Professional Development (No Students)
23 End of 3rd Marking Period
28-29 Parent/Teacher Conferences
30 Spring Break

APRIL '18

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-3 Spring Break

MAY '18

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7 Mid Spring Break
25 Memorial Day Break

JUNE '18

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6 Early Dismissal
6 Last School Day

Make-up Days will be utilized in the following order: 5/7, 5/29, 2/19, 4/3, 4/2

Additional snow/emergency days will be added to end of the school year beginning with June 8.

☐ = No School
☒ = Early Dismissal



Letter of Agreement

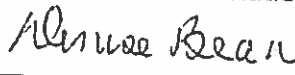

7/1/2017 to 6/30/2018
Beacon Light Behavioral Health System &
Beacon Light Adult Residential Services
and
Jersey Shore Area School District

Beacon Light Behavioral Health System establishes cooperative agreements with social service providers, county offices, social resources and other support systems as a means of offering a comprehensive system of care and treatment for our clients. We are requesting that your agency agree to collaborate with us to assist in providing the best treatment for the clients that we mutually serve.

This agreement confirms that Jersey Shore Area School District agrees to collaborate in accordance with applicable rules, regulations and policies. This may include, but is not limited to, collaboration regarding referral, treatment, discharge planning, and establishing supports for clients and their caregivers with any or all of the following Beacon Light Behavioral Health System and Beacon Light Adult Residential Services programs:

Outpatient Services Family Based Behavioral Health Multi Systemic Therapy Psychiatric Hospitalization BHRS, MT & TSS Independent Living School Based Behavioral Health Psychiatric Residential Treatment STRIDE/STAR/SAY RTF Programs Dual Diagnosis Treatment Team	Decision Support Center Peer Support Services Mobile Medication Management Case Management Services Drop-In Center SAP & Prevention Psychiatric Rehabilitation Community Stabilization & Reintegration Unit
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The term of this Agreement shall be 12 months, 7/1/17 to 6/30/18. Either party may terminate this agreement for any reason with thirty (30) days written notice. Either party may terminate this Agreement in the event of a substantial breach. The Agreement, in and of itself does not constitute a partnership or joint venture of any nature between the two entities.

	
_____ Superintendent	_____ James Wiseman Executive Director BLARS
Denise Bean Executive Director BLBHS	



Inter- Governmental Agreement for shared Special Education Services

This AGREEMENT is made this First day of July 2017, between Jersey Shore School District of Jersey Shore, PA and BLaST, Intermediate Unit #17 of, Williamsport, Pennsylvania and Canton, Pennsylvania ("IU"). In consideration of the promises and covenants contained in this agreement and intending to be legally bound, the parties agree as follows:

RESPONSIBILITIES OF THE IU

1. During the 2017-2018 school year, the IU shall provide and operate the programs and services enumerated in "Appendix A" attached hereto. For purposes of this agreement, the phrase "programs and services" shall mean the following:
 - a. Professional or paraprofessional staff in such numbers and with such certification, licensure, or training as is required to implement this agreement in accordance with all applicable provisions of state and federal law in effect on the above date.
 - b. Supervision, administration, classroom management, and evaluation of all professional and paraprofessional staff used to implement this agreement and other duties as described in the supervisor job description attached to this contract (Appendix B).
 - c. Administrative and clerical support services from departments or programs within the IU other than the Special Education Department, when required in the judgment of the IU for the effective and efficient implementation of this agreement.
 - d. Provision of criminal background information on all individuals for whom such information is required by Section III of the Public School Code of 1949, 24 P.S. s 1-111.
2. The IU shall ensure that the programs and services provided in accordance with paragraph 1 comply with all requirements of state and federal law in effect on the above date, to the extent that such compliance does not depend on the performance or actions of the District, the Commonwealth or federal governments, or any other individual or entity beyond the control of the IU. When compliance with the requirements of state or federal law, including the provision of a free appropriate public education, depends upon the performance,

actions, or cooperation of the District, the IU shall make every effort to advise the District accordingly.

3. On or before May 1, for each ensuing year that the parties renew this agreement, the IU shall establish and shall notify the District in writing of the unit cost of each program or service enumerated in or added to Appendix A for the ensuing year. The IU shall base the unit cost for a program or service on the actual cost that the IU estimates it will incur to provide the program or service in accordance with paragraph 1 during the term of this agreement, or any renewal year. These estimated unit costs shall be incorporated into Appendix A and shall thereby be incorporated into this agreement.
4. Reconciliations – Immediately upon the cost of the term of this agreement and upon the conclusion of any renewal year thereafter, the IU shall calculate the total, actual costs that it incurred in the implementation of this agreement. The cost calculations shall be made by taking the total costs incurred in providing a particular program or service and dividing it by the total number of days or hours of service provided, then multiplying the resultant daily or hourly cost times the number of days or hours of use by the District. On or before November 1, the IU shall issue a statement containing the total thus calculated and the total payments received from the District in accordance with this agreement during the preceding year. If the amount expended is greater than the amounts received from the District, the statement shall include a bill for the difference. If the amount is less than the amounts received from the District, the statement shall so indicate, and the IU shall reimburse the difference to the District according to the process described in Section D.
5. For those programs or services provided to local school districts, the IU shall follow the school calendar and schedule adopted by the District in which the service(s) is/are provided.

RESPONSIBILITY OF THE DISTRICT

6. On or before April 1, the District shall identify those programs and services that the District wishes the IU to provide in accordance with this agreement.
7. The District shall pay the IU according to the schedule contained in Section D.
8. The District shall assure the following for programs or services included in this contract:
 - a. Furnished classrooms and other space comparable in size and consideration to classrooms with the District to which non-exceptional students are typically assigned and which are located in reasonable proximity to the regular ebb and flow of building activities, unless the

identified needs of the students assigned to the program or service require otherwise.

Allocation of classrooms and other instructional space is the responsibility of the various school districts participating in this agreement. Fair-share of space and/or compensation for their equal share is the responsibility of the participating school districts. Fair share allocations shall be determined no later than August 1, and not changed thereafter without written consent of all districts participating in this agreement.

- b. Compliance with all applicable provisions of the Asbestos Hazard Emergency Response Act of 1986 and its implementing regulations, including preparation and maintenance of a management plan covering the building.
- c. Compliance with accessibility and other applicable building standards under any state or federal law in effect on the above date, including but not limited to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations, the Americans with Disabilities Act and its implementing regulations, the Pennsylvania Human Relations Act and its implementing regulations, and Act 166 of 1998.
- d. Assistance, cooperation, and participation of District staff in the development and implementation of adaptations and support services necessary to enable students assigned to the program or service to participate to the maximum extent possible in mainstream or integrated educational or extracurricular activities.
- e. The same regular education support and ancillary services as provided to non-exceptional students.
- f. Application of building or district discipline and student conduct policies in a manner consistent with state and federal laws applicable to exceptional students in effect on the above date.
- g. Curriculum development and provision of such in-service programs, training, and mentor programs to IU staff necessary to implement this agreement in accordance with state and federal law and the terms of any applicable labor agreements to which the IU is party.

COORDINATED RESPONSIBILITIES

The District shall remain responsible for the multidisciplinary evaluation and reevaluation (MDE) and IEP development and revision processes for all exceptional or thought-to-be exceptional students who reside within the District. The IU shall make appropriate members of its staff available at reasonable times and locations for participation as needed in MDE's and IEP

planning conferences. Nothing in this paragraph, however, shall require the IU to make available any staff member not directly involved in the provision of programs or services in accordance with this agreement. The IU shall adhere to all recommendations of the IEP team to the extent that implementation of those recommendations is within the scope of the programs and services enumerated in this agreement. The District shall adhere to all recommendations of the IEP team that require the provision of programs, services, accommodations, or support not within the scope of the programs and services enumerated in this agreement.

PAYMENT SCHEDULE

9. The District agrees to pay the IU a total of **\$465,009.77** the programs and services provided pursuant to this agreement in five (5) scheduled payments on or before the dates listed below.

1.	August 31, 2017	20%	\$93,001.95
2.	October 30, 2017	20%	\$93,001.95
3.	December 31, 2017	20%	\$93,001.95
4.	February 28, 2018	20%	\$93,001.95
5.	April 30, 2018	20%	\$93,001.95

Final reconciliation of actual costs shall be made on or before November 1 of the following year and subsequent billing if necessary.

LIABILITY

10. The IU agrees to indemnify, defend, and hold harmless both the District and any director, officer, agent or employee of the District against all claims, damages, losses, or penalties that result either from the acts or omissions of the administrative, professional, paraprofessional, or support staff provided by the IU under the terms of this agreement or from the maintenance or operation of any equipment or vehicles provided or used by the IU under the terms of this agreement. The IU shall maintain sufficient liability insurance for this purpose.
11. The District agrees to indemnify, defend, and hold harmless both the IU and any director, officer, agent, or employees of the IU against all claims, damages, losses, or penalties that result either from the acts or omissions of the administrative, professional, paraprofessional or support staff of the District or from the maintenance, use, or operation of any real property, equipment, or vehicles. The District shall maintain sufficient liability insurance for this purpose.
12. None of the administrative, professional, paraprofessional, or support staff provided by the IU under the terms of this agreement shall be considered employees or agents of the District for any purpose, and none of the administrative, professional, paraprofessional, or support staff of the District shall

be considered employees or agents of the IU for any purpose. The IU agrees to indemnify, defend, and hold harmless the district against all claims, damages, losses, or penalties resulting from any determination, whether judicial, administrative or otherwise, that any of the foregoing staff members provided by the IU under the terms of this agreement is an employee or agent of the District. The District agrees to indemnify, defend, and hold harmless the IU against all claims, damages, losses, or penalties resulting from the determination, whether judicial, administrative or otherwise, that any of the foregoing staff members provided by the District under the terms of this agreement is an employee or agent of the IU.

13. This agreement is intended to and shall be construed as consistent with all applicable state and federal laws in effect on the above date. To the extent that the law is construed as inconsistent with the language of this agreement, the law shall supersede the language as the contractual expression of the parties' intent and may be enforced as such.
14. This agreement constitutes the entire agreement and understanding between the IU and the District concerning the programs and services to which it applies. It supersedes and repeals all prior or contemporaneous agreements and understanding, written or oral on this subject. Any modification to this agreement shall be in writing executed by the legal representatives of the parties.
15. While it is the intent of both parties to honor the provision of this agreement, both reserve the right to terminate the agreement due to any unforeseen actions by non-contract parties such as the Pennsylvania Department of Education. Such termination shall be effected in a manner that maintains the rights of students, parents and IU employees.

BLaST Intermediate Unit #17

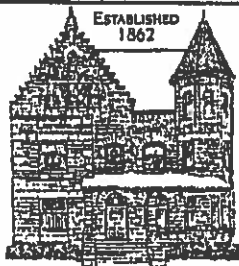
BY: Brian R. Duesell ATTEST: Jane A. Strong

Jersey Shore School District

BY: _____ ATTEST: _____

McCORMICK LAW FIRM

J. DAVID SMITH
ROBERT A. ECKENRODE
JOANNE C. LUDWIKOWSKI
ANN S. PEPPERMAN
RICHARD F. SCHLUTER
BRIAN J. BLUTH
J. MICHAEL WILEY
AUSTIN WHITE
CHRISTOPHER H. KENYON
RACHEL M. PLANAS
BRAU A. HOFFMAN
JONATHAN R. VENDER



155 Years of Service
1862-2017

May 15, 2017

E. EUGENE YAW
OF COUNSEL
DAVID R. BAHL
RETIRED
WILLIAM E. NICHOLS
RETIRED
WILLIAM L. KNECHT
RETIRED
H. CLAY MCCORMICK
1938-1978
PAUL W. REEDER
1950-1998
EMILIE C. PEARSON
BUSINESS MANAGER

Benjamin J. Enders, Business Manager
Jersey Shore Area School District
175 A&P Drive
Jersey Shore, PA 17740

RE: Jersey Shore Area School District Solicitor, 2017-2018 School Year

Dear Ben:

We have enjoyed our relationship as Solicitor for the Jersey Shore Area School District, and we certainly want to continue it. We submit our letter of intent to continue providing legal services to the District. We propose a small adjustment in attorney time for professional services to \$135.00 per hour and a \$25.00 per meeting increase for the 2017-2018 school year as follows:

- Attorney time for professional services, \$135.00 per hour;
- Paralegal services, \$75.00 per hour;
- Attendance at regularly-scheduled board meetings, \$325.00 per meeting, plus mileage costs at the IRS rate;
- Reimbursement for all out-of-pocket expenses incurred on behalf of the Jersey Shore Area School District, including photocopying at the rate of \$.25 per page; overnight delivery and bulk mailings (if required); court costs, if any; and computerized legal research, if utilized; as well as travel other than for regularly-scheduled Board meetings.

Please call me if you have any questions or comments. Otherwise, we look forward to continuing our relationship with Jersey Shore Area School District.

Thank you and best regards,

Sincerely,

McCORMICK LAW FIRM

J. David Smith

JDS/go

Please Reply to
835 West Fourth Street • P.O. Box 577 • Williamsport, PA 17703
570/326-5131 • 570/326-5529 fax
www.mcclaw.com



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For assistance, please contact:

Ryan Rogers

Phone: 866-619-5315

Fax: 866-619-4315

ryan.rogers@schooloutfitters.com

Quote Summary

Quote #: QUO1873709

Valid through: 07/19/2017

Bill to:

Jersey Shore Area School District
Accounts Payable
175 A and P Dr
Jersey Shore PA 17740-7814 USA

Phone: 1 (570) 398-8200

Fax: 1 (570) 398-5089

Email:


Ship to:

Jersey Shore Area School District
Warehouse
175 A and P Dr
Jersey Shore PA 17740-7814 USA

Phone: 1 (570) 398-5056

Fax: N/A

Email: mwall@jasd.org

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (Including options)	Total Price
1.	BES-522K	1" Map Rails (10' L) - Pack of Six	117	\$163.79	51%	\$80.74*	\$9,446.58
		 Free Shipping					
		Estimated Delivery: 8 business days after order confirmation					
		*Special product pricing based on COSTARS Contract # 035-028 (Contract # 035-028)					

Shipping & Handling Breakdown

Items Shipping From:	Shipping Via:	Service(s) Included:
Best-Rite Manufacturing	_LTL-BEST*	

Product SubTotal: \$9,446.58

Shipping & Handling: \$0.00

Sales Tax: \$0.00

Grand Total: \$9,446.58

Important Shipping Information

Shipping is tail gate, requiring customer to unload from truck. Lift gate and inside delivery are available for additional charges.

Please remember to inspect your order at the time of delivery. Do not throw away any of the original packaging until inspection is completed. Any missing parts or damages must be reported to customer service at 1-866-619-1776 within 5 business days of delivery.

All quotations are for tailgate delivery, F.O.B. factory, unless otherwise noted.

Inventory/Pricing Information

All quoted prices are based on exact quantities and current inventory levels. Pricing subject to change in the event of altered quantities. This quote is valid through 07/19/2017.

Thank you for the opportunity to earn your business.

For Assistance: Ryan Rogers • Phone: 866-619-5315 • Fax: 866-619-4315 • ryan.rogers@schooloutfitters.com



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For assistance, please contact:

Ryan Rogers

Phone: 866-619-5315

Fax: 866-619-4315

ryan.rogers@schooloutfitters.com

Item Details



Best-Rite Manufacturing

1" Map Rails (10' L) - Pack of Six

Keep maps and other visual aids accessible with Best-Rite's One-Inch Map Rails. Easily attach the aluminum frames to markerboards or walls. Choose from two colors. Comes in a pack of six.



Specifications

Length:	10'
Height:	1"
Assembly:	Installation required

Options

Map Rail Color:



Ash



Natural

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (Including options)	Total Price
1.	BES-522K	<u>1" Map Rails (10' L) - Pack of Six</u>	117	\$163.79	51%	\$80.74*	\$9,446.58

LETTER OF AGREEMENT STUDENT ASSISTANCE PROGRAM SERVICES

This Letter of Agreement is between the Lycoming-Clinton Joinder Board (LCJB) and the Jersey Shore Area School District (District). Both parties agree to cooperate in providing services for the Student Assistance Program.

SECTION A: Provider Agency Responsibilities

The Lycoming-Clinton Joinder Board (LCJB) agrees to adhere to all related Federal, State and Local laws pertaining to the delivery of mental health services and any other statutory or regulatory provisions pertaining to the Student Assistance Program (SAP). Additional responsibilities of the SAP liaison provider agency include:

1. The LCJB agrees to appoint a representative to attend and participate in the previously established SAP County Coordination Team meetings that will be held periodically throughout the year.
2. The LCJB agrees to designate a qualified liaison (bachelor's level minimum) to provide SAP mental health liaison services to the District as outlined in Section A of this Letter of Agreement. The SAP liaison will act as an ad hoc member of the building's Student Assistance Program Core Team (hereinafter referred to as the SAP team). The SAP liaison will attend the scheduled core team meetings for the purpose of consultation, recommendations, referrals, case management and follow-up services.
3. The SAP liaison will provide site-based student screenings/assessments for mental health treatment if recommended by the SAP team and parent/guardian permission is secured or arrange for an assessment if recommended by the SAP team and parent/guardian permission is secured. The SAP liaison will secure releases of information from the student/parent/guardian prior to disclosing information to agencies that may be involved in handling a referral.
4. The SAP liaison will provide referral information for identified students. Referral information should include identification of agencies and/or resources that could serve the needs of identified students and their families. The SAP liaison may assist the identified student and/or family in linking up with the appropriate services.
5. The SAP Liaison will provide postvention assistance to core teams, students, family, and faculty with significant events that would adversely affect the school and community (i.e. student death or other tragic event) as needed/requested by the District.
6. The SAP liaison will provide technical assistance to core teams regarding best practices for SAP as per State standards and guidelines.
7. The SAP liaison will provide crisis response consultation via phone while not in the building and on site during scheduled times available in the District.
8. The SAP liaison will provide aftercare services for identified students that have returned to the school following treatment. This may include assistance in aftercare planning.

9. The SAP liaison will assist with faculty in-service and student orientation within the limits of staff availability.
10. The SAP liaison will provide educational resources to school personnel, students, families, and community as requested and within the limits of staff availability.
11. The SAP liaison will facilitate or participate in core team maintenance.
12. The SAP liaison will consult with schools around strategies for engaging parents in the SAP process.
13. The SAP liaison will provide technical assistance to the District for policy development in areas related to his/her field of expertise.

SECTION B: School District Responsibilities

The Jersey Shore Area School District (District) agrees to comply with all related Federal, State, and Local laws pertaining to the delivery of mental health services within school districts, including, but not limited to, the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights. The District also agrees to provide a SAP team that complies with the BEC 24 P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance. Additional responsibilities of the District include:

1. The District will appropriate a safe and private space in the school where the SAP liaison can provide services; provide for secure storage of student records, and adhere to SAP confidentiality provisions.
2. The District will provide copies of their alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, a schedule of special activities, and any other school policies, which may affect Student Assistance Program services.
3. The District will provide family and community education on the Student Assistance Program.
4. The District will provide faculty, pupil personnel and student orientation to the Student Assistance Program that includes staff, services, and referral procedures.
5. The District will provide release time as established by the core team for referred students. Release time shall coincide with the normal school day and will be designed so that instructional time is not abused.
6. The District will contact parents or guardians of identified students in order to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.
7. The District will submit data (on-line reporting) regarding the Student Assistance Program as requested to the Departments of Health, Education, and Human Services.
8. The District will appoint a representative from Central Office, along with the Building Administrator(s) or designee(s), to attend and participate in the

established SAP County Coordination Team and/or SAP District Council Meetings that will be held within the school year.

SECTION C: Records

Provider Agency (LCJB) and District (Jersey Shore) agree to the following regarding records:

All records generated by the District's Student Assistance Team, with respect to individual students, are records of the District; the retention and disclosure of which shall be governed by the policies of the District and applicable Federal laws which include:

FERPA (Family Education Rights and Privacy Act of 1974) and HIPAA (Health Insurance Portability and Accountability Act of 1996) regulations should govern procedures regarding any records developed from agency screenings or assessments.

FERPA, amended in 2002 provides parental rights to inspect, review, amend and control disclosure form a child's school record.

HIPAA is a Federal mandate that requires safeguards that protects health information and provides guidelines for disclosing protected information. HIPAA is designed to regulate the exchange of confidential and sensitive information. It requires providers of health care services, including behavioral health providers to keep information secure and available only to authorized personnel by defining standards and methods that will safeguard information

Protection of Pupil Rights Law (HATCH Amendment 2002) (BEC 20 USC 1232h) which states that "...No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning: ... Mental and/or psychological problems... without the consent of the parent."

When a student has been referred to a liaison designated by the LCJB for screening/or assessment, the records generated become the property of the LCJB and are regulated by the applicable Mental Health laws (PA Code Title 55) which requires parental consent for release of information when the child is under the age of 14; for Drug and Alcohol (42 CFR Part 2, Chapter 1) which states that it is the minor patient (student) of a Drug and Alcohol facility or program that controls the release of records and that the minor can receive Drug and Alcohol treatment without the consent of his or her parents.

SECTION D: Conflict Resolution Process

Should there be a conflict between the Core Team and services provided by LCJB; the conflict resolution process should work through the levels as follows:

- Step 1. Members of the Core Team and LCJB SAP Liaison meet to discuss conflict.**
- Step 2. School Building Administrator, County Mental Health Administrator meet.**
- Step 3. Chief School Administrator/Superintendent, Office of Mental Health Community Program Manager and Pennsylvania Network for Student Assistance Services' Regional Coordinator meet.**

Step 4. Commonwealth SAP Interagency Committee meets.

Note: The personnel indicated at each step do not preclude the inclusion of other individuals involved with the Student Assistance Program.

SECTION E: Agreement Terms

As a result of this agreement, SAP liaisons, are school officials and thus have a legitimate educational interest in participating as full members of the SAP Team.

Effective dates of this agreement are July 1, 2017 through June 30, 2018 and continued from year to year unless either party requests to amend or terminate the Agreement. Should either party choose to be released from this agreement, written notification must be made within thirty (30) days of termination to all parties whose signatures appear on this document. This agreement can be amended by mutual agreement of both parties.

JERSEY SHORE AREA SCHOOL DISTRICT

LYCOMING-CLINTON JOINDER BOARD

Dr. Jill Wenrich, Superintendent

Keith A. Wagner
Keith A. Wagner, Administrator
Joinder Board Secretary

Date: _____

Date: 6/19/17