

Jersey Shore Area School District
Board of Education – Regular Meeting
(held virtually using video conference calling)
Minutes of October 26, 2020

An Executive session was held by the Board beginning at 6:00 p.m. for legal and personnel issues.

A. Opening

1. Call to Order: Mr. Allen, President, called the meeting to order at 7:10 p.m.

2. Roll Call:

Members Present: Mr. Craig Allen, Mr. David Becker, Mr. Harry Brungard, Ms. Patrice Doebler, Mrs. Angela Grant, Mr. Wayne Kinley, Mrs. Nancy Petrosky, Mrs. Michelle Stemler, Mrs. Mary Thomas and Dr. Brian T. Ulmer, Superintendent.

Others Present: Christopher Kenyon, Esq., Solicitor, Mr. Benjamin Enders, Board Secretary, Dr. Kenneth Dady, Jr., Assistant Superintendent and Robert Parker, Student Representative.

3. Pledge of Allegiance

B. Approvals

1. Minutes:

Motion: A motion was made by Harry Brungard and seconded by Angela Grant to approve the following Minutes, as listed on the Agenda:

a. September 1, 2020	Capital Projects Meeting (Virtual)	(Attachment)
b. September 10, 2020	Special Meeting (Virtual)	(Attachment)
c. September 14, 2020	Regular Meeting (Virtual)	(Attachment)
d. September 28, 2020	Regular Meeting (Virtual)	(Attachment)

A roll call vote was taken as listed below:

David Becker	Yes	Harry Brungard	Yes
Patrice Doebler	Yes	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	Yes
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	Yes		

The vote was 9-yes and 0-no, motion carried.

2. Treasurer's Report:

Motion: A motion was made by Mary Thomas and seconded by Harry Brungard to approve the following Treasurer's Reports as listed on the Agenda:

a. September 2020 Treasurer's Report	(Attachment)
b. September 2020 Investment Report	(Attachment)
c. September 2020 Board Summary Report	(Attachment)
d. September 2020 Student Activities Quarterly Report	(Attachment)

A roll call vote was taken as listed below:

David Becker	Yes	Harry Brungard	Yes
Patrice Doebler	Yes	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	Yes
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	Yes		

The vote was 9-yes and 0-no, motion carried.

3. Approval of Bills:

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

General Fund Month End Checks	832,438.01
General Fund Manual Checks	13,704.55
General Fund Prior Month Voided Checks	(72.22)
General Fund PLGIT Electronic Payments	1,421,519.29
General Fund Muncy Electronic Payments	839,385.74
General Fund FNB Electronic Payments	1,699.60
Accounts Payable Checks	15,850.00
Activity Fund Checks	360.00
Athletic Fund Checks	6,149.80
Food Service Fund Checks	5,366.78
Food Service Fund Muncy Electronic Payments	15,388.08
Payroll PLGIT Electronic Payments	487,964.44
Payroll Fund Checks	55,713.75
General Interfund Cash Transfers	1,396,863.14
Food Service Interfund Cash Transfers	37,148.96
Sechrist Interfund Transfers	<u>15,600.00</u>
Total	5,145,079.92

A roll call vote was taken as listed below:

David Becker	Yes	Harry Brungard	Yes
Patrice Doebler	Yes	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	Yes
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	Yes		

The vote was 9-yes and 0-no, motion carried.

C. Presentations

1. Communications: None

2. President’s Report:

- a. Mr. Allen announced that the Board will continue to meet virtually, the Board will re-evaluate this in January.

3. Intermediate Unit Report:

- a. the IU is now serving as a partner with PDE and the Department of Health as a Rapid Response Center for COVID 19 reporting for schools.
- b. the state budget only supported 42% of the Early Intervention Program and this is a concern going forward.

4. Student Representative Report:

- a. Students of the month at the High School for October are Samantha Machmer and Gabriel Packer.
- b. Student Appreciation day will be held on October 30, 2020 at the High School.
- c. The FBLA #weSHOREcare project this year will be for Seniors in Senior Living Communities and Essential Workers in those communities. The FBLA Day of Caring will be held on November 20, 2020.
- d. Some clubs have been meeting virtually but students are looking forward to meeting in person.

5. Superintendent’s Report:

- a. Updated Board Policies: (Attachments)
 - Policy 108 - Adoption of Textbooks
 - Policy 113 - Special Education
 - Policy 113.1 - Discipline of Students with Disabilities
 - Policy 113.3 - Screening and Evaluations for Students with Disabilities
 - Policy 113.4 - Confidentiality of Special Education Student Information
 - Policy 626 - Federal Fiscal Compliance
- b. 2020-2021 21st Century Community Learning Centers (CCLC) After-School Program - Brian Ulmer (Attachment)
- c. Assistant Superintendent's Performance Objectives - Ken Dady (Attachment) (Attachments)

D. Courtesy of the Floor on Agenda Items and K. Courtesy of the Floor on Items not on the Agenda:

None

Motion: A motion was made by Mary Thomas and seconded by Wayne Kinley to close Courtesy of the Floor.

A roll call vote was taken as listed below:

David Becker	Yes	Harry Brungard	Yes
Patrice Doebler	Yes	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	Yes
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	Yes		

The vote was 9-yes and 0-no, motion carried.

E. Personnel Items:

1. Personnel Items

Motion: A motion was made by Mary Thomas and seconded by David Becker to approve the following Personnel items as listed on the agenda:

- a. FMLA from November 17, 2020 thru December 14, 2020 (approximately), for employee 2020-21-07.
- b. FMLA from October 15, 2020 thru January 22, 2021 (approximately), for employee 2020-21-08.
- c. FMLA from September 16, 2020 thru November 11, 2020 (approximately), for employee 2020-21-09.
- d. extension of FMLA from October 17, 2020 thru November 2, 2020, for employee 2020-21-04.
- d. appointment of Todd Moore as Assistant Varsity Swim Team coach, at a stipend of \$2591.20, (level 1 of the coaches' salary matrix), effective the 2020-2021 season.
- e. the following employees and hourly wages with the 21st Century Community Learning Centers After School Program, program salaries to be paid with 21st CCLC grant monies:

Mary Aungst	\$30.00
Emily Hubert	\$30.00
Mary Engel	\$30.00
Aaron Kemnitz	\$30.00
Jeanne Reeder	\$30.00
Jennifer McKee	\$30.00
Diane Mantek	\$30.00
Amy Bischof	\$30.00
Jodi Wolesslagle	\$30.00
Donnica Confair	\$13.80
Caroline Hufnagle	\$16.57
Andrea Decker	\$13.46
Christine Naugle	\$15.85
Kathy Logue	\$14.83
Karen Wells	\$13.46
Jennifer Ingraham	\$30.00
Brenda Mumma	\$14.99
Adrienne Johnston	\$30.00

A roll call vote was taken as listed below:

David Becker	Yes	Harry Brungard	Yes
Patrice Doebler	Yes	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	Yes
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	Yes		

The vote was 9-yes and 0-no, motion carried.

F. Curriculum and Instruction: None

G. Building and Grounds: None

H. Finance:

1. Finance Items

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

- a. the administration to place the attached listing of surplus textbooks from Salladasburg Elementary for sale on Municibid.com during the 2020-21 fiscal year, if no bids are received books will be disposed of. (Attachment)
- b. the receipt of the COVID-19 County Relief Block Grant in the amount of \$328,600.00. (Attachment)

A roll call vote was taken as listed below:

David Becker	Yes	Harry Brungard	Yes
Patrice Doebler	Yes	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	Yes
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	Yes		

The vote was 9-yes and 0-no, motion carried.

I. Miscellaneous

1. Miscellaneous Items:

Motion: A motion was made by Mary Thomas and seconded by David Becker to approve the following Miscellaneous items as listed on the agenda:

- a. the following policies at first read: (Attachments)
 - Policy 318 - Attendance and Tardiness
 - Policy 331 - Job Related Expenses
 - Policy 332 - Working Periods
 - Policy 334 - Sick Leave
 - Policy 340 - Responsibility for Student Welfare
- b. the following policies at second read: (Attachments)
 - Policy 806 - Child Abuse
 - Policy 705 - Facilities and Workplace Safety
 - Policy 803 - School Calendar
 - Policy 904 - Public Attendance at School Events
 - Policy 907 - School Visitors
- c. a Memorandum of Understanding between Mansfield University and Jersey Shore Area School District for the Early Start program, the term of this memorandum is 5 years. (Attachment)

d. the addition of the attached proposal, to start wrestling workouts, to the extracurricular Health and Safety Plan. (Attachment)

A roll call vote was taken as listed below:

David Becker	Yes	Harry Brungard	Yes
Patrice Doebler	Yes	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	Yes
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	Yes		

The vote was 9-yes and 0-no, motion carried.

J. Old Business: None

L. Executive Session: None

M. Adjournment:

The October 26, 2020 Regular Board Meeting (held virtually using video conference calling) was adjourned at 7:55 p.m.

Respectfully submitted,

Benjamin J. Enders
Board Secretary

**Jersey Shore Area School District
Treasurer's Report - Cash and Cash Equivalents
September 2020**

<u>Bank Accounts</u>	Beginning Balance	Received	Disbursed	Ending Balance
General Fund - FNB	\$ 1,133,886.21	\$ 892,404.72	\$ 1,934,586.14	\$ 91,704.79
General Fund - PSDLAF	52,677.01	0.31	-	52,677.32
General Fund - Muncy Bank & Trust	12,534,698.10	4,910,540.57	3,856,354.41	13,588,884.26
Activity/Other Trust Funds - Muncy Bank &	174,008.61	807.07		174,815.68
Athletics Fund - Muncy Bank & Trust	59,467.38	73.16		59,540.54
Food Service Fund - Muncy Bank & Trust	70,456.12	7,205.33	15,388.08	62,273.37
Payroll Fund - Muncy Bank & Trust	36.43	0.04	-	36.47
Capital Reserve - Muncy Bank & Trust	610,680.33	15,714.62		626,394.95
General Fund - PLGIT Class	519,756.36	4,323,441.21	3,671,740.69	1,171,456.88
General Fund - PLGIT Plus/Class	-			-
General Fund - PLGIT/I Class	-			-
Accounts Payable Fund - PLGIT Class	250.55	15,600.08	15,850.00	0.63
Activity/Other Trust Fund - PLGIT Class	24,933.84	0.22	360.00	24,574.06
Athletics Fund - PLGIT Class	53,426.75	0.43	6,149.80	47,277.38
Capital Reserve Fund - PLGIT Class	172.00	-	-	172.00
Capital Reserve Fund - PLGIT Plus/Class	-	-	-	-
Capital Reserve Fund - PLGIT/I Class	-	-	-	-
Food Service Fund - PLGIT Class	112,731.47	12,773.74	42,515.74	82,989.47
Ramsey Fund - PLGIT Class	49,497.74	0.42		49,498.16
Payroll Fund - PLGIT Class	395,738.94	1,403,454.72	1,399,326.49	399,867.17
Sechrist Scholarship Fund - PLGIT Class	99,981.17	0.73	15,600.00	84,381.90
Totals	\$ 15,892,399.01	\$ 11,582,017.37	\$ 10,957,871.35	\$ 16,516,545.03

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

PLGIT/PLUS-I Class - a money market account for investments; no minimum investment period; \$50,000 minimum initial deposit; withdrawals are limited to two per month.

**JERSEY SHORE AREA SCHOOL DISTRICT
 TREASURER'S REPORT - INVESTMENTS
 FOR THE MONTH ENDED
 September 30, 2020**

<u>Certificates of Deposit</u>	<u>Rate</u>	<u>Maturity Date</u>	<u>Beginning Balance</u>	<u>Investment Purchased</u>	<u>Investment Redeemed</u>	<u>Net Interest Earned</u>	<u>Ending Balance</u>
<u>General Fund</u>			\$ -	\$ -	\$ -	\$ -	\$ -
							\$ -
Total Certificates of Deposit							\$ -

Board Summary Report

Fund: 10 GENERAL FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
1100 REGULAR PROGRAMS					
100 Salaries and Wages	9,037,474.50	0.00	1,036,933.58	8,000,540.92	11.47
200 Benefits	6,537,125.12	0.00	1,121,610.29	5,415,514.83	17.15
300 Prof Services	578,425.00	20,157.23	84,497.70	473,770.07	18.09
400 Property Services	67,395.00	0.00	11,102.36	56,292.64	16.47
500 Other Services	1,162,758.00	0.00	24,550.72	1,138,207.28	2.11
600 SUPPLIES	300,194.00	64,092.41	119,366.20	116,735.39	61.11
700 Equipment	351,700.00	48,269.99	518,983.61	-215,553.60	161.28
800 Other	1,529.00	0.00	357.00	1,172.00	23.34
Totals for - 1100's	18,036,600.62	132,519.63	2,917,401.46	14,986,679.53	16.90
1200 SPECIAL PROGRAMS					
100 Salaries and Wages	2,217,244.33	0.00	256,387.02	1,960,857.31	11.56
200 Benefits	1,888,498.19	0.00	324,605.17	1,563,893.02	17.18
300 Prof Services	571,600.00	0.00	74,234.21	497,365.79	12.98
400 Property Services	500.00	0.00	0.00	500.00	0.00
500 Other Services	1,147,115.00	0.00	19,952.78	1,127,162.22	1.73
600 SUPPLIES	17,730.00	3,929.72	1,060.48	12,739.80	28.14
700 Equipment	0.00	0.00	0.00	0.00	0.00
800 Other	1,950.00	0.00	0.00	1,950.00	0.00
900 Transfers	0.00	0.00	0.00	0.00	0.00
Totals for - 1200's	5,844,637.52	3,929.72	676,239.66	5,164,468.14	11.63
1300 VOCATIONAL EDUCATION					
100 Salaries and Wages	544,937.00	0.00	62,877.42	482,059.58	11.53
200 Benefits	405,979.08	0.00	72,397.92	333,581.16	17.83
300 Prof Services	20,000.00	0.00	133.40	19,866.60	0.66
400 Property Services	5,400.00	73.00	0.00	5,327.00	1.35
500 Other Services	8,150.00	0.00	0.00	8,150.00	0.00
600 SUPPLIES	105,510.00	37,736.05	7,541.76	60,232.19	42.91
700 Equipment	0.00	0.00	0.00	0.00	0.00

Board Summary Report

Fund: 10 GENERAL FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
800 Other	2,750.00	1,099.00	1,178.00	473.00	82.80
Totals for - 1300's	1,092,726.08	38,908.05	144,128.50	909,689.53	16.75
1400 OTHER INSTRUCTIONAL PRG					
100 Salaries and Wages	17,000.00	0.00	450.00	16,550.00	2.64
200 Benefits	7,225.20	0.00	189.94	7,035.26	2.62
300 Prof Services	58,000.00	0.00	0.00	58,000.00	0.00
400 Property Services	0.00	0.00	0.00	0.00	0.00
500 Other Services	62,500.00	0.00	0.00	62,500.00	0.00
600 SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
700 Equipment	0.00	0.00	0.00	0.00	0.00
800 Other	0.00	0.00	0.00	0.00	0.00
Totals for - 1400's	146,225.20	0.00	639.94	145,585.26	0.43
1500 Non-Public Instruction					
100 Salaries and Wages	0.00	0.00	0.00	0.00	0.00
200 Benefits	0.00	0.00	0.00	0.00	0.00
300 Prof Services	0.00	0.00	0.00	0.00	0.00
600 SUPPLIES	0.00	0.00	5,427.12	-5,427.12	0.00
Totals for - 1500's	0.00	0.00	5,427.12	-5,427.12	0.00
1800 PRE-KINDERGARTEN					
100 Salaries and Wages	0.00	0.00	0.00	0.00	0.00
200 Benefits	0.00	0.00	0.00	0.00	0.00
300 Prof Services	0.00	0.00	360.00	-360.00	0.00
500 Other Services	0.00	0.00	1,440.00	-1,440.00	0.00
800 Other	315,000.00	0.00	64,000.00	251,000.00	20.31
Totals for - 1800's	315,000.00	0.00	65,800.00	249,200.00	20.88
2100 SUPPORT SRVS-STUDENTS					
100 Salaries and Wages	794,740.23	0.00	108,724.63	686,015.60	13.68
200 Benefits	554,659.59	0.00	106,372.58	448,287.01	19.17

Board Summary Report

Fund: 10 GENERAL FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
300 Prof Services	99,600.00	0.00	5,475.00	94,125.00	5.49
400 Property Services	3,000.00	0.00	363.09	2,636.91	12.10
500 Other Services	2,500.00	0.00	217.73	2,282.27	8.70
600 SUPPLIES	12,180.00	251.11	942.93	10,985.96	9.80
700 Equipment	0.00	0.00	0.00	0.00	0.00
800 Other	600.00	0.00	0.00	600.00	0.00
Totals for - 2100's	1,467,279.82	251.11	222,095.96	1,244,932.75	15.15
2200 SUPP SRVS-INSTRCT STAFF					
100 Salaries and Wages	606,331.69	0.00	111,043.90	495,287.79	18.31
200 Benefits	590,971.14	0.00	92,360.26	498,610.88	15.62
300 Prof Services	115,215.00	4,000.00	48,279.69	62,935.31	45.37
400 Property Services	14,750.00	0.00	1,035.60	13,714.40	7.02
500 Other Services	30,400.00	0.00	6,643.40	23,756.60	21.85
600 SUPPLIES	43,843.00	167.42	29,708.23	13,967.35	68.14
700 Equipment	8,000.00	0.00	0.00	8,000.00	0.00
800 Other	1,975.00	0.00	300.00	1,675.00	15.18
Totals for - 2200's	1,411,485.83	4,167.42	289,371.08	1,117,947.33	20.79
2300 SUPPORT SRVS-ADMINISTRN					
100 Salaries and Wages	1,264,932.34	0.00	314,510.66	950,421.68	24.86
200 Benefits	956,798.13	0.00	240,934.78	715,863.35	25.18
300 Prof Services	299,888.00	0.00	71,485.82	228,402.18	23.83
400 Property Services	1,020.00	0.00	0.00	1,020.00	0.00
500 Other Services	66,805.72	0.00	38,863.07	27,942.65	58.17
600 SUPPLIES	5,900.00	385.53	612.55	4,901.92	16.91
700 Equipment	0.00	0.00	0.00	0.00	0.00
800 Other	25,780.00	0.00	18,556.03	7,223.97	71.97
Totals for - 2300's	2,621,124.19	385.53	684,962.91	1,935,775.75	26.14
2400 SUPP SRVS-PUPIL HEALTH					
100 Salaries and Wages	200,306.00	0.00	20,037.30	180,268.70	10.00

Board Summary Report

Fund: 10 GENERAL FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
200 Benefits	225,580.34	0.00	38,113.61	187,466.73	16.89
300 Prof Services	5,500.00	0.00	800.40	4,699.60	14.55
400 Property Services	600.00	0.00	0.00	600.00	0.00
500 Other Services	550.00	0.00	0.00	550.00	0.00
600 SUPPLIES	3,373.00	0.00	672.30	2,700.70	19.93
800 Other	265.00	0.00	0.00	265.00	0.00
Totals for - 2400's	436,174.34	0.00	59,623.61	376,550.73	13.66
2500 SUPP SRVS-BUSINESS OFFC					
100 Salaries and Wages	420,884.68	0.00	117,540.91	303,343.77	27.92
200 Benefits	342,148.08	0.00	94,299.00	247,849.08	27.56
300 Prof Services	26,000.00	0.00	0.00	26,000.00	0.00
400 Property Services	60,600.00	50.00	4,683.94	55,866.06	7.81
500 Other Services	27,250.00	0.00	7,033.74	20,216.26	25.81
600 SUPPLIES	30,800.00	785.67	10,893.74	19,120.59	37.92
700 Equipment	0.00	0.00	0.00	0.00	0.00
800 Other	5,220.00	0.00	1,650.66	3,569.34	31.62
Totals for - 2500's	912,902.76	835.67	236,101.99	675,965.10	25.95
2600 OPERATION,MNT OF PLANT					
100 Salaries and Wages	1,100,133.55	0.00	228,124.39	872,009.16	20.73
200 Benefits	897,702.96	0.00	214,247.69	683,455.27	23.86
300 Prof Services	80,041.00	0.00	3,341.68	76,699.32	4.17
400 Property Services	833,246.00	19,340.40	202,631.12	611,274.48	26.63
500 Other Services	225,332.00	0.00	139,552.75	85,779.25	61.93
600 SUPPLIES	362,985.00	73,408.04	124,487.98	165,088.98	54.51
700 Equipment	50,000.00	0.00	0.00	50,000.00	0.00
800 Other	2,550.00	0.00	544.61	2,005.39	21.35
Totals for - 2600's	3,551,990.51	92,748.44	912,930.22	2,546,311.85	28.31
2700 STUDENT TRANSPORTN SRVS					
100 Salaries and Wages	0.00	0.00	15,687.91	-15,687.91	0.00

Board Summary Report

Fund: 10 GENERAL FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
200 Benefits	0.00	0.00	11,335.90	-11,335.90	0.00
300 Prof Services	67,000.00	3,632.50	5,428.97	57,938.53	13.52
400 Property Services	325.00	0.00	54.50	270.50	16.76
500 Other Services	1,820,832.00	0.00	356,095.05	1,464,736.95	19.55
600 SUPPLIES	200.00	0.00	0.00	200.00	0.00
700 Equipment	0.00	0.00	0.00	0.00	0.00
Totals for - 2700's	1,888,357.00	3,632.50	388,602.33	1,496,122.17	20.77
2800 SUPPORT SRVS-CENTRAL					
100 Salaries and Wages	5,982.30	0.00	10.00	5,972.30	0.16
200 Benefits	1,613.97	0.00	4.22	1,609.75	0.26
300 Prof Services	1,500.00	0.00	401.43	1,098.57	26.76
400 Property Services	0.00	0.00	0.00	0.00	0.00
500 Other Services	2,000.00	0.00	1,194.34	805.66	59.71
600 SUPPLIES	0.00	0.00	0.00	0.00	0.00
700 Equipment	0.00	0.00	0.00	0.00	0.00
800 Other	0.00	0.00	0.00	0.00	0.00
Totals for - 2800's	11,096.27	0.00	1,609.99	9,486.28	14.50
2900 SUPPORT SERVICES-OTHER					
500 Other Services	0.00	0.00	0.00	0.00	0.00
800 Other	0.00	0.00	0.00	0.00	0.00
Totals for - 2900's	0.00	0.00	0.00	0.00	0.00
3100 FOOD SERVICES					
800 Other	0.00	0.00	0.00	0.00	0.00
Totals for - 3100's	0.00	0.00	0.00	0.00	0.00
3200 STUDENT ACTIVITIES					
100 Salaries and Wages	424,840.50	0.00	62,353.23	362,487.27	14.67
200 Benefits	202,847.82	0.00	36,597.54	166,250.28	18.04
300 Prof Services	41,959.00	0.00	200.00	41,759.00	0.47

Board Summary Report

Fund: 10 GENERAL FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
400 Property Services	13,245.00	326.50	567.02	12,351.48	6.74
500 Other Services	101,200.00	0.00	572.11	100,627.89	0.56
600 SUPPLIES	62,664.30	22,026.77	21,325.85	19,311.68	69.18
700 Equipment	8,340.00	0.00	0.00	8,340.00	0.00
800 Other	18,535.00	0.00	1,659.90	16,875.10	8.95
900 Transfers	0.00	0.00	0.00	0.00	0.00
Totals for - 3200's	873,631.62	22,353.27	123,275.65	728,002.70	16.66
4600 BUILD IMPROV SVCS-REPL					
700 Equipment	0.00	0.00	0.00	0.00	0.00
Totals for - 4600's	0.00	0.00	0.00	0.00	0.00
5100 OTHER EXPENDITURES					
800 Other	462,392.37	0.00	435,643.42	26,748.95	94.21
900 Transfers	2,576,000.00	0.00	2,365,000.00	211,000.00	91.80
Totals for - 5100's	3,038,392.37	0.00	2,800,643.42	237,748.95	92.17
5200 Transfers					
800 Other	0.00	0.00	0.00	0.00	0.00
900 Transfers	0.00	0.00	0.00	0.00	0.00
Totals for - 5200's	0.00	0.00	0.00	0.00	0.00
5400					
900 Transfers	0.00	0.00	0.00	0.00	0.00
Totals for - 5400's	0.00	0.00	0.00	0.00	0.00
5500					
900 Transfers	0.00	0.00	0.00	0.00	0.00
Totals for - 5500's	0.00	0.00	0.00	0.00	0.00
5800 SUSPENSE ACCOUNT					
200 Benefits	0.00	0.00	220.21	-220.21	0.00
600 SUPPLIES	0.00	8,023.06	0.00	-8,023.06	0.00

Board Summary Report

Fund: 10 GENERAL FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
Totals for - 5800's	0.00	8,023.06	220.21	-8,243.27	0.00
5900 BUDGETARY RESERVE					
800 Other	2,528,630.37	0.00	0.00	2,528,630.37	0.00
Totals for - 5900's	2,528,630.37	0.00	0.00	2,528,630.37	0.00
EXPENDITURE Totals	44,176,254.50	307,754.40	9,529,074.05	34,339,426.05	22.26

Board Summary Report

Fund: 10 GENERAL FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
6100					
000	-16,942,151.00	0.00	-11,743,330.71	-5,198,820.29	69.31
Totals for - 6100's	-16,942,151.00	0.00	-11,743,330.71	-5,198,820.29	69.31
6400					
000	-650,000.00	0.00	-137,329.18	-512,670.82	21.12
Totals for - 6400's	-650,000.00	0.00	-137,329.18	-512,670.82	21.12
6500					
000	-150,000.00	0.00	-50,719.51	-99,280.49	33.81
Totals for - 6500's	-150,000.00	0.00	-50,719.51	-99,280.49	33.81
6700					
000	-76,100.00	0.00	-1,640.00	-74,460.00	2.15
Totals for - 6700's	-76,100.00	0.00	-1,640.00	-74,460.00	2.15
6800					
000	-416,460.00	0.00	0.00	-416,460.00	0.00
Totals for - 6800's	-416,460.00	0.00	0.00	-416,460.00	0.00
6900					
000	-35,000.00	0.00	-30,259.54	-4,740.46	86.45
Totals for - 6900's	-35,000.00	0.00	-30,259.54	-4,740.46	86.45
7100					
000	-14,073,193.00	0.00	-1,986,726.00	-12,086,467.00	14.11
Totals for - 7100's	-14,073,193.00	0.00	-1,986,726.00	-12,086,467.00	14.11
7200					
000	-2,286,871.00	0.00	-652,026.00	-1,634,845.00	28.51
Totals for - 7200's	-2,286,871.00	0.00	-652,026.00	-1,634,845.00	28.51
7300					
000	-3,306,401.00	0.00	-687,587.00	-2,618,814.00	20.79

Board Summary Report

Fund: 10 GENERAL FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
Totals for - 7300's	-3,306,401.00	0.00	-687,587.00	-2,618,814.00	20.79
7500					
000	-489,271.00	0.00	0.00	-489,271.00	0.00
Totals for - 7500's	-489,271.00	0.00	0.00	-489,271.00	0.00
7800					
000	-3,633,860.00	0.00	0.00	-3,633,860.00	0.00
Totals for - 7800's	-3,633,860.00	0.00	0.00	-3,633,860.00	0.00
8500					
000	-639,366.00	0.00	-85,248.80	-554,117.20	13.33
Totals for - 8500's	-639,366.00	0.00	-85,248.80	-554,117.20	13.33
8700					
000	-399,044.00	0.00	-63,006.96	-336,037.04	15.78
Totals for - 8700's	-399,044.00	0.00	-63,006.96	-336,037.04	15.78
9300					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 9300's	0.00	0.00	0.00	0.00	0.00
9400					
SALE-COMP FIXED ASSETS					
000	-5,000.00	0.00	0.00	-5,000.00	0.00
Totals for - 9400's	-5,000.00	0.00	0.00	-5,000.00	0.00
9900					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 9900's	0.00	0.00	0.00	0.00	0.00
REVENUE Totals	-43,102,717.00	0.00	-15,437,873.70	-27,664,843.30	35.81

Board Summary Report

Fund: 10 GENERAL FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
FUND 10 - TOTALS:					
	Current Budget	Encumbered	Expended/Rec	Balance	% Used
Total Expenditure	38,609,231.76	299,731.34	6,728,210.42	31,581,290.00	18.20
Total Other Expenditure	5,567,022.74	8,023.06	2,800,863.63	2,758,136.05	50.45
Total Revenue	-43,097,717.00	0.00	-15,437,873.70	-27,659,843.30	35.82
Total Other Revenue	-5,000.00	0.00	0.00	-5,000.00	0.00
	1,073,537.50	307,754.40	-5,908,799.65	6,674,582.75	-521.73

Board Summary Report

Fund: 32 CAPITAL RES FUND (2932)

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
4200 SITE IMPROVMENT SVCS					
700 Equipment	0.00	0.00	0.00	0.00	0.00
Totals for - 4200's	0.00	0.00	0.00	0.00	0.00
4400 A,E & ES DEV SVCS-REPL					
300 Prof Services	0.00	0.00	0.00	0.00	0.00
Totals for - 4400's	0.00	0.00	0.00	0.00	0.00
4600 BUILD IMPROV SVCS-REPL					
000	0.00	0.00	0.00	0.00	0.00
300 Prof Services	0.00	0.00	0.00	0.00	0.00
700 Equipment	0.00	48,411.95	48,411.95	-96,823.90	0.00
Totals for - 4600's	0.00	48,411.95	48,411.95	-96,823.90	0.00
EXPENDITURE Totals	0.00	48,411.95	48,411.95	-96,823.90	0.00

Board Summary Report

Fund: 32 CAPITAL RES FUND (2932)

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
6500					
000	0.00	0.00	-2,462.74	2,462.74	0.00
Totals for - 6500's	0.00	0.00	-2,462.74	2,462.74	0.00
9300					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 9300's	0.00	0.00	0.00	0.00	0.00
REVENUE Totals	0.00	0.00	-2,462.74	2,462.74	0.00

FUND 32 - TOTALS:					
	Current Budget	Encumbered	Expended/Rec	Balance	% Used
Total Expenditure	0.00	48,411.95	48,411.95	-96,823.90	0.00
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	-2,462.74	2,462.74	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00
	0.00	48,411.95	45,949.21	-94,361.16	0.00

Board Summary Report

Fund: 50 FOOD SERVICE FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
3100 FOOD SERVICES					
100 Salaries and Wages	0.00	0.00	34,822.17	-34,822.17	0.00
200 Benefits	0.00	0.00	40,777.54	-40,777.54	0.00
300 Prof Services	0.00	0.00	0.00	0.00	0.00
400 Property Services	0.00	0.00	3,943.80	-3,943.80	0.00
500 Other Services	0.00	0.00	27,211.14	-27,211.14	0.00
600 SUPPLIES	0.00	74.98	2,889.97	-2,964.95	0.00
700 Equipment	0.00	0.00	0.00	0.00	0.00
800 Other	0.00	0.00	0.00	0.00	0.00
900 Transfers	0.00	0.00	0.00	0.00	0.00
Totals for - 3100's	0.00	74.98	109,644.62	-109,719.60	0.00
EXPENDITURE Totals	0.00	74.98	109,644.62	-109,719.60	0.00

Board Summary Report

Fund: 50 FOOD SERVICE FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
6500					
000	0.00	0.00	-296.90	296.90	0.00
Totals for - 6500's	0.00	0.00	-296.90	296.90	0.00
6600					
000	0.00	0.00	-2,244.60	2,244.60	0.00
Totals for - 6600's	0.00	0.00	-2,244.60	2,244.60	0.00
6900					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 6900's	0.00	0.00	0.00	0.00	0.00
7100					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 7100's	0.00	0.00	0.00	0.00	0.00
7600					
SUBSI MLK,LUN,BRK PROG					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 7600's	0.00	0.00	0.00	0.00	0.00
7800					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 7800's	0.00	0.00	0.00	0.00	0.00
8500					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 8500's	0.00	0.00	0.00	0.00	0.00
9300					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 9300's	0.00	0.00	0.00	0.00	0.00
9400					
SALE-COMP FIXED ASSETS					
000	0.00	0.00	0.00	0.00	0.00

Board Summary Report

Fund: 50 FOOD SERVICE FUND

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
Totals for - 9400's	0.00	0.00	0.00	0.00	0.00
9500 REFUNDS PRIOR YRS EXPDT					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 9500's	0.00	0.00	0.00	0.00	0.00
REVENUE Totals	0.00	0.00	-2,541.50	2,541.50	0.00

FUND 50 - TOTALS:						
	Current Budget	Encumbered	Expended/Rec	Balance	% Used	
Total Expenditure	0.00	74.98	109,644.62	-109,719.60	0.00	
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	
Total Revenue	0.00	0.00	-2,541.50	2,541.50	0.00	
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	
	0.00	74.98	107,103.12	-107,178.10	0.00	

Board Summary Report

Fund: 72 RAMSEY EXPEND TRUST

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
3300 COMMUNITY SERVICES					
800 Other	0.00	0.00	13,550.00	-13,550.00	0.00
Totals for - 3300's	0.00	0.00	13,550.00	-13,550.00	0.00
EXPENDITURE Totals	0.00	0.00	13,550.00	-13,550.00	0.00

Board Summary Report

Fund: 72 RAMSEY EXPEND TRUST

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
6500					
000	0.00	0.00	-7.16	7.16	0.00
Totals for - 6500's	0.00	0.00	-7.16	7.16	0.00
6900					
000	0.00	0.00	-7,500.00	7,500.00	0.00
Totals for - 6900's	0.00	0.00	-7,500.00	7,500.00	0.00
REVENUE Totals	0.00	0.00	-7,507.16	7,507.16	0.00

FUND 72 - TOTALS:						
	Current Budget	Encumbered	Expended/Rec	Balance	% Used	
Total Expenditure	0.00	0.00	13,550.00	-13,550.00	0.00	
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	
Total Revenue	0.00	0.00	-7,507.16	7,507.16	0.00	
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	6,042.84	-6,042.84	0.00	

Board Summary Report

Fund: 74 Sechrist Schlrship Fund

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
3300 COMMUNITY SERVICES					
000	0.00	0.00	15,600.00	-15,600.00	0.00
Totals for - 3300's	0.00	0.00	15,600.00	-15,600.00	0.00
EXPENDITURE Totals	0.00	0.00	15,600.00	-15,600.00	0.00

Board Summary Report

Fund: 74 Sechrist Schlrship Fund

As of 09/30/2020

fabrdreg

Account Description	Current Budget	Unliquidated Encumbrances	Expend/Received	Balance	% Used
6500					
000	0.00	0.00	-13.68	13.68	0.00
Totals for - 6500's	0.00	0.00	-13.68	13.68	0.00
6900					
000	0.00	0.00	0.00	0.00	0.00
Totals for - 6900's	0.00	0.00	0.00	0.00	0.00
REVENUE Totals	0.00	0.00	-13.68	13.68	0.00

FUND 74 - TOTALS:						
	Current Budget	Encumbered	Expended/Rec	Balance	% Used	
Total Expenditure	0.00	0.00	15,600.00	-15,600.00	0.00	
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	
Total Revenue	0.00	0.00	-13.68	13.68	0.00	
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	15,586.32	-15,586.32	0.00	

Grand Totals	Current Budget	Encumbered	Expended/Rec	Balance	% Used
Total Expenditure	38,609,231.76	348,218.27	6,915,416.99	31,345,596.50	18.81
Total Other Expenditure	5,567,022.74	8,023.06	2,800,863.63	2,758,136.05	50.45
Total All Expenditures	44,176,254.50	356,241.33	9,716,280.62	34,103,732.55	22.80
Total Revenue	-43,097,717.00	0.00	-15,450,398.78	-27,647,318.22	35.84
Total Other Revenue	-5,000.00	0.00	0.00	-5,000.00	0.00
Total All Revenues	-43,102,717.00	0.00	-15,450,398.78	-27,652,318.22	35.84
	1,073,537.50	356,241.33	-5,734,118.16	6,451,414.33	-500.94

**ACTIVITIES YEAR TO DATE REPORT
FOR THE YEAR ENDING JUNE 30, 2021**

Account	Beginning Balance	Receipts	Disbursements	Transfer	Interest	Ending Balance
<u>SENIOR HIGH</u>						
American Heart Association	1,290.15	-	-	-	-	1,290.15
Chorus	(2.02)	2.02	-	-	-	-
Class of 2020	337.77	-	-	(337.77)	-	-
Class of 2021	3,549.31	593.00	-	-	-	4,142.31
Class of 2022	1,075.93	-	-	-	-	1,075.93
Class of 2023	783.37	-	-	-	-	783.37
Class of 2024	-	-	-	337.77	-	337.77
Construction Club	514.95	-	-	-	-	514.95
Dance	7.90	-	-	-	-	7.90
Democratic Club	46.22	-	-	-	-	46.22
Drama	2,319.71	-	-	-	-	2,319.71
Family Consumer Science	52.24	-	-	-	-	52.24
Finicky Acatours	14.21	-	-	-	-	14.21
FBLA	4,971.82	-	-	-	-	4,971.82
FBLA 9th Grade	533.84	-	-	-	-	533.84
CTE Scholarship	3,598.71	-	-	-	-	3,598.71
Hopeful Hands Shore to Shore	3.79	-	-	-	-	3.79
Information Technology Club	3,593.38	-	-	-	-	3,593.38
Jazz Band	3.14	-	-	-	-	3.14
Ira Grugan National Honor Society	664.57	-	-	-	-	664.57
Key Club	4,063.25	-	-	-	-	4,063.25
Manufacturing	921.45	-	-	-	-	921.45
Musical	7,626.73	-	300.00	-	-	7,326.73
National Art Honor Society	(59.84)	63.00	-	-	-	3.16
National English Honor Society	1,045.36	-	-	-	-	1,045.36
National Spanish Honor Society	131.75	-	-	-	-	131.75
Orange & Black	7,187.34	-	-	-	-	7,187.34
Outdoor Club	3,622.77	-	-	-	-	3,622.77
Pep Club	566.08	-	-	-	-	566.08
Red Cross	1,534.48	-	-	-	-	1,534.48
Renaissance	424.23	-	-	-	-	424.23
Rho-Kappa Nat'l Honor Society	8.00	-	-	-	-	8.00
S. A. D. D.	954.40	-	-	-	-	954.40
Sign Club	75.08	-	-	-	-	75.08
Skills USA - VICA	3.94	-	-	-	-	3.94
Spectrum	503.01	-	-	-	-	503.01
Student Council	13,158.50	-	-	-	-	13,158.50
Wrestling Fund	139.14	-	-	-	-	139.14
TOTAL SENIOR HIGH	65,264.66	658.02	300.00	-	-	65,622.68

Account	Beginning Balance	Receipts	Disbursements	Transfer	Interest	Ending Balance
<u>MIDDLE SCHOOL</u>						
Band	137.36	-	-	-	-	137.36
Builders Club	437.95	-	-	-	-	437.95
Bullpup Memories	5,571.81	-	-	-	-	5,571.81
C3 Club	5,042.79	-	-	-	-	5,042.79
Chorus	15,224.76	-	-	-	-	15,224.76
MS FBLA	4,901.73	-	-	-	-	4,901.73
Military Support	1,355.42	-	-	-	-	1,355.42
MS Outdoor Club	167.57	-	-	-	-	167.57
Rock Out for Bullying	213.04	-	-	-	-	213.04
Ski Club	45.57	-	-	-	-	45.57
Student Council	6,049.91	-	-	-	-	6,049.91
Tag	280.66	-	-	-	-	280.66
TOTAL MIDDLE SCHOOL	39,428.57	-	-	-	-	39,428.57
TOTAL ACTIVITY FUND	104,693.23	658.02	300.00	-	-	105,051.25
<u>SCHOLARSHIP ACCOUNTS</u>						
Jason D. Bartges	45.99	-	-	-	-	45.99
Carson	148.05	-	-	-	-	148.05
Alan & Art Cipriany Scholar	40,417.22	-	-	-	-	40,417.22
Commencement Prize	-	-	-	-	-	-
Derr	302.96	-	-	-	-	302.96
Eckert	1,034.17	-	-	-	-	1,034.17
Future Nurses	1,059.92	-	-	-	-	1,059.92
Bernard Gaines	442.50	-	-	-	-	442.50
Greene	4,227.93	-	-	-	-	4,227.93
Heively	530.21	-	-	-	-	530.21
Judy	1,070.54	-	-	-	-	1,070.54
Lansberry	132.47	-	-	-	-	132.47
Courtney Miele Scholarship	7,884.11	-	-	-	-	7,884.11
Muthler	1,957.24	-	-	-	-	1,957.24
Clawson	533.09	-	-	-	-	533.09
Croyle	27,068.34	-	-	-	-	27,068.34
Lavallee	6,883.97	-	-	-	-	6,883.97
<u>MISC. ACCOUNTS</u>						
Interest	-	-	-	-	659.78	659.78
Scholarship/Misc. Totals	93,738.71	-	-	-	659.78	94,398.49
Grand Total	\$ 198,431.94	\$ 658.02	\$ 300.00	\$ -	\$ 659.78	\$ 199,449.74

**Jersey Shore Area School District
Monthly Interfund Cash Transfers
September, 2020**

<u>Date</u>	<u>Amount</u>	<u>Reason</u>
General Fund Transfers:		
9/29/20	14,962.11	To Capital Reserve - Due to/Due from
9/4/20	15,600.00	To Accounts Payable - Due to/Due from
9/9/20 \$	620,474.68	Gross Payroll
9/9/20	45,888.13	FICA Employer Share
9/24/20	651,695.72	Gross Payroll
9/24/20	48,242.50	FICA Employer Share
Total:	<u>\$ 1,396,863.14</u>	
Food Service Fund Transfers:		
9/9/20	16,200.19	Gross Payroll
9/9/20	1,219.38	FICA Employer Share
9/24/20	18,331.58	Gross Payroll
9/24/20	1,397.81	FICA Employer Share
Total:	<u>\$ 37,148.96</u>	
Sechrist Fund Transfers:		
9/4/20 \$	15,600.00	To General Fund - Due to/Due from
Total:	<u>\$ 15,600.00</u>	

Fund Accounting Check Register

PLGIT ACCOUNTS PAYBL - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00008146	09/01/2020	C4131100001		SOPHIA HAYES	72-3300-890-000-00-000-000-0000	372000	250.00
Vendor: 186203 - LOCK HAVEN UNIVERSITY						Check Date: 09/01/2020	Check Amount: 250.00
00008147	09/04/2020	C4133700001		AWARD	74-3300-000-000-00-000-000-0000	374000	350.00
Vendor: 116050 - BLOOMSBURG UNIVERSITY						Remit # 3 Check Date: 09/04/2020	Check Amount: 350.00
00008148	09/04/2020	C4133700002		AWARD	74-3300-000-000-00-000-000-0000	374000	1,050.00
Vendor: 126775 - CLARION UNIVERSITY						Remit # 1 Check Date: 09/04/2020	Check Amount: 1,050.00
00008149	09/04/2020	C4133700003		AWARD	74-3300-000-000-00-000-000-0000	374000	350.00
Vendor: 143280 - EDINBORO UNIVERSITY						Check Date: 09/04/2020	Check Amount: 350.00
00008150	09/04/2020	C4133700004		AWARD	74-3300-000-000-00-000-000-0000	374000	700.00
Vendor: 157950 - GRACE COLLEGE & THEOLOGICAL SEMINARY						Check Date: 09/04/2020	Check Amount: 700.00
00008151	09/04/2020	C4133700005		AWARD	74-3300-000-000-00-000-000-0000	374000	350.00
Vendor: 162185 - HARDING UNIVERSITY						Check Date: 09/04/2020	Check Amount: 350.00
00008152	09/04/2020	C4133700006		AWARD	74-3300-000-000-00-000-000-0000	374000	700.00
Vendor: 171175 - INDIANA UNIVERSITY OF PA						Check Date: 09/04/2020	Check Amount: 700.00
00008153	09/04/2020	C4133700007		AWARD	74-3300-000-000-00-000-000-0000	374000	700.00
Vendor: 176510 - JUNIATA COLLEGE						Check Date: 09/04/2020	Check Amount: 700.00
00008154	09/04/2020	C4133700008		AWARD	74-3300-000-000-00-000-000-0000	374000	350.00
Vendor: 182465 - LANCASTER BIBLE COLLEGE						Check Date: 09/04/2020	Check Amount: 350.00
00008155	09/04/2020	C4133700009		AWARD	74-3300-000-000-00-000-000-0000	374000	700.00
Vendor: 186203 - LOCK HAVEN UNIVERSITY						Check Date: 09/04/2020	Check Amount: 700.00
00008156	09/04/2020	C4133700010		AWARD	74-3300-000-000-00-000-000-0000	374000	350.00
Vendor: 190835 - MARIST COLLEGE						Check Date: 09/04/2020	Check Amount: 350.00
00008157	09/04/2020	C4133700011		AWARD	74-3300-000-000-00-000-000-0000	374000	350.00
Vendor: 195400 - MESSIAH COLLEGE						Check Date: 09/04/2020	Check Amount: 350.00
00008158	09/04/2020	C4133700012		AWARD	74-3300-000-000-00-000-000-0000	374000	350.00
Vendor: 196735 - MILLERSVILLE UNIVERSITY						Check Date: 09/04/2020	Check Amount: 350.00
00008159	09/04/2020	C4133700013		AWARD	74-3300-000-000-00-000-000-0000	374000	2,100.00
Vendor: 210160 - PA COLLEGE OF TECHNOLOGY						Remit # 7 Check Date: 09/04/2020	Check Amount: 2,100.00
00008160	09/04/2020	C4133700014		AWARD	74-3300-000-000-00-000-000-0000	374000	3,700.00
Vendor: 210180 - PENN STATE UNIVERSITY						Remit # 2 Check Date: 09/04/2020	Check Amount: 3,700.00
00008161	09/04/2020	C4133700015		AWARD	74-3300-000-000-00-000-000-0000	374000	1,050.00
Vendor: 220657 - ROCHESTER INSTITUTE OF TECHNOLOGY						Check Date: 09/04/2020	Check Amount: 1,050.00
00008162	09/04/2020	C4133700016		AWARD	74-3300-000-000-00-000-000-0000	374000	1,050.00
Vendor: 227975 - SHIPPENSBURG UNIVERSITY						Check Date: 09/04/2020	Check Amount: 1,050.00

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT ACCOUNTS PAYBL - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00008163	09/04/2020	C4133700017		AWARD	74-3300-000-000-00-000-000-0000	374000	700.00
Vendor: 235880 - SUSQUEHANNA UNIVERSITY					Remit # 1	Check Date: 09/04/2020	Check Amount: 700.00
00008164	09/04/2020	C4133700018		AWARD	74-3300-000-000-00-000-000-0000	374000	350.00
Vendor: 245155 - WALDEN UNIVERSITY						Check Date: 09/04/2020	Check Amount: 350.00
00008165	09/04/2020	C4133700019		AWARD	74-3300-000-000-00-000-000-0000	374000	350.00
Vendor: 254200 - YORK COLLEGE OF PA						Check Date: 09/04/2020	Check Amount: 350.00
						72-RAMSEY EXPEND TRUST	250.00
						74-Sechrist Schlrship Fund	15,600.00
						Grand Total Manual Checks :	0.00
						Grand Total Regular Checks :	15,850.00
						Grand Total Direct Deposits:	0.00
						Grand Total Credit Card Payments:	0.00
						Grand Total All Checks :	15,850.00

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT ACTIVITY FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00005707	09/01/2020	C4131300001		MUSICAL VIDEOS	80-0496-000-000-00-000-000-0000	180496	300.00
Vendor: 247615 - DIANA WELSHANS					Check Date: 09/01/2020	Check Amount:	300.00
00005708	09/17/2020	C4136700001		ISABELLA MURRAY	80-0153-000-000-00-000-000-0000	180153	60.00
Vendor: 401773 - KAREN MURRAY					Check Date: 09/17/2020	Check Amount:	60.00

80-ACTIVITY FUND 360.00

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	360.00
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	360.00

Fund Accounting Check Register

PLGIT ATHLETIC FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00013464	09/01/2020	L4130500001	21000282	2493	10-3250-610-987-00-000-000-000-FTBM		1,150.00
00013464	09/01/2020	L4130500002	21000282	2493	10-3250-610-987-00-000-000-000-FTBV		1,150.00
Vendor: 100575 - ACTUATED MEDICAL					Check Date: 09/01/2020	Check Amount:	2,300.00
00013465	09/01/2020	C4130600002		SOCCER TOURN	10-3250-810-009-00-000-000-000-SOCC		150.00
Vendor: 197170 - MIDD-WEST BOYS SOCCER					Remit # 3 Check Date: 09/01/2020	Check Amount:	150.00
00013466	09/01/2020	C4130600001	21000014	79354947	10-3250-610-000-00-000-000-000-0000	329044	61.21
Vendor: 223477 - HENRY SCHEIN					Remit # 1 Check Date: 09/01/2020	Check Amount:	61.21
00013467	09/01/2020	C4130600003	20000631	61393	10-3250-610-000-00-000-000-000-0000	329044	727.00
Vendor: 233100 - STANDARD PENNANT CO., INC.					Remit # 1 Check Date: 09/01/2020	Check Amount:	727.00
00013468	09/10/2020	C4135100001		FOOTBALL DOCTOR	10-3250-330-007-00-000-000-000-0000	329010	100.00
Vendor: 231610 - DR. ZUMA SPEAKMAN					Remit # 1 Check Date: 09/10/2020	Check Amount:	100.00
00013469	09/10/2020	C4135100002		FOOTBALL DOCTOR	10-3250-330-007-00-000-000-000-0000	329010	100.00
Vendor: 231610 - DR. ZUMA SPEAKMAN					Remit # 2 Check Date: 09/10/2020	Check Amount:	100.00
00013470	09/17/2020	L4136900001	21000159	IN92878380	10-3250-610-000-00-000-000-000-0000	329044	18.44
00013470	09/17/2020	L4136900002	21000159	IN92799762	10-3250-610-000-00-000-000-000-0000	329044	2,488.39
00013470	09/17/2020	L4136900003	21000159	IN92846605	10-3250-610-000-00-000-000-000-0000	329044	4.20
00013470	09/17/2020	C4137100001	21000159	IN92830798	10-3250-610-000-00-000-000-000-0000	329044	36.00
00013470	09/17/2020	C4137100002	21000159	IN92851904	10-3250-610-000-00-000-000-000-0000	329044	39.12
00013470	09/17/2020	C4137100003	21000159	IN92861633	10-3250-610-000-00-000-000-000-0000	329044	21.12
00013470	09/17/2020	C4137100004	21000159	IN92866571	10-3250-610-000-00-000-000-000-0000	329044	19.20
00013470	09/17/2020	C4137100005	21000159	IN92803156	10-3250-610-000-00-000-000-000-0000	329044	30.74
00013470	09/17/2020	C4137100006	21000159	IN92856511	10-3250-610-000-00-000-000-000-0000	329044	10.62
00013470	09/17/2020	C4137100007	21000159	IN92825384	10-3250-610-000-00-000-000-000-0000	329044	8.00
00013470	09/17/2020	C4137100008	21000159	IN92888682	10-3250-610-000-00-000-000-000-0000	329044	35.76
Vendor: 193750 - PERFORMANCE HEALTH SUPPLY, INC					Remit # 1 Check Date: 09/17/2020	Check Amount:	2,711.59

10-GENERAL FUND 6,149.80

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	6,149.80
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	6,149.80

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT CAFETERIA FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00004757	09/01/2020	C4131500001		HSSREC009989	50-3100-650-000-00-000-023-000-0000	350200	2,021.50
Vendor: 164720 - HEARTLAND PAYMENT SYSTEMS					Remit # 1	Check Date: 09/01/2020	Check Amount: 2,021.50
00004758	09/01/2020	C4131500002		649818	50-3100-610-000-00-000-000-0000	350015	407.58
Vendor: 235050 - SUN-GAZETTE COMPANY					Remit # 1	Check Date: 09/01/2020	Check Amount: 407.58
00004759	09/01/2020	C4131500003		LANDON CHARCALLA	50-0480-000-000-00-000-482-000-0000	150480R	3.00
Vendor: 403150 - LORIN MOORE						Check Date: 09/01/2020	Check Amount: 3.00
00004760	09/01/2020	C4131500004		THOMAS MUTHLER	50-0480-000-000-00-000-482-000-0000	150480R	61.65
Vendor: 403151 - KARA MUTHLER						Check Date: 09/01/2020	Check Amount: 61.65
00004761	09/16/2020	C4136000002		7881339	50-3100-460-000-00-000-000-0000	350013	309.00
Vendor: 141881 - J.C. EHRLICH CO., INC.					Remit # 1	Check Date: 09/16/2020	Check Amount: 309.00
00004762	09/16/2020	C4136000001		273631	50-3100-610-000-00-000-000-0000	350015	93.00
Vendor: 177015 - K & D Factory Service, Inc.					Remit # 1	Check Date: 09/16/2020	Check Amount: 93.00
00004763	09/16/2020	C4136000003		070562	50-3100-610-000-00-000-000-0000	350015	174.16
Vendor: 186200 - LOCK HAVEN EXPRESS					Remit # 1	Check Date: 09/16/2020	Check Amount: 174.16
00004764	09/16/2020	C4136000004		111720	50-3100-430-000-00-000-000-0000	350012	265.00
00004764	09/16/2020	C4136000005		124520	50-3100-430-000-00-000-000-0000	350012	511.47
00004764	09/16/2020	C4136000006		116220	50-3100-430-000-00-000-000-0000	350012	886.07
00004764	09/16/2020	C4136000007		164	50-3100-430-000-00-000-000-0000	350012	583.00
Vendor: 216500 - QUALITY AIR MECHANICAL, INC.						Check Date: 09/16/2020	Check Amount: 2,245.54
00004765	09/30/2020	C4139700001		LOGAN GARRETT	50-0480-000-000-00-000-482-000-0000	150480R	51.35
Vendor: 403163 - HEATHER GARRETT						Check Date: 09/30/2020	Check Amount: 51.35

50-FOOD SERVICE FUND 5,366.78

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	5,366.78
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	5,366.78

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

MUNCY - FOOD SERVICE - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
*EFT01073	09/14/2020	M4135600145		AUGUST 2020	50-3100-571-000-00-000-000-0000	350571	2,267.68
*EFT01073	09/14/2020	M4135600146		AUGUST 2020	50-3100-572-000-00-000-000-0000	350572	13,120.40
Vendor: 205950 - NUTRITION, INC.					Check Date: 09/14/2020	Check Amount:	15,388.08
50-FOOD SERVICE FUND							15,388.08
Grand Total Manual Checks :							15,388.08
Grand Total Regular Checks :							0.00
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							15,388.08

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

GENERAL FUND - FNB - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
*EFT01054	09/15/2020	M4135600075			10-2330-335-000-00-000-000-0000	233335	1,699.60
Vendor: 150455 - FNB BANK NA				Check Date: 09/15/2020		Check Amount:	1,699.60
10-GENERAL FUND							1,699.60
Grand Total Manual Checks :							1,699.60
Grand Total Regular Checks :							0.00
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							1,699.60

Fund Accounting Check Register

PLGIT GENERAL FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052013	09/01/2020	C4130900011		570398-7972	10-2620-531-000-00-000-000-0000	311510	37.93
00052013	09/01/2020	C4130900012		570398-0365	10-2620-531-000-00-070-000-0000	311756	36.87
00052013	09/01/2020	C4130900013		570398-8200	10-2620-531-000-00-070-000-0000	311756	91.36
00052013	09/01/2020	C4130900014		570398-8200	10-2620-531-000-30-010-000-0000	310134	76.15
00052013	09/01/2020	C4130900015		570398-8200	10-2620-531-000-30-020-000-0000	310227	60.92
00052013	09/01/2020	C4130900016		570398-8200	10-2620-531-000-10-040-000-0000	310422	45.69
00052013	09/01/2020	C4130900017		570398-8200	10-2620-531-000-10-060-000-0000	310620	15.23
00052013	09/01/2020	C4130900018		570398-8200	10-2620-531-000-10-030-000-0000	310317	15.23
Vendor: 193200 - MCI COMM SERVICE					Check Date: 09/01/2020	Check Amount:	379.38
00052014	09/01/2020	L4130800001	21000185	7244	10-3250-610-000-00-000-000-0000	329044	117.00
00052014	09/01/2020	C4130900001		8561	50-3100-610-000-00-000-000-0000	350015	-10.97
00052014	09/01/2020	C4130900002		7462	10-2620-610-000-30-020-000-0000	310228	111.07
00052014	09/01/2020	C4130900003		6012	10-0153-000-000-00-000-000-0000	110153	111.07
00052014	09/01/2020	C4130900004		0943	10-1225-610-000-30-010-000-0000	310296SP	3.99
00052014	09/01/2020	C4130900005		6423	10-1225-610-000-30-010-000-0000	310296SP	4.99
00052014	09/01/2020	C4130900006		7401	50-3100-610-000-00-000-000-0000	350015	193.85
00052014	09/01/2020	C4130900007		8013	10-2620-610-000-10-040-000-0000	310424	29.21
00052014	09/01/2020	C4130900008		7244	10-2220-348-000-00-000-023-000-0000	311511	39.00
00052014	09/01/2020	C4130900009		0031	10-2360-580-000-00-000-000-0000	310845	149.00
00052014	09/01/2020	C4130900010		1850	10-2271-810-000-00-000-000-0000	311229	100.00
Vendor: 244275 - CARDMEMBER SERVICES					Remit # 1 Check Date: 09/01/2020	Check Amount:	848.21
00052015	09/10/2020	C4135300002		70847501000	10-2620-424-000-10-030-000-000-0000	310315	393.63
00052015	09/10/2020	C4135300003		70847500000	10-2620-424-000-10-030-000-000-0000	310315	346.20
Vendor: 106480 - APPALACHIAN UTILITIES INC					Remit # 1 Check Date: 09/10/2020	Check Amount:	739.83
00052016	09/10/2020	C4135300004		074526	10-2620-411-000-00-070-000-000-0000	311303	25.24
00052016	09/10/2020	C4135300005		074526	10-2620-411-000-10-030-000-000-0000	310311	170.50
00052016	09/10/2020	C4135300006		074526	10-2620-411-000-10-040-000-000-0000	310417	335.45
00052016	09/10/2020	C4135300007		074526	10-2620-411-000-10-060-000-000-0000	310638	135.16
00052016	09/10/2020	C4135300008		074526	10-2620-411-000-30-020-000-000-0000	310223	409.41
00052016	09/10/2020	C4135300009		074526	10-2620-411-000-30-010-000-000-0000	310129	811.49
00052016	09/10/2020	C4135300010		074526	10-2620-411-000-00-070-000-000-0000	311303	317.54
Vendor: 161775 - FRED HAMM INC					Check Date: 09/10/2020	Check Amount:	2,204.79
00052017	09/10/2020	C4135300011		UNIFORMS	10-2620-610-000-00-000-000-000-0000	310939	330.00
Vendor: 190572 - PAUL MANTLE					Check Date: 09/10/2020	Check Amount:	330.00

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052018	09/10/2020	C4135300001		570753-8179	10-2620-531-000-10-030-000-000-0000	310317	36.87
Vendor: 193200 - MCI COMM SERVICE						Check Date: 09/10/2020	Check Amount: 36.87
00052019	09/10/2020	C4135300012		UNIFORMS	10-2620-610-000-00-000-000-0000	310939	74.87
Vendor: 218100 - RICHARD REESE						Remit # 1 Check Date: 09/10/2020	Check Amount: 74.87
00052020	09/16/2020	C4135800001		08475-00	10-2620-424-000-10-030-000-000-0000	310315	72.22
Vendor: 212700 - PINE CREEK MUNICIPAL AUTHORITY						Remit # 1 Check Date: 09/16/2020	Check Amount: 72.22
00052181	09/30/2020	C4139400006		570398-7972	10-2620-531-000-00-000-000-0000	311510	37.93
00052181	09/30/2020	C4139400007		570398-0365	10-2620-531-000-00-070-000-000-0000	311756	36.87
00052181	09/30/2020	C4139400008		570753-8179	10-2620-531-000-10-030-000-000-0000	310317	36.87
00052181	09/30/2020	C4139400009		570398-8200	10-2620-531-000-00-070-000-000-0000	311756	402.99
00052181	09/30/2020	C4139400010		570398-8200	10-2620-531-000-30-010-000-000-0000	310134	335.82
00052181	09/30/2020	C4139400011		570398-8200	10-2620-531-000-30-020-000-000-0000	310227	268.65
00052181	09/30/2020	C4139400012		570398-8200	10-2620-531-000-10-040-000-000-0000	310422	201.49
00052181	09/30/2020	C4139400013		570398-8200	10-2620-531-000-10-060-000-000-0000	310620	67.16
00052181	09/30/2020	C4139400014		570398-8200	10-2620-531-000-10-030-000-000-0000	310317	67.16
Vendor: 193200 - MCI COMM SERVICE						Check Date: 09/30/2020	Check Amount: 1,454.94
00052182	09/30/2020	C4139400001		574-6822	10-1500-610-986-00-000-000-000-0000		648.11
00052182	09/30/2020	C4139400002		503864	10-1500-610-986-00-000-000-000-0000		121.28
00052182	09/30/2020	C4139400003		136400	10-1500-610-986-00-000-000-000-0000		201.48
00052182	09/30/2020	C4139400004		02006	10-1500-610-986-00-000-000-000-0000		607.50
Vendor: 232550 - ST JOHN NEUMANN REGIONAL ACADEMY						Check Date: 09/30/2020	Check Amount: 1,578.37
00052183	09/30/2020	C4139400015		3155	10-0153-000-000-00-000-000-000-0000	110153	-111.07
00052183	09/30/2020	C4139400016		4626	10-1225-610-000-30-010-000-000-0000	310296SP	3.99
00052183	09/30/2020	C4139400017		2628	10-1225-610-000-30-010-000-000-0000	310296SP	4.99
00052183	09/30/2020	C4139400018		7543	10-2220-438-000-00-000-023-000-0000	311078	166.44
00052183	09/30/2020	C4139400019		6793	10-2220-438-000-00-000-023-000-0000	311078	309.72
00052183	09/30/2020	C4139400020		3873	10-2220-438-000-00-000-023-000-0000	311078	42.00
00052183	09/30/2020	C4139400021		3881	10-2220-438-000-00-000-023-000-0000	311078	517.44
00052183	09/30/2020	C4139400022		2691	10-2220-348-000-00-000-023-000-0000	311511	39.00
00052183	09/30/2020	C4139400023		7695	10-2620-610-000-00-070-000-000-0000	311758	31.50
00052183	09/30/2020	C4139400024		6229	10-2620-610-000-10-040-000-000-0000	310424	185.26
00052183	09/30/2020	C4139400025		5279	10-2360-810-000-00-000-000-000-0000	310848	250.00
00052183	09/30/2020	C4139400026		0010	10-2360-810-000-00-000-000-000-0000	310848	1,395.00
00052183	09/30/2020	C4139400027		8428	10-2360-810-000-00-000-000-000-0000	310848	65.00

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052183	09/30/2020	C4139400028		2473	10-2271-810-000-00-000-000-0000	311229	100.00
00052183	09/30/2020	C4139400029		6679	10-2271-810-000-00-000-000-0000	311229	100.00
00052183	09/30/2020	L4139500001	21000250	0638	10-2660-610-987-00-000-000-0000		2,571.82
00052183	09/30/2020	L4139500002	21000289	9492	10-2660-610-987-00-000-000-0000		134.00
Vendor: 244275 - CARDMEMBER SERVICES					Remit # 1	Check Date: 09/30/2020	Check Amount: 5,805.09
00052184	09/30/2020	C4139400005		UNIFORMS	10-2620-610-000-00-000-000-0000	310939	179.98
Vendor: 247300 - JEFFREY WEIDLER					Check Date: 09/30/2020	Check Amount: 179.98	

10-GENERAL FUND	13,521.67
50-FOOD SERVICE FUND	182.88

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	13,704.55
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	13,704.55

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052191	10/20/2020	C4147600007		082020JSSD-DS	10-2310-820-000-00-000-000-000-LEGL	343893LEGL	730.75
Vendor: 100412 - ACE COURT REPORTING, INC.						Check Date: 10/27/2020	Check Amount: 730.75
00052192	10/20/2020	C4147600008		131578	10-2620-610-000-30-020-000-000-0000	310228	57.00
Vendor: 101300 - AGWAY						Remit # 1 Check Date: 10/27/2020	Check Amount: 57.00
00052193	10/20/2020	C4147600009		292674	10-2620-430-000-00-000-000-000-0000	310932	26.00
Vendor: 103425 - ALL ROUND TIRE CO						Remit # 1 Check Date: 10/27/2020	Check Amount: 26.00
00052194	10/20/2020	C4147600010		20202021-03	10-1807-899-217-10-000-021-000-0000	340056-21	16,000.00
Vendor: 103450 - ALL THINGS BRIGHT & BEAUTIFUL						Check Date: 10/27/2020	Check Amount: 16,000.00
00052195	10/19/2020	L4146700002	21000126	AD06858591	10-1110-756-986-00-000-000-000-0000		7,128.00
00052195	10/19/2020	L4146700003	21000414	AD10732180	10-2220-756-000-00-000-023-000-0000	340734	199.00
Vendor: 106550 - APPLE COMPUTER INC						Remit # 1 Check Date: 10/27/2020	Check Amount: 7,327.00
00052196	10/20/2020	C4147600011		896120-1	10-2620-610-000-30-010-000-000-0000	310135	79.97
00052196	10/20/2020	C4147600094		895908-1	10-2620-610-000-30-010-000-000-0000	310135	71.97
Vendor: 106700 - AQUARIUS POOL & PATIO INC						Check Date: 10/27/2020	Check Amount: 151.94
00052197	10/20/2020	C4147600013		4758064	10-1225-810-000-10-030-000-000-0000		225.00
00052197	10/20/2020	C4147600014		4713424	10-1225-810-000-10-040-000-000-0000		225.00
Vendor: 107617 - ASHA						Check Date: 10/27/2020	Check Amount: 450.00
00052198	10/20/2020	C4147600015		301877	10-2620-430-000-00-000-000-000-0000	310932	1,741.38
Vendor: 108510 - AUTOMATED LOGIC CONTRACTING SERVICES						Remit # 1 Check Date: 10/27/2020	Check Amount: 1,741.38
00052199	10/19/2020	L4146700004	21000336	2009-073737	10-1380-610-000-30-010-025-000-0000	312978	867.98
00052199	10/19/2020	L4146700005	21000367	2009-073558	10-1380-610-000-30-010-025-000-0000	312978	471.50
00052199	10/19/2020	L4146700006	21000399	2010-076055	10-1380-610-000-30-010-025-000-0000	312978	98.44
00052199	10/19/2020	L4146700007	21000409	2010-076442	10-1380-610-000-30-010-025-000-0000	312978	688.00
00052199	10/19/2020	L4146700008	21000313	2009-073556	10-1380-610-000-30-010-025-000-0000	312978	739.97
00052199	10/20/2020	C4147600016	21000133	2009-073108	10-2620-610-000-10-060-000-000-0000	310622	13.29
00052199	10/20/2020	C4147600017	21000133	2009-073014	10-2620-610-000-10-030-000-000-0000	310319	-2.85
00052199	10/20/2020	C4147600018	21000133	2009-073010	10-2620-610-000-10-030-000-000-0000	310319	18.98
00052199	10/20/2020	C4147600019	21000133	2009-073864	10-2620-610-000-00-000-000-000-0000	310939	17.09
00052199	10/20/2020	C4147600020	21000133	2010-076384	10-2620-610-000-30-020-000-000-0000	310228	85.51
00052199	10/20/2020	C4147600021	21000133	2010-075599	10-2620-610-000-30-020-000-000-0000	310228	46.03
00052199	10/20/2020	C4147600022	21000133	2010-075192	10-2620-610-000-10-040-000-000-0000	310424	7.78
00052199	10/20/2020	C4147600023	21000133	2009-071895	10-2620-610-000-30-020-000-000-0000	310228	30.95
00052199	10/20/2020	C4147600024	21000133	2008-067743	10-2620-610-000-10-040-000-000-0000	310424	-18.04
Vendor: 108815 - BLUETARP FINANCIAL, INC.						Remit # 2 Check Date: 10/27/2020	Check Amount: 3,064.63

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052200	10/20/2020	C4147600026		6092677	10-2620-610-000-30-010-000-000-0000	310135	50.20
Vendor: 109025 - BDS					Remit # 1	Check Date: 10/27/2020	Check Amount: 50.20
00052201	10/19/2020	L4146700009	21000354	178345148	10-1380-610-000-30-010-025-000-0000	312978	1,198.00
00052201	10/19/2020	L4146700010	21000311	177757996	10-1380-610-000-30-010-025-000-0000	312978	1,799.00
Vendor: 109050 - B & H PHOTO-VIDEO INC					Remit # 1	Check Date: 10/27/2020	Check Amount: 2,997.00
00052202	10/20/2020	C4147600025		BT1691949	10-2310-330-000-00-000-000-0000	310819	16,750.00
Vendor: 109400 - BAKER TILLY VIRCHOW KRAUSE, LLP					Remit # 1	Check Date: 10/27/2020	Check Amount: 16,750.00
00052203	10/19/2020	L4146700020	21000420	60843	10-2620-610-000-00-000-000-0000	310939	977.60
00052203	10/19/2020	L4146700021	21000420	60843	10-2620-610-000-10-040-000-000-0000	310424	977.60
Vendor: 110670 - HASSINGER & COMPANY INC.					Remit # 1	Check Date: 10/27/2020	Check Amount: 1,955.20
00052204	10/19/2020	L4146700028	21000296	02318283	10-1211-610-000-30-020-000-000-0000	360504	17.90
Vendor: 115100 - LINGLE'S					Remit # 1	Check Date: 10/27/2020	Check Amount: 17.90
00052205	10/20/2020	C4147600027		2100437	10-2360-580-000-00-000-000-000-0000	310845	500.00
00052205	10/20/2020	C4147600028		2100467	10-2380-580-000-30-010-000-000-0000	310151	445.00
00052205	10/20/2020	C4147600029		2100423	10-0421-000-000-00-000-000-000-0000	110421	3,774.68
00052205	10/20/2020	C4147600030		2100504	10-2220-538-000-00-000-023-000-0000	311079	17,551.10
00052205	10/20/2020	C4147600031		WELLSBORO CHG	10-0153-000-000-00-000-000-000-0000	110153	-964.20
Vendor: 115900 - BLAST INTERMEDIATE UNIT 17					Remit # 2	Check Date: 10/27/2020	Check Amount: 21,306.58
00052206	10/20/2020	C4147600032		134556	10-2620-610-000-00-000-000-000-0000	310939	212.50
Vendor: 116578 - BONNER SPORTS & RV						Check Date: 10/27/2020	Check Amount: 212.50
00052207	10/19/2020	L4146700011	21000314	36698A	10-2120-610-000-10-040-000-000-0000	310448	181.12
Vendor: 116750 - BOULDEN PUBLISHING						Check Date: 10/27/2020	Check Amount: 181.12
00052208	10/19/2020	L4146700012	21000267	73242	10-1380-610-000-30-010-025-000-0000	312978	80.60
00052208	10/19/2020	L4146700013	21000270	71211	10-1380-610-000-30-010-025-000-0000	312978	16.49
00052208	10/20/2020	C4147600034	21000134	72769	10-2620-610-000-00-070-000-000-0000	311758	2.39
00052208	10/20/2020	C4147600035	21000134	72768	10-2620-610-000-00-000-000-000-0000	310939	94.35
00052208	10/20/2020	C4147600036	21000134	72770	10-2620-610-000-30-010-000-000-0000	310135	127.85
00052208	10/20/2020	C4147600037	21000134	72771	10-2620-610-000-30-020-000-000-0000	310228	32.25
00052208	10/20/2020	C4147600038	21000134	72773	10-2620-610-000-10-040-000-000-0000	310424	50.90
00052208	10/20/2020	C4147600039	21000134	72772	10-2620-610-000-10-060-000-000-0000	310622	19.47
Vendor: 121100 - BUTTORFFS HARDWARE					Remit # 1	Check Date: 10/27/2020	Check Amount: 424.30
00052209	10/20/2020	L4147400001	21000365	2790018	10-2220-756-000-00-000-023-000-0000	340734	2,739.32
Vendor: 121413 - CDW-GOVERNMENT					Remit # 1	Check Date: 10/27/2020	Check Amount: 2,739.32
00052210	10/19/2020	L4146700014	21000381	215710	10-2250-640-000-10-040-000-000-0000	310410	559.86

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 122470 - COUGHLIN COMPANIES LLC							
00052211	10/19/2020	L4146700015	21000203	51168712 RI	10-1110-610-000-30-010-000-000-0000	310102	10.35
Remit # 1 Check Date: 10/27/2020 Check Amount: 559.86							
Vendor: 122900 - CAROLINA BIOLOGICAL SUPPLY CO							
00052212	10/20/2020	C4147600040		21-C1-0322	10-2511-340-000-00-000-000-0000	343759	25,908.65
Remit # 1 Check Date: 10/27/2020 Check Amount: 10.35							
Vendor: 124700 - CENTRAL SUSQUEHANNA IU							
00052213	10/20/2020	L4147400002	21000407	INV59543	10-2660-610-987-00-000-000-0000		5,040.00
00052213	10/20/2020	C4147600041	21000136	INV59542	10-2620-610-000-10-060-000-000-0000	310622	125.88
00052213	10/20/2020	C4147600042	21000136	INV59374	10-2620-610-000-10-060-000-000-0000	310622	328.00
00052213	10/20/2020	C4147600043	21000136	INV59375	10-2620-610-000-10-040-000-000-0000	310424	190.30
00052213	10/20/2020	C4147600044	21000136	INV59321	10-2620-610-000-00-000-000-000-0000	310939	1,725.00
Remit # 1 Check Date: 10/27/2020 Check Amount: 25,908.65							
Vendor: 127200 - CLARKSON CHEMICAL CO INC							
00052214	10/20/2020	C4147600045		NOVEMBER 2020	10-0462-213-000-00-000-000-0000	110462-213	1,158.97
00052214	10/20/2020	C4147600046		NOVEMBER 2020	50-0462-213-000-00-000-000-0000	150462-213	16.10
Remit # 1 Check Date: 10/27/2020 Check Amount: 7,409.18							
Vendor: 128250 - CM REGENT LLC							
00052215	10/21/2020	L4147900004	21000382	65462	10-2620-610-000-10-040-000-000-0000	310424	95.47
Remit # 1 Check Date: 10/27/2020 Check Amount: 1,175.07							
Vendor: 129300 - COMBUSTION SERVICE & EQUIPMENT COMPANY							
00052216	10/20/2020	C4147800026		0627889	10-2620-810-000-00-000-000-000-0000	311062	223.83
Check Date: 10/27/2020 Check Amount: 95.47							
Vendor: 129750 - PA DEPT OF LABOR & INDUSTRY B							
00052217	10/20/2020	C4147600047		IN308075	10-2540-442-000-00-000-000-000-0000	311024	162.97
Remit # 8 Check Date: 10/27/2020 Check Amount: 223.83							
Vendor: 129867 - COMPLETE DOCUMENT SOLUTIONS							
00052218	10/19/2020	L4146700018	21000340	90682315	10-1110-640-000-10-060-000-000-0000	310605	88.33
Check Date: 10/27/2020 Check Amount: 162.97							
Vendor: 135099 - CURRICULUM ASSOCIATES LLC							
00052219	10/20/2020	C4147600055		01-69375	10-2620-610-000-10-060-000-000-0000	310622	66.18
00052219	10/20/2020	C4147600056		01-69375	10-2620-610-000-00-000-000-000-0000	310939	178.92
00052219	10/20/2020	C4147600057		01-69375	10-2620-610-000-30-010-000-000-0000	310135	178.92
00052219	10/20/2020	C4147600058		01-67845	10-2620-610-000-00-000-000-000-0000	310939	1,200.41
Remit # 1 Check Date: 10/27/2020 Check Amount: 88.33							
Vendor: 140600 - DOTTERER EQUIPMENT							
00052220	10/20/2020	C4147600059		CT49739	10-2620-610-000-30-020-000-000-0000	310228	49.97
00052220	10/20/2020	C4147600060		CT49318	10-2620-610-000-00-000-000-000-0000	310939	86.17
Check Date: 10/27/2020 Check Amount: 1,624.43							
Vendor: 141725 - THOMAS L DUNLAP LLC							
00052221	10/20/2020	C4147600061		8262427	10-2620-430-000-00-070-000-000-0000	311757	70.00
00052221	10/20/2020	C4147600062		8157579	10-2620-430-000-30-010-000-000-0000	310133	44.00
Remit # 1 Check Date: 10/27/2020 Check Amount: 136.14							
Vendor: 141881 - J.C. EHRlich CO., INC.							
00052222	10/19/2020	L4146700019	21000329	5425-391694	10-1380-610-000-30-010-025-000-0000	312978	194.04
Remit # 1 Check Date: 10/27/2020 Check Amount: 114.00							

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 143250 - ECONOMY AUTO PARTS INC							
00052223	10/21/2020	L4147900001	21000379	61622	10-1241-650-522-00-110-021-000-0000	Remit # 1 Check Date: 10/27/2020 Check Amount: 194.04	299.99
Vendor: 148109 - EVERYDAY SPEECH LLC							
00052224	10/19/2020	L4146700001	21000390	641042	10-2730-340-000-00-000-000-0000	Check Date: 10/27/2020 Check Amount: 299.99	3,195.30
Vendor: 149301 - ANGEL TRAX							
00052225	10/19/2020	L4146700024	21000200	2507137	10-1110-610-000-30-010-000-000-0000	Remit # 1 Check Date: 10/27/2020 Check Amount: 3,195.30	508.13
Vendor: 151150 - FLINN SCIENTIFIC INC							
00052226	10/20/2020	C4147600048	21000138	S041901082.001	10-2620-610-000-00-000-000-0000	Remit # 1 Check Date: 10/27/2020 Check Amount: 508.13	136.31
00052226	10/20/2020	C4147600049	21000138	S041901082.002	10-2620-610-000-30-020-000-000-0000	Check Date: 10/27/2020 Check Amount: 50.10	50.10
00052226	10/20/2020	C4147600050	21000138	S041913286.001	10-2620-610-000-30-010-000-000-0000	Check Date: 10/27/2020 Check Amount: 116.22	116.22
00052226	10/20/2020	C4147600051	21000138	S042010330.001	10-2620-610-000-30-020-000-000-0000	Check Date: 10/27/2020 Check Amount: 30.37	30.37
00052226	10/20/2020	C4147600052	21000138	S041964250.001	10-2620-610-000-00-000-000-000-0000	Check Date: 10/27/2020 Check Amount: 129.00	129.00
00052226	10/20/2020	C4147600053	21000138	S041816666.001	10-2620-610-000-30-010-000-000-0000	Check Date: 10/27/2020 Check Amount: 58.02	58.02
00052226	10/21/2020	C4148300001	21000138	S042178881.001	10-2620-610-000-30-020-000-000-0000	Check Date: 10/27/2020 Check Amount: 232.32	232.32
00052226	10/21/2020	C4148300002	21000138	S041901082.003	10-2620-610-000-30-020-000-000-0000	Check Date: 10/27/2020 Check Amount: 45.09	45.09
Vendor: 153250 - COOPER ELECTRIC COMPANY							
00052227	10/21/2020	C4148300003		2022697	10-2620-610-000-30-010-000-000-0000	Remit # 2 Check Date: 10/27/2020 Check Amount: 797.43	61.20
Vendor: 160200 - HRI, INC							
00052228	10/20/2020	C4147600063		202912009	10-2620-610-000-10-040-000-000-0000	Remit # 1 Check Date: 10/27/2020 Check Amount: 61.20	45.60
Vendor: 162225 - HARMONY PLUS WOODWORKS, INC							
00052229	10/20/2020	C4147600064			10-2620-430-000-10-060-000-000-0000	Check Date: 10/27/2020 Check Amount: 45.60	380.00
Vendor: 168125 - HONEY DIPPERS SEPTIC SERVICE							
00052230	10/19/2020	L4146700022	21000332	150490	10-1380-610-000-30-010-025-000-0000	Check Date: 10/27/2020 Check Amount: 380.00	516.78
00052230	10/19/2020	L4146700023	21000330	150491	10-1380-610-000-30-010-025-000-0000	Check Date: 10/27/2020 Check Amount: 324.50	324.50
Vendor: 170050 - HURWITZ BATTERIES							
00052231	10/19/2020	L4146700026	21000230	20330	10-2540-430-000-00-000-000-000-0000	Check Date: 10/27/2020 Check Amount: 841.28	32.00
Vendor: 170315 - IGS KNIVES							
00052232	10/20/2020	C4147600065		MN00014426	10-2330-330-000-00-000-000-000-0000	Check Date: 10/27/2020 Check Amount: 32.00	200.00
Vendor: 171600 - INFOCON CORPORATION							
00052233	10/20/2020	C4147600066		23649	10-2833-390-000-00-000-000-000-0000	Remit # 1 Check Date: 10/27/2020 Check Amount: 200.00	397.53
Vendor: 172875 - INTERSTATE TAX SERVICE INC.							
00052234	10/20/2020	C4147600067		MILEAGE	10-2380-581-000-10-060-000-000-0000	Remit # 1 Check Date: 10/27/2020 Check Amount: 397.53	43.12
00052234	10/20/2020	C4147600068		MILEAGE	10-2380-581-000-10-060-000-000-0000	Check Date: 10/27/2020 Check Amount: 14.38	14.38
00052234	10/20/2020	C4147600069		MILEAGE	10-2380-581-000-10-030-000-000-0000	Check Date: 10/27/2020 Check Amount: 43.13	43.13

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052234	10/20/2020	C4147600070		MILEAGE	10-2380-581-000-10-030-000-000-0000	310323M	14.37
Vendor: 173950 - JON S JEAN					Remit # 1	Check Date: 10/27/2020	Check Amount: 115.00
00052235	10/20/2020	C4147600071		PETTY CASH	10-1110-610-000-10-060-000-000-0000	310604	39.19
00052235	10/20/2020	C4147600072		PETTY CASH	10-2380-610-000-10-060-000-000-0000	310613	139.99
Vendor: 173950 - JON S JEAN					Remit # 2	Check Date: 10/27/2020	Check Amount: 179.18
00052236	10/20/2020	C4147600073		08047809.00	10-2620-424-000-00-070-000-000-0000	311911	218.25
00052236	10/20/2020	C4147600074		4080692.00	10-2620-424-000-00-070-000-000-0000	311911	204.51
00052236	10/20/2020	C4147600075		9081311.00	10-2620-424-000-00-070-000-000-0000	311911	324.56
00052236	10/20/2020	C4147600076		6580703.00	10-2620-424-000-30-010-000-000-0000	310132	3,447.25
00052236	10/20/2020	C4147600077		6000957.00	10-2620-424-000-30-010-000-000-0000	310132	822.09
00052236	10/20/2020	C4147600078		0804010.00	10-2620-424-000-30-010-000-000-0000	310132	218.25
00052236	10/20/2020	C4147600079		6580337.00	10-2620-424-000-30-010-000-000-0000	310132	638.69
00052236	10/20/2020	C4147600080		6000956.00	10-2620-424-000-30-010-000-000-0000	310132	80.93
00052236	10/20/2020	C4147600081		0802840.00	10-2620-424-000-30-010-000-000-0000	310132	71.44
00052236	10/20/2020	C4147600082		2000997.00	10-2620-424-000-30-010-000-000-0000	310132	80.93
00052236	10/20/2020	C4147600083		6000965.00	10-2620-424-000-30-020-000-000-0000	310225	2,168.05
00052236	10/20/2020	C4147600084		6000980.00	10-2620-424-000-10-040-000-000-0000	310420	440.70
00052236	10/20/2020	C4147600085		6000990.00	10-2620-424-000-10-040-000-000-0000	310420	1,415.80
00052236	10/20/2020	C4147600086		9501020.00	10-2620-424-000-10-060-000-000-0000	310618	754.47
00052236	10/20/2020	C4147600087		9500960.00	10-2620-424-000-10-060-000-000-0000	310618	445.08
00052236	10/20/2020	C4147600088		0804006.00	10-2620-424-000-10-060-000-000-0000	310618	71.44
Vendor: 175800 - JERSEY SHORE AREA JOINT WATER AUTHORITY					Remit # 1	Check Date: 10/27/2020	Check Amount: 11,402.44
00052237	10/20/2020	C4147600089		21844495	10-2220-348-000-00-000-023-000-0000	311511	3,908.50
Vendor: 176000 - JOHNSON CONTROLS FIRE PROTECTION LP					Remit # 1	Check Date: 10/27/2020	Check Amount: 3,908.50
00052238	10/20/2020	C4147600012		ELIZA SEGRAVASS	10-2380-810-000-30-010-000-000-0000	310156	94.00
Vendor: 176095 - RICHARD F. JONES, JR. AGENT/BROKER						Check Date: 10/27/2020	Check Amount: 94.00
00052239	10/20/2020	C4147600090		21084	10-1442-323-000-30-000-000-000-0000	311703	3,120.00
00052239	10/20/2020	C4147600091		21090	10-1442-323-000-30-000-000-000-0000	311703	68.00
Vendor: 176600 - JUSTICEWORKS YOUTHCARE INC						Check Date: 10/27/2020	Check Amount: 3,188.00
00052240	10/20/2020	C4147600092		92020120	10-2514-810-000-00-000-000-000-0000	310917	40.00
Vendor: 177151 - KADES-MARGOLIS CORPORATION					Remit # 2	Check Date: 10/27/2020	Check Amount: 40.00
00052241	10/20/2020	C4147600093		EDUC 572	10-2834-240-000-00-000-000-000-0000	340712	1,620.00
Vendor: 177880 - STEVEN KEEN					Remit # 1	Check Date: 10/27/2020	Check Amount: 1,620.00

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052242	10/20/2020	C4147600054		240	10-2620-430-000-30-010-000-000-0000	310133	3,760.00
Vendor: 179325 - DWIGHT A. DAUBERMAN					Check Date: 10/27/2020	Check Amount:	3,760.00
00052243	10/19/2020	L4146700027	21000228	246463-1	10-2540-610-000-00-000-000-000-0000	310897	284.94
Vendor: 182425 - LAMINATOR.COM					Remit # 1 Check Date: 10/27/2020	Check Amount:	284.94
00052244	10/20/2020	L4147400003	21000094	2841416	10-1290-650-000-10-040-023-000-0000	310384	115.45
Vendor: 183591 - LEARNING A-Z					Remit # 1 Check Date: 10/27/2020	Check Amount:	115.45
00052245	10/20/2020	C4147800001		MILEAGE	10-2260-581-000-00-000-000-000-0000	311969M	60.37
Vendor: 183870 - MARGARET LEEDY					Check Date: 10/27/2020	Check Amount:	60.37
00052246	10/20/2020	C4147800002		94047	10-1500-610-986-00-000-000-000-0000		960.00
Vendor: 186100 - LOCK HAVEN CATHOLIC SCHOOL					Check Date: 10/27/2020	Check Amount:	960.00
00052247	10/20/2020	C4147800003		090593	10-2310-549-000-00-000-000-000-0000	310825	34.20
00052247	10/20/2020	C4147800004		090593	10-2832-549-000-00-000-000-000-0000	310956	200.80
Vendor: 186200 - LOCK HAVEN EXPRESS					Remit # 1 Check Date: 10/27/2020	Check Amount:	235.00
00052248	10/20/2020	C4147800012	21000142	98875072	10-2620-610-000-00-000-000-000-0000	310939	121.86
00052248	10/20/2020	C4147800013	21000142	96943782	10-2620-610-000-00-000-000-000-0000	310939	238.80
00052248	10/20/2020	C4147800014	21000142	96525432	10-2620-610-000-00-000-000-000-0000	310939	222.00
Vendor: 189325 - MSC INDUSTRIAL SUPPLY CO.					Remit # 1 Check Date: 10/27/2020	Check Amount:	582.66
00052249	10/19/2020	L4146700029	21000320	IN0736200	10-0153-000-000-00-000-000-000-0000	110153	115.62
Vendor: 189500 - WILLIAM V MACGILL & CO					Remit # 1 Check Date: 10/27/2020	Check Amount:	115.62
00052250	10/20/2020	C4147800005		107774	10-2620-430-000-30-020-000-000-0000	310226	950.00
00052250	10/20/2020	C4147800006		107734	10-2620-430-000-30-020-000-000-0000	310226	600.00
Vendor: 190900 - MARKLE'S PLUMBING & HEATING					Check Date: 10/27/2020	Check Amount:	1,550.00
00052251	10/20/2020	C4147800007		13404335	10-2350-330-000-00-000-000-000-0000	310835	1,732.50
00052251	10/20/2020	C4147800008		13391732	10-2350-330-000-00-000-000-000-0000	310835	697.50
Vendor: 191493 - MARSHALL ,DENNEHEY, WARNER, COLEMAN & GOGGIN					Remit # 1 Check Date: 10/27/2020	Check Amount:	2,430.00
00052252	10/19/2020	L4146700030	21000268	114870289001	10-1110-640-000-30-010-000-000-0000	310103	750.10
Vendor: 192851 - THE MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC					Remit # 1 Check Date: 10/27/2020	Check Amount:	750.10
00052253	10/20/2020	C4147800092		44457236	10-2620-610-000-00-000-000-000-0000	310939	326.80
00052253	10/20/2020	C4147800093		44457025	10-2620-610-000-00-000-000-000-0000	310939	269.24
00052253	10/20/2020	C4147800094		44370375	10-2620-610-000-00-000-000-000-0000	310939	569.50
00052253	10/20/2020	C4147800095		45800979	10-2620-610-000-00-000-000-000-0000	310939	-269.24
00052253	10/20/2020	C4147800096		45800978	10-2620-610-000-00-000-000-000-0000	310939	-302.15

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052253	10/20/2020	C4147800097		45800818	10-2620-610-000-00-000-000-0000	310939	-328.85
Vendor: 193385 - MCMaster-CARR SUPPLY COMPANY					Remit # 1 Check Date: 10/27/2020	Check Amount:	265.30
00052254	10/20/2020	C4147800009	21000141	2278989	10-2620-610-000-30-020-000-0000	310228	14.10
Vendor: 194200 - MEIER SUPPLY CO., INC					Remit # 1 Check Date: 10/27/2020	Check Amount:	14.10
00052255	10/20/2020	C4147800010		DL 5683	10-2270-240-000-00-000-000-0000	310811	382.00
00052255	10/20/2020	C4147800011		DL 5854	10-2270-240-000-00-000-000-0000	310811	382.00
Vendor: 196250 - JENNIFER MILBRAND					Check Date: 10/27/2020	Check Amount:	764.00
00052256	10/20/2020	C4147600033		MILEAGE	10-1110-581-000-00-000-000-0000	310740M	36.80
Vendor: 196280 - ANDREA BOWERS					Remit # 1 Check Date: 10/27/2020	Check Amount:	36.80
00052257	10/20/2020	C4147800015		17779	10-2620-430-000-30-010-000-0000	310133	160.00
00052257	10/20/2020	C4147800016		17779	10-2620-430-000-30-020-000-0000	310226	80.00
00052257	10/20/2020	C4147800017		17779	10-2620-430-000-10-040-000-0000	310421	80.00
Vendor: 201763 - NAGLE ELEVATOR INSPECTION & TESTING					Check Date: 10/27/2020	Check Amount:	320.00
00052258	10/20/2020	C4147800018		HOMEBOUND MILES	10-1430-581-000-00-000-000-0000	310771M	217.35
Vendor: 201770 - TODD NAGY					Check Date: 10/27/2020	Check Amount:	217.35
00052259	10/20/2020	C4147800060	21000264	027519	10-2620-610-000-00-000-000-0000	310939	133.11
00052259	10/20/2020	C4147800061	21000264	027760	10-2620-610-000-00-000-000-0000	310939	21.24
00052259	10/20/2020	C4147800062	21000264	027757	10-2620-610-000-00-000-000-0000	310939	332.28
00052259	10/20/2020	C4147800063	21000264	027627	10-2620-610-000-00-000-000-0000	310939	18.80
00052259	10/20/2020	C4147800064	21000264	027030	10-2620-610-000-00-000-000-0000	310939	1.06
00052259	10/20/2020	C4147800065	21000264	027021	10-2620-610-000-00-000-000-0000	310939	19.90
Vendor: 201785 - TONER AUTO PARTS, INC.					Check Date: 10/27/2020	Check Amount:	526.39
00052260	10/19/2020	L4146700033	21000346	8778	10-2660-610-987-00-000-000-0000		4,920.15
Vendor: 206650 - OPEN JAR STUDIOS LLC					Check Date: 10/27/2020	Check Amount:	4,920.15
00052261	10/20/2020	C4147800025		UNIFORMS	10-2620-610-000-00-000-000-0000	310939	3.00
Vendor: 207470 - FRED PACKARD					Check Date: 10/27/2020	Check Amount:	3.00
00052262	10/20/2020	C4147800019		2030260706	10-2620-430-000-30-010-000-0000	310133	25.00
00052262	10/20/2020	C4147800020		2030262930	10-2620-430-000-30-010-000-0000	310133	50.00
00052262	10/20/2020	C4147800021		2030261088	10-2620-430-000-30-010-000-0000	310133	15.00
00052262	10/20/2020	C4147800022		2030261788	10-2620-430-000-10-060-000-0000	310619	25.00
00052262	10/20/2020	C4147800023		2030260274	10-2620-430-000-30-010-000-0000	310133	88.00
00052262	10/20/2020	C4147800024		2030259514	10-2620-430-000-30-010-000-0000	310133	25.00
Vendor: 207800 - PACE ANALYTICAL SERVICES, LLC					Remit # 1 Check Date: 10/27/2020	Check Amount:	228.00
00052263	10/19/2020	L4146700031	21000220	20IN008215	10-1110-610-000-30-010-000-0000	310102	1,098.87

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052263	10/19/2020	L4146700032	21000220	20IN008215	10-1110-640-000-30-010-000-000-0000	310103	970.00
Vendor: 208915 - PASCO					Remit # 1	Check Date: 10/27/2020	Check Amount: 2,068.87
00052264	10/20/2020	C4147800027		MILEAGE	10-2140-581-000-00-000-000-0000	311618M	44.51
Vendor: 209225 - AMANDA PAULING						Check Date: 10/27/2020	Check Amount: 44.51
00052265	10/19/2020	L4146700036	21000421	S1428385.001	10-2660-610-987-00-000-000-0000		744.00
Vendor: 210750 - PENNSYLVANIA PAPER & SUPPLY COMPANY					Remit # 1	Check Date: 10/27/2020	Check Amount: 744.00
00052266	10/20/2020	C4147800028		875052	10-2620-610-000-00-000-000-0000	310939	25.90
Vendor: 210850 - PA ONE CALL SYSTEM INC					Remit # 1	Check Date: 10/27/2020	Check Amount: 25.90
00052267	10/20/2020	C4147800029		NOVEMBER 2020	10-0462-214-000-00-000-000-0000	110462-214	534.73
Vendor: 210900 - CM-REGENT, LLC					Remit # 1	Check Date: 10/27/2020	Check Amount: 534.73
00052268	10/19/2020	L4146700037	21000273	362954699	10-3210-610-000-30-010-000-000-0000	310141	108.49
Vendor: 211400 - J W PEPPER & SON INC					Remit # 1	Check Date: 10/27/2020	Check Amount: 108.49
00052269	10/20/2020	C4147800030		15916	10-2620-430-000-00-000-000-0000	310932	515.60
00052269	10/20/2020	C4147800031		16005	10-2620-430-000-00-000-000-0000	310932	945.46
Vendor: 212780 - PINE MOUNTAIN AUTO REPAIR						Check Date: 10/27/2020	Check Amount: 1,461.06
00052270	10/19/2020	L4146700038	21000355	1079	10-1110-610-432-00-000-021-000-0000	343911-21	1,000.00
Vendor: 213760 - PowerUp Fitness						Check Date: 10/27/2020	Check Amount: 1,000.00
00052271	10/19/2020	L4146700039	21000234	390938	10-1110-610-000-30-010-000-000-0000	310102	119.90
Vendor: 214455 - PRESTWICK HOUSE					Remit # 1	Check Date: 10/27/2020	Check Amount: 119.90
00052272	10/19/2020	L4146700040	21000097	27941	10-1110-650-000-30-020-023-000-0000	312216	300.00
Vendor: 214480 - PRINTERMECH						Check Date: 10/27/2020	Check Amount: 300.00
00052273	10/20/2020	C4147800033		NOVEMBER 2020	10-0462-215-000-00-000-000-0000	110462-215	544.94
00052273	10/20/2020	C4147800034		NOVEMBER 2020	10-0480-215-000-00-000-000-000-CPAY	110480V	463.50
Vendor: 215990 - PSEA HEALTH AND WELFARE FUND						Check Date: 10/27/2020	Check Amount: 1,008.44
00052274	10/20/2020	C4147800032		TAMBRA ISENBERG	10-1110-230-000-10-000-000-000-0000	310726	25.11
Vendor: 216000 - PSERS					Remit # 1	Check Date: 10/27/2020	Check Amount: 25.11
00052275	10/20/2020	C4147800035		57213	10-1233-322-000-30-000-000-000-0000	340724	5,528.25
Vendor: 216350 - PYRAMID HEALTHCARE, INC.					Remit # 1	Check Date: 10/27/2020	Check Amount: 5,528.25
00052276	10/19/2020	L4146700041	21000008	S1414375.001	10-5800-610-000-00-000-000-000-SUSP	999999	375.00
00052276	10/19/2020	L4146700042	21000017	S1414037.005	10-5800-610-000-00-000-000-000-SUSP	999999	1,523.60
00052276	10/19/2020	L4146700043	21000017	S1414037.007	10-5800-610-000-00-000-000-000-SUSP	999999	2,196.49
00052276	10/19/2020	L4146700044	21000048	S1414376.003	10-5800-610-000-00-000-000-000-SUSP	999999	191.50
00052276	10/19/2020	L4146700045	21000035	S1414377.001	10-5800-610-000-00-000-000-000-SUSP	999999	21.12
00052276	10/19/2020	L4146700046	21000028	S1414379.001	10-5800-610-000-00-000-000-000-SUSP	999999	151.11

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052276	10/19/2020	L4146700047	21000022	S1414380.001	10-5800-610-000-00-000-000-000-SUSP	999999	42.44
Vendor: 216376 - PYRAMID SCHOOL PRODUCTS					Remit # 1	Check Date: 10/27/2020	Check Amount: 4,501.26
00052277	10/19/2020	L4146700048	21000280	464956	10-1340-610-000-30-010-025-000-0000	312918	646.29
Vendor: 218320 - REINHART FOOD SERVICE					Remit # 1	Check Date: 10/27/2020	Check Amount: 646.29
00052278	10/20/2020	C4147800036		13178	10-2620-430-000-30-020-000-000-0000	310226	300.00
00052278	10/20/2020	C4147800037		13177	10-2620-430-000-10-040-000-000-0000	310421	300.00
00052278	10/20/2020	C4147800038		13176	10-2620-430-000-30-010-000-000-0000	310133	300.00
Vendor: 221935 - ROWE SPRINKLER SYSTEMS INC					Check Date: 10/27/2020	Check Amount: 900.00	
00052279	10/19/2020	L4146700049	21000165	7027201572	10-1110-640-000-30-010-000-000-0000	310103	11,257.40
Vendor: 223300 - SAVVAS LEARNING COMPANY LLC					Remit # 1	Check Date: 10/27/2020	Check Amount: 11,257.40
00052280	10/20/2020	C4147800039		23416	10-2620-610-000-30-020-000-000-0000	310228	39.95
Vendor: 224050 - SCHERER APPLIANCES, LLC					Check Date: 10/27/2020	Check Amount: 39.95	
00052281	10/20/2020	L4147400006	21000326	27372	10-1211-610-000-30-010-000-000-0000	360502	203.29
Vendor: 224415 - SCHOOL BUS PARTS COMPANY					Check Date: 10/27/2020	Check Amount: 203.29	
00052282	10/20/2020	L4147400007	21000160	38014619-01	10-3250-610-000-00-000-000-000-0000	329044	55.86
Vendor: 224500 - SCHOOL HEALTH CORPORATION					Remit # 1	Check Date: 10/27/2020	Check Amount: 55.86
00052283	10/20/2020	L4147400004	21000099	23969	10-1110-348-000-30-010-023-000-0000	312122	4,776.63
00052283	10/20/2020	L4147400005	21000099	23969	10-1110-348-000-30-020-023-000-0000	312214	4,235.87
Vendor: 224955 - SCHOLOGY INC					Remit # 1	Check Date: 10/27/2020	Check Amount: 9,012.50
00052284	10/20/2020	L4147400008	21000031	208126330459	10-5800-610-000-00-000-000-000-SUSP	999999	184.40
00052284	10/20/2020	L4147400009	21000051	208126273713	10-5800-610-000-00-000-000-000-SUSP	999999	774.06
00052284	10/20/2020	L4147400010	21000025	208126278366	10-5800-610-000-00-000-000-000-SUSP	999999	73.76
00052284	10/21/2020	L4147900005	21000051	208126330465	10-5800-610-000-00-000-000-000-SUSP	999999	626.96
Vendor: 225101 - SCHOOL SPECIALTY					Remit # 2	Check Date: 10/27/2020	Check Amount: 1,659.18
00052285	10/20/2020	L4147400011	21000187	308103643728	10-1110-610-000-30-020-000-000-0000	310203	711.20
00052285	10/20/2020	L4147400012	21000187	20812627979	10-1110-610-000-30-020-000-000-0000	310203	228.58
Vendor: 225102 - SCHOOL SPECIALTY					Remit # 1	Check Date: 10/27/2020	Check Amount: 939.78
00052286	10/20/2020	C4147800040		MILEAGE	10-1110-581-000-00-000-000-000-0000	310740M	128.80
Vendor: 227125 - VINCENT SHEARER					Remit # 1	Check Date: 10/27/2020	Check Amount: 128.80
00052287	10/20/2020	C4147800041		2013 FORD	10-2620-430-000-00-000-000-000-0000	310932	39.22
Vendor: 228275 - SHOW CASE BODY SHOP					Check Date: 10/27/2020	Check Amount: 39.22	
00052288	10/20/2020	C4147800042		2979263	10-3210-430-000-30-020-000-000-0000	310230	59.00
Vendor: 228700 - ROBERT M SIDES					Remit # 1	Check Date: 10/27/2020	Check Amount: 59.00
00052289	10/20/2020	C4147800043		REFUND FOR CARES	10-2190-610-190-30-020-000-000-0000	343916	88.62

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 228825 - TRACY SILVIS							
00052290	10/20/2020	C4147800044		5910	10-2620-610-000-30-010-000-000-0000	310135	88.62
							4.37
Vendor: 229925 - SMITH RADIO, LLC							
00052291	10/20/2020	C4147800045		21000135	10-0421-000-000-00-000-000-0000	110421	4.37
							2,218.74
Vendor: 231215 - SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT							
00052292	10/20/2020	C4147800046		JUL/AUG/SEPT/OCT	10-1110-562-000-00-000-000-0000	312839	310,366.61
00052292	10/20/2020	C4147800047		JUL/AUG/SEPT/OCT	10-1290-562-000-00-000-000-0000	343945	62,840.37
Vendor: 234835 - SUGAR VALLEY RURAL CHARTER SCHOOL							
00052293	10/20/2020	C4147800048		650901	10-2310-549-000-00-000-000-0000	310825	373,206.98
00052293	10/20/2020	C4147800049		651308	10-2310-549-000-00-000-000-0000	310825	458.32
							50.52
Vendor: 235050 - SUN-GAZETTE COMPANY							
00052294	10/20/2020	L4147400013	21000301	2550590A	10-1290-610-000-00-000-000-0000	311660	508.84
							199.95
Vendor: 235400 - SUPER DUPER PUBLICATIONS							
00052295	10/20/2020	C4147800050		AESJS101320-1014	10-2271-580-000-10-030-000-0000	313733C	199.95
							675.00
Vendor: 235685 - JESSICA SURLES							
00052296	10/20/2020	C4147800051		00210283	10-2620-430-000-30-010-000-0000	310133	675.00
							89.10
Vendor: 235750 - SUSQUEHANNA FIRE EQUIPMENT COMPANY							
00052297	10/20/2020	C4147800052		OCTOBER 2020	10-2720-513-000-00-000-000-0000	310954	89.10
00052297	10/20/2020	C4147800053		OCTOBER 2020	10-2750-513-000-00-000-000-0000	311192	59,460.81
00052297	10/20/2020	C4147800054		#262 AIDE	10-2730-390-000-00-000-000-0000	343942	4,119.00
00052297	10/20/2020	C4147800055		#2140 AIDE	10-2730-390-000-00-000-000-0000	343942	1,458.88
							1,492.80
Vendor: 235850 - SUSQUEHANNA TRAILWAYS COMPANY							
00052298	10/20/2020	L4147400014	21000246	104672	10-0171-000-000-00-000-000-0000	110171	66,531.49
							1,486.50
Vendor: 236699 - T.L.C. FUELS INC.							
00052299	10/19/2020	L4146700016	21000272	72273753	10-1110-640-000-30-010-000-0000	310103	1,486.50
00052299	10/20/2020	C4147600095	21000235	71341672	10-1110-640-000-30-010-000-0000	310103	2,087.25
							1,606.25
Vendor: 239285 - CENGAGE LEARNING INC							
00052300	10/20/2020	C4147800056		202012	10-2620-430-000-10-060-000-0000	310619	3,693.50
							1,528.62
Vendor: 239665 - TIADAGHTON VALLEY MUNICIPAL AUTHORITY							
00052301	10/20/2020	C4147800057		AUGUST 2020	10-2660-390-000-00-000-000-0000	340308	1,528.62
00052301	10/20/2020	C4147800058		SEPTEMBER 2020	10-2660-390-000-00-000-000-0000	340308	916.68
							6,416.76
Vendor: 239675 - TIADAGHTON VALLEY REGIONAL POLICE DEPT							
00052302	10/20/2020	L4147400015	21000339	1061257	10-1380-610-000-30-010-025-000-0000	312978	7,333.44
							677.45

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt	
Vendor: 240120 - ToolTopia.com							Check Date: 10/27/2020	Check Amount: 677.45
00052303	10/20/2020	C4147800059		INV260177	10-2120-442-000-30-010-000-000-0000	310766	2,243.86	
Vendor: 240175 - TOPP COPY PRODUCTS							Remit # 1 Check Date: 10/27/2020	Check Amount: 2,243.86
00052304	10/20/2020	C4147800066		27334	10-2620-424-000-00-070-000-000-0000	311911	36.54	
Vendor: 241300 - TULPEHOCKEN WATER							Remit # 1 Check Date: 10/27/2020	Check Amount: 36.54
00052305	10/21/2020	C4148300004		0000041YY0410	10-2620-610-000-00-000-000-000-0000	310939	9.62	
00052305	10/21/2020	C4148300005		0000041YY0410	10-2540-610-000-00-000-000-000-0000	310897	10.76	
Vendor: 242325 - UNITED PARCEL SERVICE							Remit # 1 Check Date: 10/27/2020	Check Amount: 20.38
00052306	10/20/2020	L4147400016	21000351	96010554	10-2620-430-000-10-060-000-000-0000	310619	2,645.00	
00052306	10/21/2020	L4147900002	21000385	96016917	10-2620-430-000-30-010-000-000-0000	310133	7,000.00	
00052306	10/21/2020	L4147900003	21000385	96016917	10-2620-430-000-30-020-000-000-0000	310226	2,725.00	
Vendor: 246725 - TREMCO/WEATHERPROOFING TECHNOLOGIES, INC.							Remit # 1 Check Date: 10/27/2020	Check Amount: 12,370.00
00052307	10/20/2020	L4147400017	21000279	113575	10-1340-610-000-30-010-025-000-0000	312918	116.03	
00052307	10/20/2020	L4147400018	21000290	113906	10-1342-610-000-30-010-025-000-0000	312938	70.77	
Vendor: 247350 - WEIS MARKETS, INC.							Remit # 2 Check Date: 10/27/2020	Check Amount: 186.80
00052308	10/20/2020	C4147800067		32223	10-1380-610-000-30-010-025-000-0000	312978	251.00	
00052308	10/20/2020	C4147800068		JERSHOSCH2009	10-2620-610-000-00-000-000-000-0000	310939	85.00	
00052308	10/20/2020	C4147800069		JERSHOSCH2009	10-2620-610-000-30-010-000-000-0000	310135	76.50	
00052308	10/20/2020	C4147800070		JERSHOSCH2009	10-1380-610-000-30-010-025-000-0000	312978	323.00	
Vendor: 247500 - WELD TEC SERVICE & SALES							Check Date: 10/27/2020	Check Amount: 735.50
00052309	10/20/2020	L4147400019	21000300	SI1924682	10-1110-610-000-10-030-000-000-0000	310304	323.46	
00052309	10/20/2020	L4147400020	21000300	SI1926604	10-1110-610-000-10-030-000-000-0000	310304	720.00	
00052309	10/20/2020	L4147400021	21000303	SI1926605	10-1110-610-000-10-040-000-000-0000	310405	720.00	
00052309	10/20/2020	L4147400022	21000303	SI1924686	10-1110-610-000-10-040-000-000-0000	310405	323.46	
00052309	10/20/2020	L4147400023	21000302	SI1927203	10-1110-610-000-10-060-000-000-0000	310604	720.00	
00052309	10/20/2020	L4147400024	21000302	SI1924683	10-1110-610-000-10-060-000-000-0000	310604	323.46	
Vendor: 248200 - WEST MUSIC CO							Remit # 1 Check Date: 10/27/2020	Check Amount: 3,130.38
00052310	10/20/2020	C4147800071		210000018	10-0421-000-000-00-000-000-000-0000	110421	9,402.70	
Vendor: 250225 - WILLIAMSPORT AREA SCHOOL DISTRICT							Remit # 1 Check Date: 10/27/2020	Check Amount: 9,402.70
00052311	10/20/2020	C4147800072		OCTOER 2020	10-2720-513-000-00-000-000-000-0000	310954	87,939.43	
00052311	10/20/2020	C4147800073		OCTOER 2020	10-2750-513-000-00-000-000-000-0000	311192	9,512.79	
00052311	10/20/2020	C4147800074		OCTOER 2020	10-0153-000-000-00-000-000-000-WNDK	110153W	-268.07	
00052311	10/20/2020	C4147800075		816	10-1804-513-217-10-000-021-000-0000	340055-21	5,040.00	

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052311	10/20/2020	C4147800076		816	10-1804-390-217-10-000-021-000-0000	343937-21	1,260.00
00052311	10/20/2020	C4147800077		817	10-2730-390-000-00-000-000-000-0000	343942	3,035.13
00052311	10/20/2020	C4147800078		818	10-2730-390-000-00-000-000-000-0000	343942	1,669.29
00052311	10/20/2020	C4147800079		819	10-2720-513-000-00-000-000-000-0000	310954	1,110.06
Vendor: 250840 - WINDECKER ENTERPRISES, INC.					Remit # 1	Check Date: 10/27/2020	Check Amount: 109,298.63
00052312	10/20/2020	L4147400025	21000196	1818432	10-1110-610-000-10-040-000-000-0000	310405	1,029.56
Vendor: 251115 - WILSON LANGUAGE TRAINING CORPORATION					Remit # 1	Check Date: 10/27/2020	Check Amount: 1,029.56
00052313	10/20/2020	C4147800087		011448440	10-2120-442-000-30-010-000-000-0000	310766	189.45
Vendor: 253200 - XEROX CORPORATION					Remit # 1	Check Date: 10/27/2020	Check Amount: 189.45
00052314	10/20/2020	C4147800080		2293857	10-2540-442-000-00-000-000-000-0000	311024	601.06
00052314	10/20/2020	C4147800081		2293857	10-1110-442-000-30-010-000-000-0000	312110	901.59
00052314	10/20/2020	C4147800082		2293857	10-1110-442-000-30-020-000-000-0000	310242	901.58
00052314	10/20/2020	C4147800083		2293857	10-1110-442-000-10-040-000-000-0000	310402	901.58
00052314	10/20/2020	C4147800084		2293857	10-1110-442-000-10-030-000-000-0000	310302	300.52
00052314	10/20/2020	C4147800085		2293857	10-1110-442-000-10-060-000-000-0000	310602	300.52
00052314	10/20/2020	C4147800088		2274168	10-1110-442-000-30-010-000-000-0000	312110	395.00
Vendor: 253210 - XEROX FINANCIAL SERVICES						Check Date: 10/27/2020	Check Amount: 4,301.85
00052315	10/20/2020	C4147800086		16608	10-1807-899-217-10-000-021-000-0000	340056-21	16,000.00
Vendor: 254430 - YOUR GUARDIAN ANGEL PRESCHOOL PRE-K						Check Date: 10/27/2020	Check Amount: 16,000.00
COUNTS							
00052316	10/20/2020	C4147600006		REFUND	10-6111-000-000-00-000-000-000-0000	210000	3,306.51
Vendor: 300788 - MURPHY BUTTERFIELD & HOLAND PC						Check Date: 10/27/2020	Check Amount: 3,306.51
00052317	10/19/2020	L4146700034	21000341	388627	10-1380-610-000-30-010-025-000-0000	312978	469.00
00052317	10/19/2020	L4146700035	21000271	388089	10-1380-610-000-30-010-025-000-0000	312978	223.65
Vendor: 300810 - PAXTON PATTERSON					Remit # 1	Check Date: 10/27/2020	Check Amount: 692.65
00052318	10/19/2020	L4146700025	21000285	16123	10-1380-430-000-30-010-025-000-0000	310969	62.90
Vendor: 400429 - HUNTER PARTS & SERVICE						Check Date: 10/27/2020	Check Amount: 62.90
00052319	10/20/2020	C4147600003		REFUND	10-6111-000-000-00-000-000-000-0000	210000	11.12
00052319	10/20/2020	C4147600004		REFUND	10-6111-000-000-00-000-000-000-0000	210000	1,160.31
00052319	10/20/2020	C4147600005		REFUND	10-6111-000-000-00-000-000-000-0000	210000	1,006.88
Vendor: 402744 - CORELOGIC						Check Date: 10/27/2020	Check Amount: 2,178.31
00052320	10/20/2020	C4147600001		REFUND	10-6111-000-000-00-000-000-000-0000	210000	1,284.17
Vendor: 403159 - PETER M LUPACCHINO						Check Date: 10/27/2020	Check Amount: 1,284.17
00052321	10/20/2020	C4147600002		REFUND	10-6111-000-000-00-000-000-000-0000	210000	2,535.60

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 10/27/2020 To 10/27/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 403160 - JERMEY A BROOKS							
00052322	10/20/2020	C4147800089		REFUND	10-6111-000-000-00-000-000-0000	210000	2,535.60
							3,225.00
Vendor: 403161 - SPRUCE LAND SERVICES							
00052323	10/20/2020	C4147800090		REFUND	10-6111-000-000-00-000-000-0000	210000	3,225.00
							213.72
Vendor: 403162 - WILLIAMS - SMAY							
00052324	10/20/2020	C4147800091		REFUND	10-6111-000-000-00-000-000-0000	210000	213.72
							9.16
Vendor: 403164 - RICHARD S SNYDER							
							9.16
10-GENERAL FUND							832,421.91
50-FOOD SERVICE FUND							16.10
Grand Total Manual Checks :							0.00
Grand Total Regular Checks :							832,438.01
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							832,438.01

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

MUNCY - GENERAL FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
*EFT01029	09/01/2020	M4135600026		4630018	10-5110-832-000-00-000-000-0000	343766	59,400.02
Vendor: 178900 - KEY GOVERNMENT FINANCE INC						Check Date: 09/01/2020	Check Amount: 59,400.02
*EFT01030	09/01/2020	M4135600001		137990-000	10-5110-832-000-00-000-000-0000	343766	47,050.00
*EFT01030	09/01/2020	M4135600002		137990-000	10-5110-912-000-00-000-000-0000	343767	10,000.00
Vendor: 149540 - WILMINGTON TRUST COMPANY						Remit # 2 Check Date: 09/01/2020	Check Amount: 57,050.00
*EFT01031	09/01/2020	M4135600003		1034431	10-5110-832-000-00-000-000-0000	343766	1,937.50
Vendor: 149540 - WILMINGTON TRUST COMPANY						Remit # 2 Check Date: 09/01/2020	Check Amount: 1,937.50
*EFT01032	09/01/2020	M4135600004		1626045	10-5110-832-000-00-000-000-0000	343766	1,050.00
*EFT01032	09/01/2020	M4135600005		1626045	10-5110-912-000-00-000-000-0000	343767	25,000.00
Vendor: 242568 - US BANK						Remit # 2 Check Date: 09/01/2020	Check Amount: 26,050.00
*EFT01033	09/01/2020	M4135600006			10-5110-832-000-00-000-000-0000	343766	68,323.75
*EFT01033	09/01/2020	M4135600007			10-5110-912-000-00-000-000-0000	343767	95,000.00
*EFT01033	09/01/2020	M4135600008			10-5110-832-000-00-000-000-0000	343766	-6.85
Vendor: 242568 - US BANK						Remit # 2 Check Date: 09/01/2020	Check Amount: 163,316.90
*EFT01035	09/04/2020	M4135600010			10-1211-292-000-10-000-000-0000		800.00
*EFT01035	09/04/2020	M4135600011			10-1241-292-000-30-000-000-0000		1,000.00
*EFT01035	09/04/2020	M4135600012			50-3100-292-000-00-000-000-0000	350028	800.00
*EFT01035	09/04/2020	M4135600013			10-2620-292-000-00-000-000-0000	311627	1,400.00
*EFT01035	09/30/2020	M4141900001			10-1211-292-000-10-000-000-0000		-800.00
*EFT01035	09/30/2020	M4141900002			10-1241-292-000-30-000-000-0000		-1,000.00
*EFT01035	09/30/2020	M4141900003			50-3100-292-000-00-000-000-0000	350028	-800.00
*EFT01035	09/30/2020	M4141900004			10-2620-292-000-00-000-000-0000	311627	-1,400.00
Vendor: 140145 - DISCOVERY BENEFITS, INC.						Check Date: 09/04/2020	Check Amount: 0.00
*EFT01037	09/10/2020	M4135600016		BE004083270A	10-0462-212-000-00-000-000-0000	110462-212	1,000.00
*EFT01037	09/10/2020	M4135600017		BE004083270A	50-0462-212-000-00-000-000-0000	150462-212	16.00
*EFT01037	09/10/2020	M4135600018		BE004083270A	10-0462-212-000-00-000-000-0000	110462-212	-272.64
*EFT01037	09/10/2020	M4135600019		BE004083270A	50-0462-212-000-00-000-000-0000	150462-212	-4.36
*EFT01037	09/10/2020	M4135600020		BE004083270A	10-5800-212-000-00-000-000-0000-RTRE	310985R	64.00
Vendor: 137700 - DELTA DENTAL						Remit # 2 Check Date: 09/10/2020	Check Amount: 803.00
*EFT01038	09/11/2020	M4135600054			50-0462-211-000-00-000-000-0000	150462-211	8,299.35
*EFT01038	09/11/2020	M4135600055			10-0462-211-000-00-000-000-0000	110462-211	385,922.44
*EFT01038	09/11/2020	M4135600056			10-0480-211-000-00-000-000-0000-CPAY	110480C	32,868.79
*EFT01038	09/11/2020	M4135600057			10-0462-281-000-00-000-000-0000	110462-281	26,862.13
*EFT01038	09/11/2020	M4135600058			10-0153-211-000-00-000-000-0000-BCBS	110153BC	-7,541.68

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

MUNCY - GENERAL FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: 188650 - LYCOMING COUNTY INSURANCE CONSORTIUM					Check Date: 09/11/2020	Check Amount:	446,411.03
*EFT01039	09/09/2020	M4135600021		91500277382008	10-2620-531-000-00-070-000-000-0000	311756	164.90
*EFT01039	09/09/2020	M4135600022		91500277382008	10-2620-531-000-30-010-000-000-0000	310134	32.81
*EFT01039	09/09/2020	M4135600023		91500277382008	10-2620-531-000-30-020-000-000-0000	310227	13.94
*EFT01039	09/09/2020	M4135600024		91500277382008	10-2620-531-000-10-040-000-000-0000	310422	27.45
*EFT01039	09/09/2020	M4135600025		91500277382008	10-2620-531-000-10-060-000-000-0000	310620	4.97
*EFT01039	09/09/2020	M4135600046		570398-5058	10-2620-531-000-00-070-000-000-0000	311756	840.69
*EFT01039	09/09/2020	M4135600047		570398-0365	10-2620-531-000-00-070-000-000-0000	311756	37.27
Vendor: 243970 - VERIZON					Remit # 2 Check Date: 09/09/2020	Check Amount:	1,122.03
*EFT01040	09/10/2020	M4135600027		9861606249	10-2620-531-000-00-070-000-000-0000	311756	1,290.92
*EFT01040	09/10/2020	M4135600028		9861606249	10-2620-531-000-30-010-000-000-0000	310134	286.94
*EFT01040	09/10/2020	M4135600029		9861606249	10-2620-531-000-30-020-000-000-0000	310227	375.01
*EFT01040	09/10/2020	M4135600030		9861606249	10-2620-531-000-10-040-000-000-0000	310422	326.95
*EFT01040	09/10/2020	M4135600031		9861606249	10-2620-531-000-10-060-000-000-0000	310620	97.60
*EFT01040	09/10/2020	M4135600032		9861606249	10-2620-531-000-10-030-000-000-0000	310317	149.33
*EFT01040	09/10/2020	M4135600033		9861606249	10-3250-531-009-00-000-000-000-0000	329137	196.48
*EFT01040	09/10/2020	M4135600034		9861606249	10-2130-531-000-00-000-000-000-0000	311264	91.74
*EFT01040	09/10/2020	M4135600035		9861606249	10-1290-531-000-00-000-000-000-0000	340061	51.73
*EFT01040	09/10/2020	M4135600036		9861606249	10-2220-650-431-00-000-021-000-0000	340696-21	400.10
Vendor: 243975 - VERIZON WIRELESS					Remit # 1 Check Date: 09/10/2020	Check Amount:	3,266.80
*EFT01041	09/22/2020	M4135600040			10-1241-292-000-10-000-000-000-0000		200.00
*EFT01041	09/22/2020	M4135600041			50-3100-292-000-00-000-000-000-0000	350028	800.00
Vendor: 140145 - DISCOVERY BENEFITS, INC.					Check Date: 09/22/2020	Check Amount:	1,000.00
*EFT01042	09/08/2020	M4135600042			10-1241-292-000-30-000-000-000-0000		800.00
*EFT01042	09/08/2020	M4135600043			10-1211-292-000-10-000-000-000-0000		800.00
*EFT01042	09/08/2020	M4135600044			10-2620-292-000-00-000-000-000-0000	311627	1,400.00
Vendor: 140145 - DISCOVERY BENEFITS, INC.					Check Date: 09/08/2020	Check Amount:	3,000.00
*EFT01043	09/10/2020	M4135600037			78-0479-000-000-00-000-000-069-0000	178479 HSA	5,423.45
Vendor: 140145 - DISCOVERY BENEFITS, INC.					Check Date: 09/10/2020	Check Amount:	5,423.45
*EFT01046	09/11/2020	M4135600048		BE004083270C	10-0462-212-000-00-000-000-000-0000	110462-212	7,173.97
*EFT01046	09/11/2020	M4135600049		BE004083270C	50-0462-212-000-00-000-000-000-0000	150462-212	114.78
*EFT01046	09/11/2020	M4135600050		BE004083270C	10-0462-212-000-00-000-000-000-RTRE	110462-212R	1,169.00
Vendor: 137700 - DELTA DENTAL					Remit # 2 Check Date: 09/11/2020	Check Amount:	8,457.75
*EFT01047	09/14/2020	M4135600051		BE004096127C	10-0462-212-000-00-000-000-000-0000	110462-212	9,925.49

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

MUNCY - GENERAL FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
*EFT01047	09/14/2020	M4135600052		BE004096127C	50-0462-212-000-00-000-000-0000	150462-212	158.81
*EFT01047	09/14/2020	M4135600053		BE004096127C	10-0462-212-000-00-000-000-000-RTRE	110462-212R	115.00
Vendor: 137700 - DELTA DENTAL					Remit # 2	Check Date: 09/14/2020	Check Amount: 10,199.30
*EFT01048	09/11/2020	M4135600059			78-0479-000-000-00-000-000-046-0000	178479DR	1,013.64
Vendor: 148125 - EXPERTPAY						Check Date: 09/11/2020	Check Amount: 1,013.64
*EFT01049	09/11/2020	M4135600060			10-0153-000-000-00-000-000-0000	110153	10.00
Vendor: 200750 - MUNCY BANK						Check Date: 09/11/2020	Check Amount: 10.00
*EFT01053	09/14/2020	M4135600066		76757-04003	10-2620-422-000-10-060-000-000-0000	310616	28.67
*EFT01053	09/14/2020	M4135600067		38150-58008	10-2620-422-000-30-010-000-000-0000	310131	8,178.20
*EFT01053	09/14/2020	M4135600068		39560-57009	10-2620-422-000-10-060-000-000-0000	310616	1,417.65
*EFT01053	09/14/2020	M4135600069		39160-57007	10-2620-422-000-10-060-000-000-0000	310616	111.25
*EFT01053	09/14/2020	M4135600070		39160-57007	10-2620-422-000-30-010-000-000-0000	310131	37.48
*EFT01053	09/14/2020	M4135600071		36220-67004	10-2620-622-000-00-070-000-000-0000	311859	345.39
*EFT01053	09/14/2020	M4135600072		36220-67004	10-2620-422-000-00-070-000-000-0000	311785	1,381.55
*EFT01053	09/14/2020	M4135600073		75230-67000	10-2620-422-000-10-040-000-000-0000	310418	4,585.57
*EFT01053	09/14/2020	M4135600074		39220--67028	10-2620-422-000-00-080-000-000-0000	311382	140.98
Vendor: 210800 - PPL ELECTRIC UTILITIES					Remit # 4	Check Date: 09/14/2020	Check Amount: 16,226.74
*EFT01055	09/15/2020	M4135600076		HS02037903	10-2620-621-000-00-070-000-000-0000	310962	4.11
*EFT01055	09/15/2020	M4135600077		HS02037899	10-2620-621-000-10-030-000-000-0000	310375	22.67
*EFT01055	09/15/2020	M4135600078		HS02037900	10-2620-621-000-10-060-000-000-0000	310657	116.21
*EFT01055	09/15/2020	M4135600079		HS02037901	10-2620-621-000-30-020-000-000-0000	310229	130.62
*EFT01055	09/15/2020	M4135600080		HS02037902	10-2620-621-000-30-010-000-000-0000	312158	126.51
Vendor: 140060 - DIRECT ENERGY BUSINESS						Check Date: 09/15/2020	Check Amount: 400.12
*EFT01056	09/15/2020	M4135600081		411006774250	10-2620-621-000-10-060-000-000-0000	310657	654.08
*EFT01056	09/15/2020	M4135600082		411006713795	10-2620-621-000-30-010-000-000-0000	312158	1,068.62
*EFT01056	09/15/2020	M4135600083		411006713647	10-2620-621-000-10-030-000-000-0000	310375	444.38
*EFT01056	09/15/2020	M4135600084		411006774003	10-2620-621-000-00-070-000-000-0000	310962	425.54
Vendor: 242000 - UGI CENTRAL PENN GAS, INC.						Check Date: 09/15/2020	Check Amount: 2,592.62
*EFT01058	09/21/2020	M4135600086			50-3100-292-000-00-000-000-000-0000	350028	400.00
*EFT01058	09/21/2020	M4135600087			10-1241-292-000-10-000-000-000-0000		800.00
Vendor: 140145 - DISCOVERY BENEFITS, INC.						Check Date: 09/21/2020	Check Amount: 1,200.00
*EFT01059	09/21/2020	M4135600124		INV187934	10-2620-413-000-00-000-000-000-0000	310919-4	133.90
*EFT01059	09/21/2020	M4135600125		INV188465	10-1110-329-000-00-000-000-000-0000	310700-4	1,200.60
*EFT01059	09/21/2020	M4135600126		INV188465	10-1110-329-000-10-000-000-000-0000	310704-4	533.60

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

MUNCY - GENERAL FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
*EFT01059	09/21/2020	M4135600127		INV188465	10-1110-329-000-30-000-000-000-0000	310705-4	933.80
*EFT01059	09/21/2020	M4135600128		INV189992	10-1110-329-000-00-000-000-000-0000	310700-4	2,001.00
*EFT01059	09/21/2020	M4135600129		INV189992	10-1110-329-000-10-000-000-000-0000	310704-4	466.90
*EFT01059	09/21/2020	M4135600130		INV189992	10-1110-329-000-30-000-000-000-0000	310705-4	2,334.50
*EFT01059	09/21/2020	M4135600131		INV189992	10-1380-329-000-30-000-000-000-0000	312998-4	133.40
*EFT01059	09/21/2020	M4135600132		INV189992	10-1241-329-000-10-000-000-000-0000	340325-4	800.40
*EFT01059	09/21/2020	M4135600133		INV188335	10-1110-329-000-00-000-000-000-0000	310700-4	333.50
*EFT01059	09/21/2020	M4135600134		INV188335	10-1110-329-000-30-000-000-000-0000	310705-4	333.50
*EFT01059	09/21/2020	M4135600135		INV188335	10-1241-329-000-30-000-000-000-0000	340326-4	66.70
*EFT01059	09/21/2020	M4135600136		INV188338	10-1290-599-000-00-000-000-000-0000	310900-4	395.43
*EFT01059	09/21/2020	M4135600137		INV188469	10-1290-599-000-00-000-000-000-0000		1,206.00
*EFT01059	09/21/2020	M4135600138		INV188467	10-2420-329-000-00-000-000-000-0000	360001-4	266.80
*EFT01059	09/21/2020	M4135600139		INV188466	10-2380-599-000-30-000-000-000-0000	311000-4	87.54
*EFT01059	09/21/2020	M4135600140		INV188337	10-2620-413-000-00-000-000-000-0000	310919-4	66.95
*EFT01059	09/21/2020	M4135600141		INV188336	10-2420-329-000-00-000-000-000-0000	360001-4	133.40
*EFT01059	09/21/2020	M4135600142		INV187933	10-2420-329-000-00-000-000-000-0000		400.20
*EFT01059	09/21/2020	M4135600143		INV187935	10-0180-000-000-00-000-000-000-0000	110180	-532.72
*EFT01059	09/21/2020	M4135600144		INV187935	10-1290-599-000-00-000-000-000-0000	310900-4	971.38
Vendor: 231001 - Source4Teachers					Check Date: 09/21/2020	Check Amount:	12,266.78
*EFT01062	09/23/2020	M4135600091		69235115	10-2540-442-000-00-000-000-000-0000	311024	927.00
*EFT01062	09/23/2020	M4135600092		69676382	10-2540-442-000-00-000-000-000-0000		927.00
Vendor: 135828 - DE LAGE LANDEN FINANCIAL SERVICES, INC.					Check Date: 09/23/2020	Check Amount:	1,854.00
*EFT01064	09/25/2020	M4135600094			78-0479-000-000-00-000-000-046-0000	178479DR	1,013.64
Vendor: 148125 - EXPERTPAY					Check Date: 09/25/2020	Check Amount:	1,013.64
*EFT01067	09/24/2020	M4135600123			78-0479-000-000-00-000-000-069-0000	178479 HSA	5,073.45
Vendor: 140145 - DISCOVERY BENEFITS, INC.					Check Date: 09/24/2020	Check Amount:	5,073.45
*EFT01068	09/25/2020	M4135600099		1217269-IN	10-2514-810-000-00-000-000-000-0000	310917	324.50
Vendor: 140145 - DISCOVERY BENEFITS, INC.					Check Date: 09/25/2020	Check Amount:	324.50
*EFT01070	09/29/2020	M4135600102		16900-60006	10-2620-422-000-30-020-000-000-0000	310224	5,590.86
*EFT01070	09/29/2020	M4135600103		85342-32005	10-0153-000-000-00-000-000-000-0000	110153	28.89
*EFT01070	09/29/2020	M4135600104		85342-32005	10-2620-422-000-30-020-000-000-0000	310224	28.89
*EFT01070	09/29/2020	M4135600105		46119-21454	10-2620-422-000-30-010-000-000-0000	310131	461.90
*EFT01070	09/29/2020	M4135600106		86119-21458	10-2620-422-000-00-080-000-000-0000	311382	35.99

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

MUNCY - GENERAL FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
*EFT01070	09/29/2020	M4135600107		83670-61003	10-2730-422-000-00-000-000-0000	311365	27.25
Vendor: 210800 - PPL ELECTRIC UTILITIES					Remit # 2	Check Date: 09/29/2020	Check Amount: 6,173.78
*EFT01071	09/30/2020	M4135600108		411007863565	10-2620-621-000-00-080-000-0000	343772	23.75
*EFT01071	09/30/2020	M4135600109		411007368144	10-2620-621-000-10-040-000-0000	310488	155.27
Vendor: 242000 - UGI CENTRAL PENN GAS, INC.					Check Date: 09/30/2020	Check Amount: 179.02	
*EFT01072	09/30/2020	M4135600110		71587412	10-2620-531-000-00-070-000-0000	311756	288.08
*EFT01072	09/30/2020	M4135600111		71587412	10-2620-531-000-30-010-000-0000	310134	240.08
*EFT01072	09/30/2020	M4135600112		71587412	10-2620-531-000-30-020-000-0000	310227	192.06
*EFT01072	09/30/2020	M4135600113		71587412	10-2620-531-000-10-040-000-0000	310422	144.05
*EFT01072	09/30/2020	M4135600114		71587412	10-2620-531-000-10-060-000-0000	310620	48.02
*EFT01072	09/30/2020	M4135600115		71587412	10-2620-531-000-10-030-000-0000	310317	48.02
*EFT01072	09/30/2020	M4135600116		570398-5560	10-2620-531-000-10-030-000-0000	310317	330.27
*EFT01072	09/30/2020	M4135600117		570398-5560	10-2620-531-000-00-070-000-0000	311756	698.74
*EFT01072	09/30/2020	M4135600118		570398-5560	10-2620-531-000-30-010-000-0000	310134	582.27
*EFT01072	09/30/2020	M4135600119		570398-5560	10-2620-531-000-30-020-000-0000	310227	465.82
*EFT01072	09/30/2020	M4135600120		570398-5560	10-2620-531-000-10-040-000-0000	310422	349.36
*EFT01072	09/30/2020	M4135600121		570398-5560	10-2620-531-000-10-060-000-0000	310620	116.45
*EFT01072	09/30/2020	M4135600122		570398-5560	10-2620-531-000-10-030-000-0000	310317	116.45
Vendor: 243970 - VERIZON					Remit # 1	Check Date: 09/30/2020	Check Amount: 3,619.67
						10-GENERAL FUND	817,076.98
						50-FOOD SERVICE FUND	9,784.58
						78-PAYROLL FUND	12,524.18
Grand Total Manual Checks :							839,385.74
Grand Total Regular Checks :							0.00
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							839,385.74

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00052058	09/30/2020	M4139300001		69235115	10-2540-442-000-00-000-000-0000	311024	-927.00
Vendor: 135828 - DE LAGE LANDEN FINANCIAL SERVICES, INC.				Check Date: 09/29/2020		Check Amount:	-927.00
*EFT01063	09/22/2020	M4135600093			10-0471-000-000-00-000-000-0000	110471	1,422,446.29
Vendor: 216000 - PSERS				Remit # 1 Check Date: 09/22/2020		Check Amount:	1,422,446.29
10-GENERAL FUND							1,421,519.29
Grand Total Manual Checks :							1,421,519.29
Grand Total Regular Checks :							0.00
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							1,421,519.29

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT GENERAL FUND - From 08/08/2020 To 08/08/2020

fackrgc

Check# 00051902 Through Check# 00051902

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00051902	08/08/2020	M4135700001		08475-00	10-2620-424-000-10-030-000-000-0000	310315	-72.22

Vendor: 175800 - JERSEY SHORE AREA JOINT WATER AUTHORITY Remit # 1 Check Date: 08/08/2020 Check Amount: -72.22

10-GENERAL FUND	-72.22
Grand Total Manual Checks :	-72.22
Grand Total Regular Checks :	0.00
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	-72.22

Fund Accounting Check Register

PLGIT PAYROLL - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
10058913	09/24/2020	C4139000001			78-0479-000-000-00-000-000-023-0000	178479CD	869.12
Vendor: 101250 - AFSCME COUNCIL 13					Remit # 1	Check Date: 09/24/2020	Check Amount: 869.12
10058914	09/24/2020	C4139000002			78-0479-000-000-00-000-000-057-0000	178479125I	30,393.00
10058914	09/24/2020	C4139000003			78-0479-000-000-00-000-000-075-0000	178479VSIN	381.90
Vendor: 174325 - JSASD GENERAL FUND					Remit # 3	Check Date: 09/24/2020	Check Amount: 30,774.90
10058915	09/24/2020	C4139000004			78-0479-000-000-00-000-000-036-0000	178479JSEA	131.40
Vendor: 174953 - JSAEA, JULIE WAGNER						Check Date: 09/24/2020	Check Amount: 131.40
10058916	09/24/2020	C4139000008			78-0479-000-000-00-000-000-067-0000	178479BDP	531.00
Vendor: 175050 - JERSEY SHORE AREA EDUCATION FOUNDATION						Check Date: 09/24/2020	Check Amount: 531.00
10058917	09/24/2020	C4139000006			78-0479-000-000-00-000-000-042-0000	178479UF	76.00
Vendor: 188950 - LYCOMING UNITED WAY					Remit # 1	Check Date: 09/24/2020	Check Amount: 76.00
10058918	09/24/2020	C4139000005			78-0479-000-000-00-000-000-076-0000	178479LTD	2,557.66
Vendor: 189758 - MADISON NATIONAL LIFE INS. CO., INC.						Check Date: 09/24/2020	Check Amount: 2,557.66
10058919	09/24/2020	C4139000007			78-0478-000-000-00-000-000-029-0000	178478LOC	20,773.67
Vendor: 200800 - MUNICIPAL & SCHOOL INCOME TAX					Remit # 1	Check Date: 09/24/2020	Check Amount: 20,773.67
78-PAYROLL FUND							55,713.75
Grand Total Manual Checks :							0.00
Grand Total Regular Checks :							55,713.75
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							55,713.75

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT PAYROLL - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
*EFT01034	09/02/2020	M4135600009			78-0478-000-000-00-000-000-031-0000	178478STAT	18,569.12
Vendor: 141960 - E-TIDES						Check Date: 09/02/2020	Check Amount: 18,569.12
*EFT01036	09/10/2020	M4135600014			78-0471-000-000-00-000-000-0000	178471	87,530.00
*EFT01036	09/10/2020	M4135600015			78-0479-000-000-00-000-000-040-0000	178479PS	261.50
Vendor: 216000 - PSERS						Remit # 1 Check Date: 09/10/2020	Check Amount: 87,791.50
*EFT01044	09/10/2020	M4135600038			78-0479-000-000-00-000-000-058-0000	178479 125F	723.82
*EFT01044	09/10/2020	M4135600039			78-0479-000-000-00-000-000-059-0000	178479 125D	116.00
Vendor: 123600 - CBIZ						Check Date: 09/10/2020	Check Amount: 839.82
*EFT01045	09/10/2020	M4135600045			78-0479-000-000-00-000-000-403-0000	178403	17,294.46
Vendor: 148003 - EPARS						Check Date: 09/10/2020	Check Amount: 17,294.46
*EFT01050	09/14/2020	M4135600061			78-0478-000-000-00-000-000-028-0000	178478FED	53,686.86
*EFT01050	09/14/2020	M4135600062			78-0472-000-000-00-000-000-000-0000	178472	76,357.12
*EFT01050	09/14/2020	M4135600063			78-0472-000-000-00-000-000-000-0000	178472	17,857.71
Vendor: 141900 - EFTPS						Check Date: 09/14/2020	Check Amount: 147,901.69
*EFT01052	09/14/2020	M4135600064			10-0471-000-000-00-000-000-000-0000	110471	715.15
*EFT01052	09/14/2020	M4135600065			78-0471-000-000-00-000-000-000-0000	178471	557.35
Vendor: 310900 - VOYA FINANCIAL						Check Date: 09/14/2020	Check Amount: 1,272.50
*EFT01057	09/16/2020	M4135600085			78-0478-000-000-00-000-000-031-0000	178478STAT	18,891.60
Vendor: 141960 - E-TIDES						Check Date: 09/16/2020	Check Amount: 18,891.60
*EFT01060	09/24/2020	M4135600088			78-0479-000-000-00-000-000-403-0000	178403	17,544.46
Vendor: 148003 - EPARS						Check Date: 09/24/2020	Check Amount: 17,544.46
*EFT01061	09/24/2020	M4135600089			78-0479-000-000-00-000-000-058-0000	178479 125F	723.82
*EFT01061	09/24/2020	M4135600090			78-0479-000-000-00-000-000-059-0000	178479 125D	116.00
Vendor: 123600 - CBIZ						Check Date: 09/24/2020	Check Amount: 839.82
*EFT01065	09/28/2020	M4135600095			78-0478-000-000-00-000-000-028-0000	178478FED	56,336.96
*EFT01065	09/28/2020	M4135600096			78-0472-000-000-00-000-000-000-0000	178472	80,462.40
*EFT01065	09/28/2020	M4135600097			78-0472-000-000-00-000-000-000-0000	178472	18,817.82
Vendor: 141900 - EFTPS						Check Date: 09/28/2020	Check Amount: 155,617.18
*EFT01066	09/30/2020	M4135600098			78-0478-000-000-00-000-000-031-0000	178478STAT	19,924.59
Vendor: 141960 - E-TIDES						Check Date: 09/30/2020	Check Amount: 19,924.59
*EFT01069	09/29/2020	M4135600100			10-0471-000-000-00-000-000-000-0000	110471	828.01
*EFT01069	09/29/2020	M4135600101			78-0471-000-000-00-000-000-000-0000	178471	649.69
Vendor: 310900 - VOYA FINANCIAL						Check Date: 09/29/2020	Check Amount: 1,477.70

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Register

PLGIT PAYROLL - From 09/01/2020 To 09/30/2020

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
					10-GENERAL FUND		1,543.16
					78-PAYROLL FUND		486,421.28
					Grand Total Manual Checks :		487,964.44
					Grand Total Regular Checks :		0.00
					Grand Total Direct Deposits:		0.00
					Grand Total Credit Card Payments:		0.00
					Grand Total All Checks :		487,964.44

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

**Jersey Shore Area School District
Monthly Interfund Cash Transfers
September, 2020**

<u>Date</u>	<u>Amount</u>	<u>Reason</u>
General Fund Transfers:		
9/29/20	14,962.11	To Capital Reserve - Due to/Due from
9/4/20	15,600.00	To Accounts Payable - Due to/Due from
9/9/20 \$	620,474.68	Gross Payroll
9/9/20	45,888.13	FICA Employer Share
9/24/20	651,695.72	Gross Payroll
9/24/20	48,242.50	FICA Employer Share
Total:	<u>\$ 1,396,863.14</u>	
Food Service Fund Transfers:		
9/9/20	16,200.19	Gross Payroll
9/9/20	1,219.38	FICA Employer Share
9/24/20	18,331.58	Gross Payroll
9/24/20	1,397.81	FICA Employer Share
Total:	<u>\$ 37,148.96</u>	
Sechrist Fund Transfers:		
9/4/20 \$	15,600.00	To General Fund - Due to/Due from
Total:	<u>\$ 15,600.00</u>	



Book	Board Policy Manual
Section	100 Programs
Title	Adoption of Textbooks
Code	108
Status	
Legal	<p>1. 24 P.S. 508</p> <p>2. 24 P.S. 801</p> <p>3. 24 P.S. 803</p> <p>4. Pol. 006 - Meetings</p> <p>5. Pol. 105.1 - Curriculum Review</p> <p>22 PA Code 14.106</p> <p>24 P.S. 807.1</p> <p>Pol. 103.1 - Nondiscrimination-Qualified Students with Disabilities</p> <p>Pol. 610 - Purchases Subject to Bid/Quotation</p>

Authority

The Board **shall, by an affirmative vote of a majority of the full Board**, adopt all textbooks used for instruction in the district's educational program. **The Board shall establish a planned cycle of textbook review and replacement.** [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Definition

Textbooks shall be defined as **the books, in print or digital format**, used as the basic source of information in **the planned instruction**.

Delegation of Responsibility

The Superintendent, **after consultation with administrative and professional staff**, shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbooks shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board. [\[1\]](#)[\[3\]](#)[\[4\]](#)

The Superintendent or designee shall establish **administrative regulations for reviewing, evaluating and** selecting textbooks.

A list of all approved textbooks **used in district schools** shall be maintained **by the Superintendent or designee** and **shall be** available to Board members, **district** staff, students, parents/guardians **and community members**.[\[5\]](#)



Book	Board Policy Manual
Section	100 Programs
Title	Special Education
Code	113
Status	

Legal

1. [22 PA Code 4.28](#)
2. [22 PA Code 12.1](#)
3. [22 PA Code 12.4](#)
4. [22 PA Code 14.102](#)
5. [22 PA Code 14.104](#)
6. [34 CFR 300.1](#)
7. [24 P.S. 502](#)
8. [22 PA Code 14.101](#)
9. [20 U.S.C. 1401](#)
10. [34 CFR 300.8](#)
11. [Pol. 103.1 - Nondiscrimination - Qualified Students with Disabilities](#)
12. [22 PA Code 14.131](#)
13. [34 CFR 300.320-300.324](#)
14. [34 CFR 300.30](#)
15. [24 P.S. 1372](#)
16. [22 PA Code 12.41](#)
17. [22 PA Code 14.101 et seq](#)
18. [20 U.S.C. 1400 et seq](#)
19. [29 U.S.C. 794](#)
20. [42 U.S.C. 12101 et seq](#)
21. [34 CFR Part 300](#)
22. [22 PA Code 4.13](#)
23. [Pol. 100 - Comprehensive Planning](#)
24. [34 CFR 300.201 et seq](#)
25. [22 PA Code 14.145](#)
26. [20 U.S.C. 1414](#)
27. [34 CFR 300.320-300.327](#)
28. [Pol. 103 - Discrimination/Title IX Sexual Harassment Affecting Students](#)
29. [22 PA Code 14.121](#)
30. [34 CFR 300.111](#)
31. [22 PA Code 14.122](#)
32. [Pol. 209 - Health Examinations/Screenings](#)
33. [22 PA Code 15.9](#)
34. [34 CFR 300.611-300.627](#)
35. [Pol. 113.4 - Confidentiality of Special Education Student Information](#)
[24 P.S. 1371](#)
[Pennsylvania Training and Technical Assistance Network \(PaTTAN\)](#)
- [Pol. 113.1 - Discipline of Students with Disabilities](#)
- [Pol. 113.2 - Behavior Support](#)
- [Pol. 113.3 - Screening and Evaluations for Students with Disabilities](#)

Purpose

The district shall offer each student with a disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Definitions

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. School-aged children who have identified disabilities but do not require special education may be entitled to accommodations or services or to enroll in courses of study in the district which serve students with disabilities pursuant to other law or Board policy. [\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Individualized Education Program (IEP) - the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. [\[12\]](#)[\[13\]](#)

Parent/Guardian - for purposes of this policy and Board policies related to special education, parent/guardian shall have the definition of **parent** in IDEA statute and regulations, which includes a biological or adoptive parent of a child; a foster parent, unless prohibited by state law or regulations; a guardian authorized to act as the child's parent, in accordance with law or regulations; an individual acting in the place of a parent, including a grandparent or other relative, with whom the child lives or an individual legally responsible for the child's welfare; or an appointed surrogate parent, in accordance with law and regulations. [\[9\]](#)[\[14\]](#)

Authority

The Board directs that all students with disabilities shall be identified, evaluated, and provided with appropriate educational programs and services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parent/guardian notification as part of its special education plan. [\[15\]](#)[\[1\]](#)[\[2\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

The district shall develop and submit a special education plan to the Department of Education for approval every three (3) years, and shall implement such plan as required by law and regulations. The district's special education plan shall include procedures for identifying and educating students with disabilities and describe the elements required by law, regulations and Board policy. Prior to approval by the Board and submission to the Department of Education, the special education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days. [\[22\]](#)[\[5\]](#)[\[23\]](#)

The district's special education plan shall comply with the requirements of state and federal laws and regulations, and shall be submitted in accordance with the guidelines and in the form established by the Department of Education. The district shall establish procedures to ensure the plan is updated and implemented as necessary. [\[22\]](#)[\[5\]](#)[\[24\]](#)

The Board shall determine the facilities, programs, services and staff that shall be provided by the

district for the instruction of students with disabilities, based upon the identified needs of the district's special education population. [15][5]

In order to maintain an effective special education plan, the Board may participate in special education programs of BLaST Intermediate Unit No. 17. [5]

Delegation of Responsibility

The Superintendent or designee is directed to annually recommend to the Board the employment and retention of necessary, qualified staff and provision of required facilities, programs and services to provide for the needs of students with disabilities.

The Superintendent or designee shall develop procedures for evaluating the effectiveness of the district's special education plan and shall periodically report to the Board the criteria and results of such evaluation.

Guidelines

Each student with a disability shall be educated pursuant to an IEP which shall provide an appropriate education in the least restrictive environment, in accordance with federal and state **laws and** regulations. [1][25][26][27]

The district prohibits discrimination based on disability. Students with disabilities are entitled to receive services and accommodations which will permit them to participate in district programs, services and activities as required by law. [28][11]

If the district is identified with significant disproportionality, the special education plan shall include prevention measures for inappropriate overidentification and disproportionate representation by race or ethnicity of children with disabilities. [5]

Fiscal and Program Compliance

The Superintendent or designee shall establish procedures to ensure that the district complies with all federal and state laws and regulations and program requirements for special education-related funding and reimbursement.

The district may coordinate with BLaST Intermediate Unit No. 17 to establish procedures, fulfill reporting requirements and participate in applicable programs.

Child Find/Outreach

The Superintendent or designee shall ensure that the district annually conducts awareness and outreach programs and activities designed to reach district residents including parents/guardians of students with disabilities who are enrolled in the district, preschool-aged children, students who attend private schools, homeless children and children who are wards of the state. [29][30]

The district's public awareness activities shall include annual publication of a written notice in newspapers and other media notifying residents about child identification activities; available special education services and programs and how to request them; and procedures used to ensure confidentiality of student information. Written information shall be published in district handbooks and on the district website. Public awareness activities must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.

The Intermediate Unit shall be responsible for conducting child find activities necessary to provide equitable participation services to students with disabilities who are enrolled by their parents/guardians in private schools.

Screening

The district shall establish a system of screening, including hearing and vision screenings. Screenings shall be conducted at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects. [\[31\]](#)[\[32\]](#)

Confidentiality

The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records. [\[33\]](#)[\[34\]](#)[\[35\]](#)

District staff shall maintain the confidentiality of student records and personally identifiable information, as required by law, regulations and Board policy.

Recording of Meetings

The district shall permit audio recording of a meeting between parents/guardians and district teachers, paraprofessionals, program specialists, consultants or administrators when the parent/guardian submits, at least five (5) days prior to the meeting, notification to the building principal of the intent to record the meeting.

When permission to record a meeting is granted, the district employee responsible for the meeting shall arrange to record the meeting by similar means. Such recording shall be considered part of the student's educational record and be subject to relevant law and regulations.

The district may permit videotaping of a meeting when written consent is given by all participants at the meeting.



Book	Board Policy Manual
Section	100 Programs
Title	Discipline of Students With Disabilities
Code	113.1
Status	

Legal

1. [22 PA Code 14.133](#)
2. Pol. 113 - Special Education
3. Pol. 113.2 - Behavior Support
4. [22 PA Code 14.143](#)
5. [34 CFR 300.530](#)
6. Pol. 218 - Student Discipline
7. Pol. 233 - Suspension and Expulsion
8. [22 PA Code 12.6](#)
9. [20 U.S.C. 1415](#)
10. [20 U.S.C. 1412](#)
11. [34 CFR 300.536](#)
12. [34 CFR 300.532](#)
13. [34 CFR 300.533](#)
14. [34 CFR 300.534](#)
15. [18 U.S.C. 930](#)
16. Pol. 218.1 - Weapons
17. [21 U.S.C. 812](#)
18. Pol. 227 - Controlled Substances/Paraphernalia
19. [18 U.S.C. 1365\(h\)\(3\)](#)
19. [24 P.S. 1303-A](#)
20. [22 PA Code 10.2](#)
21. [35 P.S. 780-102](#)
22. [24 P.S. 1302.1-A](#)
23. [22 PA Code 10.21](#)
24. [22 PA Code 10.22](#)
25. [22 PA Code 10.23](#)
26. [22 PA Code 10.25](#)
27. [22 PA Code 14.104](#)
28. [34 CFR 300.535](#)
29. Pol. 103.1 - Nondiscrimination/Title IX Sexual Harrassment Affecting Students
30. Pol. 113.3 - Screening and Evaluations for Students with Disabilities
31. Pol. 218.2 - Terroristic Threats
32. Pol. 222 - Tobacco/Nicotine
33. Pol. 805.1 - Relations with Law Enforcement Agencies
34. Pol. 113.4 - Confidentiality of Special Education Student Information
35. Pol. 216 - Student Records
- [24 P.S. 510](#)
- [20 U.S.C. 1400 et seq](#)
- [34 CFR Part 300](#)

Purpose

The district shall develop and implement positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning. [1][2][3]

Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and Behavior Support Plan. [1][4][5][6][7]

Definitions

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. [2]

Suspensions from school - disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days. [7][8]

Expulsions from school - disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school. [7][8]

Interim alternative educational settings - removal of a student with a disability from his/her current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability. [5][9]

Authority

The Board directs that the district shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of Board policy or district rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student's particular misconduct is a manifestation of his/her disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student's educational placement to one which is more restrictive than the placement where the misconduct occurred. [4][5][9]

Provision of Education During Disciplinary Exclusions

During any period of expulsion, or suspension from school for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate education, in accordance with law. [10][5][8]

Guidelines

Suspension From School

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a

disability. Such suspension shall not constitute a change in the student's educational placement. [\[8\]](#)[\[4\]](#)[\[5\]](#)[\[9\]](#)[\[11\]](#)

Changes in Educational Placement/Manifestation Determinations

For disciplinary exclusions which constitute a change in educational placement, the district shall first determine whether the student's behavior is a manifestation of his/her disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement. [\[4\]](#)[\[5\]](#)

A student with a disability whose behavior is not a manifestation of his/her disability may be disciplined in accordance with Board policy, district rules and regulations in the same manner and to the same extent as students without disabilities. [\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Parent/Guardian Appeals From Disciplinary Actions/Request for Hearing by District for Students Who Are a Danger to Themselves or Others

A due process hearing may be requested by a parent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the district if the district believes that the current placement is substantially likely to result in injury to the student or others. On parent/guardian appeal, or when the district requests a due process hearing, the hearing officer may return the student to the placement from which s/he was removed or order his/her removal to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that maintaining the child's current placement is substantially likely to result in an injury to the student or others. [\[12\]](#)[\[9\]](#)

Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the district and the parent/guardian agree otherwise. [\[13\]](#)[\[9\]](#)

Students Not Identified as Disabled/Pending Evaluation

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited. [\[14\]](#)[\[9\]](#)

Administrative Removal to Interim Alternative Educational Setting for Certain Infractions

School personnel may remove a student with a disability, including **intellectual disability**, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student: [\[5\]](#)[\[9\]](#)

1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, weapon is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length. [\[15\]](#)[\[16\]](#)[\[5\]](#)[\[9\]](#)
2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the district. [\[17\]](#)[\[18\]](#)[\[5\]](#)[\[9\]](#)

3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, serious bodily injury means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.[\[19\]](#)[\[5\]](#)[\[9\]](#)

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[19\]](#)[\[20\]](#)[\[21\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan.[\[16\]](#)[\[18\]](#)[\[1\]](#)[\[20\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[2\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)[\[3\]](#)[\[6\]](#)[\[9\]](#)

For a student with a disability who does not have a Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policies.[\[1\]](#)[\[25\]](#)[\[30\]](#)[\[3\]](#)

When reporting an incident committed by a student with a disability to the appropriate authorities, the district shall **provide the information required by state and federal laws and regulations and** shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.[\[20\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[28\]](#)[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[9\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[\[19\]](#)[\[33\]](#)



Book	Board Policy Manual
Section	100 Programs
Title	Screening and Evaluations for Students With Disabilities
Code	113.3
Status	
Legal	<ol style="list-style-type: none">1. 22 PA Code 14.1222. 22 PA Code 14.1233. 22 PA Code 14.1244. 22 PA Code 14.1255. 22 PA Code 14.1336. 20 U.S.C. 14147. 34 CFR 300.2268. 34 CFR 300.301-300.3119. 34 CFR 300.50210. 34 CFR 300.53011. Pol. 113 - Special Education12. Pol. 113.2 - Behavior Support13. Pol. 209 - Health Examinations/Screenings14. Pol. 113.1 - Discipline of Students with Disabilities15. 34 CFR 300.300-300.31116. 34 CFR 300.50317. 34 CFR 300.303-300.30618. 34 CFR 300.307-300.31119. 34 CFR 300.30320. PA Ass'n for Retarded Children (PARC) v. Com. of Pa., 343 F. Supp. 279 (E.D. Pa. 1975)21. Pol. 138 - English as a Second Language/Bilingual Education Program <p>20 U.S.C. 1400 et seq</p> <p>34 CFR Part 300</p> <p>Pennsylvania Training and Technical Assistance Network (PaTTAN)</p>

Purpose

The Board adopts this policy to define the minimum requirements for screening; educational evaluations conducted to determine eligibility for special education services, instructional levels and programming requirements for students with disabilities, including functional behavioral assessments; and requirements for independent educational evaluations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Authority

The Board shall adopt a system of screening that may include early intervening services and must be designed to accomplish identification and initial screening for students prior to district referral for a special education evaluation. The system shall provide support to staff to improve working effectively with students in the general education curriculum, identify students who may require special education services and programs, and must include hearing and vision screening and screening at reasonable intervals to determine whether students are performing at grade appropriate levels in core academic subjects. [\[1\]](#)[\[7\]](#)[\[13\]](#)

Early intervening services shall comply with the requirements of state and federal law and regulations in order to address academic concerns or behaviors that may be impeding success, but which can be resolved through research-based intervention programs in the regular education setting. [\[7\]](#)

The Board authorizes the use of functional behavioral assessments (FBAs) as an evaluation to gather information to understand the purpose of the student's behaviors and to assist with developing a positive Behavior Support Plan. FBAs must be conducted when: [\[5\]](#)[\[10\]](#)[\[11\]](#)[\[14\]](#)[\[12\]](#)

1. A student's behavior interferes with his/her learning or the learning of others and information is necessary to provide appropriate educational programming.
2. A student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability.
3. A student is placed in an interim alternative educational placement for a qualifying reason permitting such placement for up to forty-five (45) school days for certain offenses.
4. The school contacts law enforcement regarding a student who already has a positive Behavior Support Plan.

FBAs may also constitute part of the initial evaluation to determine eligibility for special education.

The district shall comply with requirements of state and federal laws and regulations when conducting evaluations. [\[2\]](#)[\[6\]](#)[\[15\]](#)[\[9\]](#)[\[16\]](#)

An appropriate evaluation of a student, whether conducted by district staff or individuals not employed by the district, shall consist of the administration of all testing and the use of all assessment procedures required to determine the existence of all legally defined disabilities reasonably suspected by district staff, parents/guardians, or the evaluator. An appropriate evaluation shall assist in determining the content of the IEP to enable a student with a disability to be involved in and progress in the general curriculum.

A student shall be assessed in all areas related to the suspected disability including, as appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.

A re-evaluation of a student who currently has an IEP shall be conducted as required by state and federal law and regulations. [\[3\]](#)[\[6\]](#)[\[17\]](#)[\[16\]](#)

Guidelines

Parent/Guardian Requests

Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made orally to any professional employee or administrator, that individual shall provide a copy of the permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request. [\[1\]](#)[\[2\]](#)

The evaluation shall be completed and a copy of the evaluation report presented to parents/guardians no later than sixty (60) calendar days after receipt of written parent/guardian consent for an evaluation, exclusive of the period following the last day of the spring school term to the first day of the subsequent fall term.

Appropriate Evaluations

An appropriate evaluation shall use a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about a student. [\[2\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)

An appropriate evaluation shall include:

1. Testing and assessment techniques required in light of information currently available from previous evaluations.
2. Information from parents/guardians and school staff familiar with the performance of the student.
3. The student's education records.

The evaluator shall review all such sources of information prior to conducting testing and assessment. The evaluator shall review assessments conducted by others that indicate how the student is responding to early intervening services and scientific research-based instruction and/or include such assessments as part of his/her evaluation.

To the extent that the results of such instructional assessments are inconsistent with the results of norm or criterion-referenced testing and assessments that the evaluator has administered, the evaluator shall explain the reason for the inconsistency in his/her report, if possible.

When assessing the presence of a specific learning disability, the evaluation shall be consistent with procedures adopted by the district and comply with state and federal law and regulations. [\[4\]](#)[\[18\]](#)

Testing and assessment procedures shall be selected and administered to yield valid measurement or assessment of the construct or quality they purport to measure or assess. The evaluator shall administer any testing or assessment procedures in a manner consistent with the requirements and recommendations of the publisher of the test or procedure and in compliance with applicable and authoritatively recognized professional principles and ethical tenets. S/He shall report any factor that might affect the validity of any results obtained.

All assessments and evaluation materials shall be selected and administered so as not to be discriminatory on a racial or cultural basis. Where feasible, assessments and evaluations shall be administered in a language and form most likely to provide accurate information about the student.

The evaluation shall include an observation of the student in an educational setting, unless the student is not currently in such a setting. The evaluator shall obtain information concerning the performance of the student directly from at least one (1) current teacher of the student, unless s/he does not have a current teacher.

The evaluator shall hold an active certification that qualifies the evaluator to conduct that type of

evaluation. If certification is not issued for the particular area of professional practice in which the evaluator is lawfully engaged, the evaluator shall hold such license or other credentials as required for the area of professional practice under state law.

The evaluator shall prepare and sign a full report of the evaluation containing:

1. Clear explanation of the testing and assessment results.
2. Complete summary of all test scores, including, for all standardized testing administered, all applicable full scale or battery scores; domain or composite scores; and subtest scores reported in standard, scaled, or T-score format.
3. Complete summary of all information obtained or reviewed from sources other than testing conducted by the evaluator.
4. Identification of all special education and related services needs and relevant information that directly assists persons in determining the educational needs of the student.
5. Specific, individualized recommendations for consideration by the IEP team for educational programming and placement to enable the student to participate as appropriate in the general education curriculum in the least restrictive environment, as defined by federal and state law and regulations.

Re-Evaluations

Re-evaluations shall be conducted within the timeframes required by state and federal laws and regulations unless the parent/guardian and the district agree in writing that a re-evaluation is unnecessary. For students with intellectual disability, the re-evaluation cannot be waived. The group of qualified professionals that reviews the evaluation materials to determine whether the child is a student with a disability shall include a certified school psychologist when evaluating a student for autism, emotional disturbance, intellectual disability, multiple disabilities, other health impairment, specific learning disability and traumatic brain injury. [\[3\]](#)[\[19\]](#)[\[20\]](#)

Copies of the re-evaluation report shall be disseminated to parents/guardians at least ten (10) days prior to the meeting of the IEP team unless this requirement is waived in writing.

Independent Educational Evaluations

A parent/guardian who disagrees with the results or content of an evaluation performed or obtained by the district may request an independent educational evaluation at district expense. A parent/guardian is entitled to only one (1) independent educational evaluation at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. The independent educational evaluation must arise from parents'/guardians' disagreement with the district's most recent evaluations or re-evaluations of the student. The district shall be entitled to a copy of all results of independent educational evaluations conducted at public expense. If an oral request for an independent educational evaluation is made to a professional employee or administrator, that person shall inform the parent/guardian that the request must be in writing. If the native language of the parent/guardian is other than English, the requirement that the parent/guardian make his/her request in writing shall be conveyed by whatever means practicable and in the native language of the parent/guardian. [\[9\]](#)[\[21\]](#)

A written request for an independent educational evaluation at district expense shall be immediately forwarded to the Director of Special Education, who may, upon receipt of the written parent/guardian request, ask that the parent/guardian state his/her reasons for disagreement with the evaluation conducted or proposed by the district. The district cannot require the parent/guardian to do so, and the refusal of the parent/guardian shall not delay the process required by this policy.

The criteria under which the independent educational evaluation at public expense is obtained must be the same as the criteria used by the district in conducting an appropriate evaluation, including the location of the evaluation and the qualifications of the examiner, to the extent those criteria are consistent with the parent's/guardian's right to an independent educational evaluation at public expense. The qualified examiners who conduct the independent educational evaluation may not be employed by the public agency responsible for the education of the student.

Within ten (10) school days of receipt of a request for an independent educational evaluation in writing from a parent/guardian, the Director of Special Education shall either initiate a due process hearing to show that the district's evaluation is appropriate and notify the parent/guardian in writing that s/he has done so or issue to the parent/guardian correspondence containing:

1. Assurance that the district will pay for an independent educational evaluation as long as the evaluation meets all of the requirements of an appropriate evaluation and is in compliance with this policy.
2. Statement that the district will not pay for the evaluation until it receives directly from the evaluator a complete copy of a report of that evaluation and determines that the evaluation is in compliance with this policy.
3. Request that the parents/guardians consider accessing reimbursement for all or part of the evaluation from public or private sources of insurance or reimbursement, together with a clear assurance that the parent/guardian is not required to do so and that the district will pay any cost not covered by such sources.
4. Directions that the parent/guardian is responsible for arranging for the evaluation and ensuring that the evaluator contacts the Director of Special Education to arrange for payment of the evaluation.

Upon request, the district shall provide to parents/guardians information about where an independent educational evaluation may be obtained.

If the evaluation has already been conducted and paid for, the district shall issue correspondence advising the parent/guardian that the district will not reimburse the parent/guardian for the evaluation until it receives a complete and unredacted copy of the report of the evaluation and determines that the evaluation is in compliance with this policy. The district shall require documentation substantiating that the parents/guardians paid for or incurred the obligation to pay for the evaluation without reimbursement from a public or private source of insurance or reimbursement.

The Director of Special Education shall send the correspondence to the parent/guardian by certified mail or by other independently verifiable means of conveyance and enclose a copy of this policy.

The Director of Special Education shall maintain a list of qualified independent evaluators in each of the various disciplines commonly relied upon to provide education-related evaluations and assessments and shall promptly make that list available to any parent/guardian who requests it.



Book	Board Policy Manual
Section	100 Programs
Title	Confidentiality of Special Education Student Information
Code	113.4
Status	

Legal

1. Pol. 113 - Special Education
2. Pol. 216 - Student Records
3. [34 CFR 300.611-300.627](#)
4. [34 CFR 300.520](#)
5. [34 CFR 300.625](#)
6. [34 CFR 300.611](#)
7. [34 CFR 99.3](#)
8. [20 U.S.C. 1232g](#)
9. [34 CFR 300.32](#)
10. [34 CFR 300.613](#)
11. [34 CFR 99.10](#)
12. [34 CFR 99.4](#)
13. [34 CFR 300.615](#)
14. [34 CFR 99.12](#)
15. [34 CFR 300.616](#)
16. [34 CFR 300.617](#)
17. [34 CFR 99.11](#)
18. [34 CFR 300.614](#)
19. [34 CFR 300.618](#)
20. [34 CFR 99.20](#)
21. [34 CFR 300.510-300.516](#)
22. [34 CFR 300.619](#)
23. [34 CFR 99.21](#)
24. [34 CFR 300.621](#)
25. [34 CFR 99.22](#)
26. [34 CFR 300.620](#)
27. [34 CFR 300.623](#)
28. [34 CFR 300.624](#)
29. [34 CFR 99.30](#)
30. [34 CFR 99.31](#)
31. [34 CFR 300.154](#)
32. [34 CFR 300.622](#)
33. Pol. 113.1 - Discipline of Students with Disabilities
34. Pol. 113.2 - Behavior Support
35. [22 PA Code 10.2](#)
36. [22 PA Code 10.21](#)
37. [22 PA Code 10.22](#)
38. [22 PA Code 10.23](#)
39. [20 U.S.C. 1415](#)
40. [34 CFR 300.535](#)

Authority

The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities. [1][2]

The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations. [2][3]

The rights provided by this policy apply to parents/guardians of students who receive special education programming and services from the district or an outside program provided through the district. [4][5]

Definitions

Destruction shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable. [6]

Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record. [7]

Education records, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. [2][7][8]

Personally identifiable information includes, but is not limited to: [7][9]

1. The name of a student, the student's parents/guardians or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's social security number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Guidelines

Parental Access Rights

The district shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the district in connection with providing special education services to the student. [10][11]

The district shall comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement,

or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; and a resolution meeting.

The district shall presume a parent/guardian has authority to inspect and review records relating to **their** child unless it has been provided documentation that the requesting parent/guardian does not have this authority under applicable state law. [\[10\]](#)[\[12\]](#)

The district shall comply with a parental request for review within forty-five (45) days following receipt of the request. [\[10\]](#)[\[11\]](#)

A parent's/guardian's right to inspect and review education records includes the right to:

1. A response from the district to reasonable requests for explanations and interpretations of the records;
2. Request that the district provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records; and
3. Have a representative inspect and review the records.

If an education record includes information on more than one (1) student, the parents/guardians shall have access only to the information relating to their child or shall be informed of the information in the record. [\[13\]](#)[\[14\]](#)

The district shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the district. [\[15\]](#)

Fees

The district may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records. [\[16\]](#)[\[17\]](#)

The district shall not charge a fee to search for or to retrieve information in response to a parental request.

Record of Access

The district shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education **and related services** to students with disabilities, except access by parents/guardians and authorized district employees. [\[18\]](#)

The district's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Amendment of Records Upon Parental Request

If a parent/guardian believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request that the district amend the information. [\[19\]](#)[\[20\]](#)

The district shall decide whether to amend the information within a reasonable period of time from receipt of the request.

If the district declines to amend the information in accordance with a parental request, the district shall inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing.

Records Hearing

The district shall, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The district recognizes that parents/guardians who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing. [\[21\]](#)[\[22\]](#)[\[23\]](#)

Hearing Procedures

A hearing to challenge information in education records must meet the following requirements: [\[24\]](#)[\[25\]](#)

1. The district shall hold the hearing within a reasonable time after receiving the request for a hearing.
2. The district shall give the parent/guardian reasonable advanced written notice of the date, time, and place of the hearing.
3. The hearing may be conducted by any individual, including a district official, who does not have a direct interest in the outcome of the hearing.
4. The district shall give the parent/guardian a full and fair opportunity to present relevant evidence. The parent/guardian may, at **their** own expense, be assisted or represented by one (1) or more individuals of **their** choice, including an attorney.
5. The district shall inform parents/guardians of its decision in writing within a reasonable period of time after the hearing.
6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Result of Hearing

If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall amend the information accordingly and inform the parent/guardian in writing. [\[23\]](#)[\[26\]](#)

If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall inform the parent/guardian of the parent's/guardian's right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the district's decision.

Any explanation placed in the student's records shall be:

1. Maintained by the district as part of the student's records as long as the record or contested portion is maintained by the district; and
2. Included with the record or contested portion if the record or contested portion are disclosed to any party.

Storage, Retention and Destruction of Information

The district shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention. [\[27\]](#)

The district shall maintain, for public inspection, a current listing of the names and positions of those district employees who have access to personally identifiable information. [27]

In order to comply with state compliance monitoring requirements, the district shall maintain education records for students receiving special education services for at least six (6) years. [2]

The district shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon parental request. [28]

No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists. [11]

The district shall maintain a permanent record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed. [28]

The district shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and **the student's** family. [27]

Disclosure to Third Parties

The district shall obtain parental consent before disclosing personally identifiable information to parties other than school district officials with a legitimate educational interest or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations. [2][29][30][31][32][33][34]

Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services. [32]

If a student is enrolled, or is going to enroll in a private school that is not located in the district of the parent's/guardian's residence, parental consent must be obtained before any personally identifiable information about the student is released between officials in the district where the private school is located and officials in the district of the parent's/guardian's residence. [32]

Disclosure to Law Enforcement

When reporting an incident committed by a student with a disability to the appropriate authorities, in accordance with applicable law, regulations and Board policy, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records. [2] [8] [33] [35] [36] [37] [38] [39] [40] [41] [42]

Delegation of Responsibility

In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Board designates the Director of Pupil Services to coordinate the district's efforts to comply with this policy and applicable laws and regulations. [27]

All district employees collecting or using personally identifiable information shall receive training or instruction regarding Board policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information. [27]



Book	Board Policy Manual
Section	600 Finances
Title	Federal Fiscal Compliance
Code	626
Status	

Legal

1. [2 CFR Part 200](#)
2. Pol. 827 - Conflict of Interest
3. Pol. 828 - Fraud
4. Pol. 317 - Conduct/Disciplinary Procedures
5. [2 CFR 200.430](#)
6. Pol. 626.1 - Travel Reimbursement - Federal Programs
7. [24 P.S. 1153](#)
8. Pol. 304 - Employment of District Staff
9. Pol. 319 - Outside Activities
10. Pol. 336 - Personal Necessity Leave
11. Pol. 337 - Vacation
12. Pol. 624 - Taxable Fringe Benefits
13. Pol. 805 - Emergency Preparedness
14. Pol. 813 - Other Insurance
15. [2 CFR 200.333-200.337](#)
16. Pol. 800 - Records Management
17. [34 CFR 75.730-75.732](#)
18. [34 CFR 76.730-76.731](#)
19. [2 CFR 200.336](#)
20. [2 CFR 200.333](#)
21. Pol. 113.4 - Confidentiality of Special Education Student Information
22. Pol. 216 - Student Records
23. Pol. 324 - Personnel Files
24. [2 CFR 200.330-200.331](#)
25. [2 CFR 200.338](#)
26. [2 CFR 200.339](#)
- Pol. 610 - Purchases Subject to Bid/Quotation
- Pol. 611 - Purchases Budgeted
- Pol. 612 - Purchases not Budgeted
- Pol. 613 - Cooperative Purchasing
- Pol. 625 - Procurement Cards

Authority

The Board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Guidance. [\[1\]](#)

The Board shall review and approve all applications for federal funds submitted by the district.

Delegation of Responsibility

The Board designates the Superintendent as the district contact for all federal programs and funding.

The Superintendent or designee, in collaboration with the Federal Programs Coordinator and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards. [1]

The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, may approve additional procedures as attachments to this policy.

Guidelines

The district's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

1. Identification – The district must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
4. Internal Controls – Effective control and accountability, **including segregation of duties**, must be maintained for all funds, real and personal property and other assets. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Standards of Conduct

The district shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts. [2][3]

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures. [4]

Employees - Time and Effort Reporting

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals. [5]

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient. [6]

The district shall establish and maintain employee policies **and procedures** on hiring, benefits and leave and outside activities, as approved by the Board. **District procedures on payment of staff shall apply to employees paid with federal funds and shall include payment in extenuating or emergency conditions, in accordance with applicable law, regulations or emergency declarations by state or federal authorities.** [7][8][9][10][11][12][13][14]

Record Keeping

The district shall develop and maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails. [15][16]

The district shall ensure the proper maintenance of federal fiscal records documenting: [16][17][18]

1. Amount of federal funds.
2. How funds are used.
3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents. [19]

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs. [20]

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken. [20]

As part of the Records Management Plan, the district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal. [16]

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data. [16]

The district shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations. [21][22][23]

Subrecipient Monitoring

In the event that the district awards subgrants, the district shall establish procedures to: [\[24\]](#)


1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
3. Ensure the district's record retention schedule addresses document retention on assessment and monitoring. [\[16\]](#)

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part. [\[25\]](#) [\[26\]](#)

PSBA Revision 4/20 © 2020 PSBA

 [626-Attach-Costs_Obligations_Property.doc \(58 KB\)](#)

 [626-Attach-AllowabilityofCosts.doc \(91 KB\)](#)

 [626-Attach-CashManagement.docx \(19 KB\)](#)

 [626-Attach-Procurement.doc \(106 KB\)](#)

 [626-Attach-SubrecipientMonitoring.doc \(56 KB\)](#)

Allowability of Costs – Federal Programs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval from the state.

Delegation of Responsibility

When determining how the school district will spend its grant funds, the Federal Programs Coordinator will review the proposed cost to determine whether it is an allowable use of federal grant funds *before* obligating and spending those funds on the proposed good or service.

Allowability Determinations

All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E, which are listed below. The Federal Programs Coordinator must consider these factors when making an allowability determination. A section entitled, *Helpful Questions for Determining Whether Costs are Allowable*, is located at the end of this document.

Part 200 sets forth general cost guidelines that must be considered, as well as rules for specific types of items, both of which must be considered when determining whether a cost is an allowable expenditure of federal funds. The expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, nonregulatory guidance and grant award notifications.

Restrictions in state and local rules or policy also must be considered. For example, travel and other job-related expenses incurred by employees are not allowable unless they also are in compliance with Board Policy 331 (Job Related Expenses) and related administrative regulations.

Whichever allowability requirements are stricter will govern whether a cost is allowable.

General allowability determination factors include the following:

1. **Be Necessary and Reasonable for the performance of the federal award.** A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, **reasonable** means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the district or the proper and efficient performance of the federal award.

- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individual incurring the cost acted with prudence in the circumstances considering responsibilities to the district, its employees, its students, the public at large, and the federal government.
- Whether the district significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the federal award's cost. (2 CFR Sec. 200.404)

Whether a cost is **necessary** will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need, and can prove it. For example, the school entity may deem a language skills software program necessary for a Language Instruction Education Program.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the federal award program.
 - Whether the cost is identified in the approved budget or application.
 - Whether there is an educational benefit associated with the cost.
 - Whether the cost aligns with identified needs based on results and findings from a needs assessment.
 - Whether the cost addresses program goals and objectives and is based on program data.
2. **Allocable to the federal award.** A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. (2 CFR Sec. 200.405)

For example, if fifty percent (50%) of a teacher's salary is paid with grant funds, then that teacher must spend at least fifty percent (50%) of his/her time on the grant program.

3. **Consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the school entity.**

4. **Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.**
5. **Consistent treatment.** A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
6. **Adequately documented.** All expenditures must be properly documented.
7. **Be calculated in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in Part 200.**
8. **Not included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such.** Some federal program statutes require the nonfederal entity to contribute a certain amount of nonfederal resources to be eligible for the federal program.
9. **Be the net of all applicable credits.** The term “applicable credits” refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state relate to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. (2 CFR Sec. 200.406)

Selected Items of Cost

Subpart E of Part 200 sets forth principles to be applied in establishing the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost), at 2 CFR Sec. 200.420-200.475. These specific cost items are listed in the chart below along with the citation to the section of Subpart E addressing the allowability of that item. These principles are in addition to the other general allowability standards, and apply whether or not a particular item of cost is properly treated as direct cost or indirect (F&A) cost. Meeting the specific criteria for a listed item does not by itself mean the cost is allowable, as it may be unallowable under other standards or for other reasons, such as restrictions contained in the terms and conditions of a particular grant or restrictions established by the state or in Board policy. If an item is unallowable for any of these reasons, federal funds cannot be used to purchase it.

School district personnel responsible for spending federal grant funds and for determining allowability must be familiar with and refer to the Part 200 selected items of cost section. These rules must be followed when charging these specific expenditures to a federal grant. When applicable, employees must check costs against the selected items of cost requirements to ensure the cost is allowable, and also check state, district and program-specific rules.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428
Commencement and convocation costs	2 CFR § 200.429
Compensation – personal services	2 CFR § 200.430
Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages and other settlements	2 CFR § 200.441
Fund raising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443

General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447
Intellectual property	2 CFR § 200.448
Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460
Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463
Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships and student aid costs	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469

Taxes (including Value Added Tax)	2 CFR § 200.470
Termination costs	2 CFR § 200.471
Training and education costs	2 CFR § 200.472
Transportation costs	2 CFR § 200.473
Travel costs	2 CFR § 200.474
Trustees	2 CFR § 200.475

Helpful Questions for Determining Whether Costs are Allowable -

In addition to applying the cost principles and standards described above, district staff involved in expending federal funds should ask the following questions when assessing the allowability of a particular cost:

1. Is the proposed cost allowable under the relevant program?
2. Is the proposed cost consistent with an approved program plan and budget?
3. Is the proposed cost consistent with program specific fiscal rules? For example, the school entity may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources, or only as a match for funds from nonfederal sources.
4. Is the proposed cost consistent with EDGAR?
5. Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?
6. Is the proposed cost consistent with the underlying needs of the program? For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for English Learner (EL) students must only be spent on EL students and cannot be used to benefit non-EL students.
7. Will the cost be targeted at addressing specific areas of weakness that are the focus of the program, as indicated by available data?

Any questions related to specific costs should be forwarded to the Business Manager, who shall consult with the school solicitor for clarification as appropriate.

Cash Management – Federal Programs

Generally, the school district receives payment from the Pennsylvania Department of Education (PDE) on a reimbursement basis. In some circumstances, the district may receive an advance of federal grant funds. This attachment addresses responsibilities of the district and district staff under those alternative payment methods. In either case, the district shall maintain accounting methods and internal controls and procedures that assure those responsibilities are met.

Payment Methods

Reimbursements -

The school district will initially charge federal grant expenditures to nonfederal funds.

The Federal Programs Coordinator will request reimbursement for actual expenditures incurred under the federal grants quarterly.

Such requests shall be submitted with appropriate documentation and signed by the requestor.

Requests for reimbursements will be approved by the Federal Programs Coordinator.

Reimbursement will be submitted on the appropriate form to the PDE portal. All reimbursements are based on actual disbursements, not on obligations. PDE will process reimbursement requests within the timeframes required for disbursement.

Consistent with state and federal requirements, the school district will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for PDE to review upon request.

Reimbursements of actual expenditures do not involve interest calculations.

Advances -

When the district receives advance payments of federal grant funds, it must minimize the time elapsing between the transfer of funds to the district and the expenditure of those funds on allowable costs of the applicable federal program. (2 CFR Sec. 200.305(b)) The district shall attempt to expend all advances of federal funds within seventy-two (72) hours of receipt.

When applicable, the district shall use existing resources available within a program before requesting additional advances. Such resources include program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds. (2 CFR Sec. 305(b)(5))

The district shall hold federal advance payments in insured, interest-bearing accounts.

The school district is permitted to retain for administrative expense up to \$500 per year of interest earned on federal grant cash balances. Regardless of the federal awarding agency, interest earnings exceeding \$500 per year shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using

either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. (2 CFR Sec. 200.305(b)(9))

Pursuant to federal guidelines, interest earnings shall be calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the district. Consistent with state guidelines, interest accruing on total federal grant cash balances shall be calculated on cash balances per grant and applying the actual or average interest rate earned.

Remittance of interest shall be responsibility of the Business Manager.

Administration of Federal Funds Type of Costs, Obligations and Property Management

The district establishes and maintains Board policies, administrative regulations and procedures on administration of federal funds in federal programs as required by the Uniform Grant Guidance and other federal, state and local laws, regulations and requirements. The district's financial management system includes internal controls and grant management standards in the following areas.

Direct and Indirect Costs

Direct costs – costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

Indirect costs – costs incurred for a common or joint purpose benefiting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. (2 CFR Sec. 200.405, 200.413)

Identification with the federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect costs.

Direct and indirect costs shall be determined in accordance with law, regulations, the terms and conditions of the federal award, and the district's negotiated indirect cost rate.

The district shall develop an indirect cost rate proposal and cost allocation plan in accordance with law, regulations and the terms and conditions of the federal award.

Timely Obligation of Funds

Obligations – orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the district during the same or a future period.

The following table illustrates when funds must be obligated under federal regulations:

Obligation is for:	Obligation is made:
Acquisition of property	On the date on which the district makes a binding written commitment to acquire the property
Personal services by a district employee	When the services are performed

Personal services by a contractor who is not a district employee	On the date on which the district makes a binding written commitment to obtain the services
Public utility services	When the district receives the services
Travel	When the travel occurs
Rental of property	When the district uses the property
A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR Part 200, Subpart E - Cost Principles	On the first day of the project period

34 CFR §75.707; 34 CFR §76.707

All obligations must occur between the beginning and ending dates of the federal award project, which is known as the period of performance. The period of performance is dictated by law and regulations and will be indicated in the federal award. Specific requirements for carryover funds may be specified in the federal award and must be adhered to by the district. (2 CFR Sec. 200.77, 200.309)

The district will handle obligations and carry over of state-administered and direct grants in accordance with state and federal law and regulations, and the terms and conditions of the federal award. Carryover will be calculated and documented by the Business Manager.

The district may exercise an extension of the period of performance under a direct grant in accordance with law, regulations and the terms and conditions of the federal award when written notice is provided to the federal awarding agency at least ten (10) calendar days prior to the end of the period of performance. (2 CFR Sec. 200.308(d)(2))

The Federal Programs Coordinator will decide when an extension of the period of performance is necessary and will recommend that the Superintendent approve this process.

The Federal Programs Coordinator will develop the required written notice, including the reasons for the extension and revised period of performance; the notice will be issued no later than ten (10) calendar days prior to the end of the currently documented period of performance in the federal award.

The district must seek approval from the federal awarding agency for an extension of the period of performance when the extension is not contrary to federal law or regulations, and the following conditions apply:

1. The terms and conditions of the federal award prohibit the extension;
2. The extension requires additional federal funds; or
3. The extension involves any change in the approved objectives or scope of the project. (2 CFR Sec. §200.308)

The Superintendent will determine when an extension must be requested for approval by the federal awarding agency, draft the written request and notify the Board of the requested extension.

Management of Property Acquired With Federal Funds

Contract and Purchasing Administration -

The district maintains internal controls, administrative regulations and procedures to ensure that contractors deliver goods and services in accordance with the terms, conditions and specifications of the designated contract, purchase order or requisition.

Property Classifications -

Property shall be classified as **equipment, supplies, computing devices and capital assets** as defined and specified in accordance with law, regulations and Board policy. (Pol. 622)

Inventory Control/Management -

All property purchased with federal funds, regardless of cost, will be inventoried as a safeguard.

Inventory will be received by the department or program requesting the item; designated staff will inspect the property, compare it to the applicable purchase order or requisition, and ensure it is appropriately logged and tagged in the district's property management system.

Items acquired will be physically labeled by source of funding and acquisition date.

Inventory records of equipment and computing devices must be current and available for review and audit, and include the following information:

1. Description of the item, including any manufacturer's model number.
2. Manufacturer's serial number or other identification number.
3. Identification of funding source.
4. Acquisition date and unit cost.
5. Source of items, such as company name.
6. Percentage of federal funds used in the purchase.
7. Present location, use, condition of item, and date information was reported.
8. Pertinent information on the ultimate transfer, replacement or disposition of the item and sale price of the property.

Inventory will be updated as items are sold, lost or stolen, or cannot be repaired, and new items are purchased.

Physical Inventory -

Physical inventory of property will be completed by designated district staff in accordance with applicable federal and state law and regulation and Board policy. (Pol. 622, 706)

The physical inventory of items will be conducted annually, and the results will be reconciled with the inventory records and reported to the federal awarding agency.

Maintenance -

The district establishes adequate maintenance procedures to ensure that property is maintained in good condition in accordance with law, regulation and Board policy. (Pol. 704, 708, 710)

Safeguards -

The district ensures that adequate safeguards are in place to prevent loss, damage or theft of property:

1. Any loss, damage or theft will be reported to the Superintendent, and investigated and fully documented, and may be reported to local law enforcement.
2. If stolen items are not recovered, the district will submit copies of the investigative report and insurance claim to the federal awarding agency.
3. The district may be responsible for replacing or repairing lost, damaged, destroyed or stolen items.
4. Replaced equipment is property of the originally funded program and should be inventoried accordingly.
5. District property may only be loaned in accordance with Board policy and administrative regulations. (Pol. 707, 708, 710)

Disposition of Property Acquired with Federal Funds –

When the district determines that real property, including land, land improvements structures and accessories thereto, acquired under a federal award is no longer needed for the originally authorized purpose, the district must obtain disposition instructions from the federal awarding agency or pass-through entity administering the program, in accordance with applicable law and regulations. (2 CFR Sec. 200.311)

When the district determines that equipment or supplies acquired under a federal award are no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Federal Programs Coordinator will contact the federal awarding agency or pass-through entity administering the program to obtain disposition instructions, based on the fair market value of the equipment or supplies.

Generally, items with a fair market value of \$5,000 or less that are no longer effective may be retained, sold, purged, or transferred to the district. For items with a fair market value greater than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If the district will be replacing the equipment or supplies, the district may use the existing equipment or supplies as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. The Federal Programs Coordinator will be responsible for contacting the federal awarding agency and determining the process for disposition of equipment or supplies.

The district may use the following methods in disposing of unnecessary equipment or supplies acquired with federal funds:

Public auction and/or online sale – generally conducted by a licensed auctioneer.

Salvage – scrap sold to local dealers.

Negotiated sale – normally used when disposing of items of substantial value.

Sealed bid – normally used for items of substantial value or unique qualities.

Pre-priced sale – large quantities of obsolete or surplus equipment or supplies may be sold by this method.

Donation to charitable organizations, for equipment or supplies with little to no value.

Disposition to trash for equipment or supplies with no value.

The Business Manager will be responsible for maintaining records of obsolete and surplus property disposed of, and will report to the federal awarding agency when required.

Procurement – Federal Programs

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Guidance regulations, federal guidance of the Office of Management and Budget and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations and Board policy. (2 CFR 200.102, 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; 24 P.S. 120, 24 P.S. 504, 24 P.S. 508, 24 P.S. 521, 24 P.S. 607, 24 P.S. 609, 24 P.S. 751, 24 P.S. 807.1; 62 Pa. C.S.A. 4601 et seq; Pol. 610, 611, 612, 613, 808)

2020 Procurement Thresholds		
PA State Quotation Threshold	\$11,300	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
PA State Bid Threshold	\$21,000	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
Federal Micro-Purchase Threshold	\$10,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget
Federal Simplified Acquisition Threshold	\$250,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget

*Please review this Procurement attachment annually and update amounts accordingly

The district implements exceptions to the Micro-Purchase and Simplified Acquisition Threshold amounts announced by the federal Office of Management and Budget as part of its procurement procedures.

Responsibility for Purchasing

The Board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid requirements in the following Board policies and their accompanying administrative regulations or procedures:

- Policy 610. Purchases Subject to Bid/Quotation
- Policy 611. Purchases Budgeted
- Policy 612. Purchases Not Budgeted
- Policy 613. Cooperative Purchasing

Purchase Methods

When a request for purchase of equipment, supplies or services has been submitted and approved as outlined below, the procurement method to be used will be determined based on the type of purchase and the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in Policy 610 must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply, so as to comply with both state and federal requirements. At each point where requirements for food service-related procurement under USDA regulations differ, a note will refer to the Food Service Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the Business Manager under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The district shall use purchase orders for purchase requests in accordance with the applicable purchase method.

The district shall use electronic purchasing records, which are pre-numbered and are accessible to designated purchasing staff in the district office.

Purchase requests by an employee must be submitted to the building administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the Business Manager.

Purchase orders and requisitions shall contain information including, but not limited to:

1. Description of the services to be performed or goods to be delivered.
2. Location of where services will be performed, or goods will be delivered.
3. Appropriate dates of service or delivery.

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Records Management Policy and records retention schedule. (Pol. 800)

Contracts shall be reviewed by the school solicitor prior to submission to the Board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

[See Food Service Program Notes below for specific clauses required by USDA regulations to be included in cost reimbursable procurement contracts.]

Micro-Purchases Not Requiring Quotes or Bidding

For purposes of this procedure, **micro-purchase** means a purchase of equipment, supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$10,000. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$10,000.(48 CFR Subpart 2.1)

Note: The micro-purchase maximum for federal purposes is lower than the amount below which the School Code allows purchase for nonfederal purposes to be made without obtaining at least three (3) written or telephonic quotes or using formal competitive bidding.

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the district distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms. The Business Manager will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable. The district will maintain evidence of this reasonableness in the records of all micro-purchases. Reasonable means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

Small Purchase Procedures

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing equipment or supplies that cost more than the amount qualifying as a micro-purchase and do not cost \$21,000 or more, or in the case of services other than construction, maintenance or repair on school facilities, where the total cost does not exceed the \$250,000 federal Simplified Acquisition Threshold at which formal competitive bidding or competitive proposals are required. Small purchase procedures cannot be used for purchases of equipment or supplies or for construction, repair or maintenance services

costing \$21,000 or more because the School Code requires formal competitive bidding at that level of cost.

The base amount at which bidding is required under state law for purchases of equipment, supplies and construction, maintenance or repair services on school facilities is adjusted for inflation annually, and the adjusted amount most recently determined and published in the Pennsylvania Bulletin shall apply if other than \$21,000. (24 P.S. Sec. 120)

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$250,000. (48 CFR Subpart 2.1, 2 CFR 200.102)

Because state law does not require competitive bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding or competitive proposals are required (**\$250,000**).

[See Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than \$250,000.]

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained as provided in Policy 610. (Pol. 610)

Formal Competitive Bidding

Publicly Solicited Sealed Competitive Bids:

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of school facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder as provided in Policy 610 when the total cost is estimated to be \$21,000 or more. (Pol. 610)

Note: The amount at which formal competitive bidding or competitive proposals are required by federal regulations is much higher than the base amount at which the School Code requires competitive bidding. Therefore, the lower base amount specified by the School Code, as annually adjusted, is used to determine when bidding will be used for purchases of equipment or supplies, or for obtaining services for construction, maintenance or repairs on school facilities. (24 P.S. Sec. 120)

State law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal

competitive bidding or competitive proposals will be used when the estimated total cost will be at or over the federal threshold of \$250,000.

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$250,000. (48 CFR Subpart 2.1, 2 CFR 200.102)

For procurement of services costing at or over the \$250,000 federal threshold other than for construction, maintenance or repairs on school facilities, the use of competitive sealed bidding is considered feasible and appropriate when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Competitive Proposals

State law does not require public school entities to solicit competitive bids for services other than construction, repairs or maintenance of school facilities, for which competitive bidding is required if the cost will be a base amount of \$21,000 or more. State law allows competitive proposals relating to work on facilities in lieu of bidding only in the context of guaranteed energy savings contracts.

Federal regulations allow the use of competitive proposals as an alternative to formal competitive bidding when conditions are not appropriate for the use of sealed bids.

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the district may use small purchase procedures or micro-purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Policy 610 for the acquisition of services other than for construction, repairs or maintenance of school facilities, and can be used if the total cost will be less than \$250,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The district shall comply with other applicable state and federal law and regulations, Board policy and administrative regulations regarding purchasing; the district may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

An alternative form of competitive proposal is permitted only for qualifications-based procurement of architectural and engineering services, in which price is not a selection factor and reasonable compensation is negotiated after source selection. This alternative is not permitted for procurement of other types of services.

Competitive proposals shall be evaluated by the Business Manager based on factors including but not limited to:

1. Cost.

Experience of contractor.

Availability.

Personnel qualifications.

Financial stability.

Project management expertise.

Understanding of district needs.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the Superintendent.

Contract/Price Analysis

The district performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. (2 CFR Sec. 200.323(a)).

A **cost analysis** generally means evaluating the separate cost elements that make up the total price, while a **price analysis** means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Business Manager must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the Business Manager will enact established business practices which may include evaluation of similar prior procurements and a review process.

Negotiated Profit

In any procurement in which there has been no price competition, or in which a cost-analysis is performed, profit must be negotiated separately as an element of price. Accordingly, solicitations of bids, proposals or quotes shall require that bids, proposals or quotes be limited to costs other than profit, and exclude profit.

To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the Business Manager.

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.

4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the Business Office.

All noncompetitive proposals will ultimately be approved by the Board. The district may utilize legal advice from the solicitor regarding noncompetitive proposals.

Profit must be negotiated separately for noncompetitive proposals, and a cost or price analysis will also be performed for noncompetitive proposals when the price exceeds \$250,000.

Purchase Cards

The district approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

Procurement cards may be used for purchases under federal programs. The use of procurement cards is governed by Board policy 625 Procurement Cards and established administrative regulations. (Pol. 625)

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
7. Any arbitrary action in the procurement process.

Minority Businesses, Women's Business Enterprises, Labor Surplus Area Firms

The district must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

Geographical Preferences Prohibited

The district must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

[See Food Service Program Notes below for permissibility of geographic preferences and "Buy American" practices in purchasing certain food products]

Prequalified Lists

The district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure

maximum open and free competition. Also, the district must not preclude potential bidders from qualifying during the solicitation period.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Solicitation Language

The district must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Avoiding Acquisition of Unnecessary or Duplicative Items

The district must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Such considerations are accessible in the procedure attached to Policy 626: Allowability of Costs – Federal Programs.

Use of Intergovernmental Agreements and Cooperative Purchasing

To foster greater economy and efficiency, the district enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act, the School Code and the Commonwealth Procurement Code. (Pol. 613; 53 Pa. C.S. Ch. 23; 24 P.S. 521; 62 Pa. C.S. Ch. 19)

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the district shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable procurement methods, requirements and standards of the Uniform Grant Guidance as outlined in this procedure.

Use of Federal Excess and Surplus Property

The district considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

Debarment and Suspension

The district awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

The district may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the district verifies that the contractor with whom the district intends to do business is not excluded or disqualified. (2 CFR Part 200, Appendix II, and 2 CFR Sec. 180.220 and 180.300).

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The Business Manager will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

Maintenance of Procurement Records

The district must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Maintenance of records of procurement will be governed by Board policy 800 Records Management and the district's established records retention schedule. (Pol. 800)

Time and Materials Contracts

The district may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. **Time and materials type contract** means a contract whose cost to the district is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the district must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Settlements of Issues Arising Out of Procurements

The district alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the district of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The district maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, established district administrative regulations and the advice of the solicitor. (Pol. 610)

Food Service Program Notes:

Exemption from Bidding for Perishable Food Items -

The School Code exempts purchases of perishable food items from bidding requirements. Bidding for perishable food items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required (\$250,000). Small purchase procedures may be used for purchases below \$250,000, or micro-purchase procedures for purchases below \$10,000. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings.(24 P.S. Sec. 504(d))

Geographic Preferences -

The district is permitted to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When a geographic preference is applied, the district has discretion to determine the local area to which the geographic preference option will be applied.

Unprocessed locally grown or locally raised agricultural products means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)

Buy American -

The district shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes. The term **domestic commodity or product** means: (7 CFR Sec. 210.21, 220.16)

1. An agricultural commodity that is produced in the United States; and
2. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Mandatory Contract Clauses -

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

(b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been

established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies -

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

Pre-Plated Meals -

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)

Grant Subrecipient Monitoring Procedures – Federal Programs

In the event the district disperses federal funds received through a federal award to other entities and assigns responsibilities to the outside entity to conduct a portion of the work, the district shall be responsible for determining, on a case-by-case basis, whether the agreement with such entity places the outside entity in the role of a subrecipient receiving a subaward of federal funding, or the role of a contractor.

If the district grants subawards of federal funding to other entities as subrecipients, the district shall be responsible for:

1. Evaluating the entity for risk of noncompliance to determine appropriate monitoring practices.
2. Monitoring the subrecipient entity's implementation to ensure compliance with federal, state and local laws, conditions of the federal funding award, and Board policy and procedures.
3. Notifying the subrecipient entity of identified deficiencies found during the monitoring process and ensuring that identified deficiencies are corrected.
4. Documenting and retaining records on subrecipient identification, notification, evaluation, monitoring and corrective actions taken.

Definitions

For purposes of policies and procedures related to federal programs, the following definitions shall apply:

Contract – a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used here does not include a legal instrument, even if the entity considers it a contract, when the substance of the transaction meets the definition of a federal program award or subaward. (2 CFR 200.22)

Contractor – an entity that receives a contract, as defined in law and regulations, by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. (2 CFR 200.23)

Pass-through entity – a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program. The district serves as the pass-through entity in cases where it awards federal funding to a subrecipient as defined in this procedure. (2 CFR 200.74)

Subaward – an award provided by a pass-through entity to a subrecipient in order to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. (2 CFR 200.92)

Subrecipient – a non-federal entity that receives a subaward to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.) (2 CFR 200.93)

Subrecipient Versus Contractor

The district must determine, on a case-by-case basis, whether an entity receiving funds from the district as part of a federal funding program serves in a role of subrecipient or contractor. (2 CFR 200.330)

The Federal Programs Coordinator shall be responsible for analyzing the criteria listed in the chart below and evaluating the relationship with the entity based on the substance of the legal agreement, rather than the form of the agreement. The Federal Programs Coordinator may consult with the school solicitor or other qualified counsel in making such determination.

Subrecipient	Contractor
Creates a Federal assistance relationship	Purpose is to obtain goods and services for the non-Federal entity's own use and creates a procurement relationship
Determines who is eligible to receive what Federal assistance	Provides the goods and services within normal business operations
Has its performance measured in relation to whether objectives of a Federal program were met	Provides similar goods or services to many different purchasers
Has responsibility for programmatic decision making	Normally operates in a competitive environment
Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and	Provides goods or services that are ancillary to the operation of the Federal program; and
In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity (PTE)	Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons

*chart provided by © American Institute of CPAs (AICPA)

The district shall notify subrecipients that they have been identified as a subrecipient and that the funding qualifies as a subaward. The district shall provide the subrecipient with the following information as specified at 2 CFR Sec. 200.331(a) regarding the federal funding award, and any subsequent changes:

- 1) Federal Award Identification information, including:
 - (i) Subrecipient name (which must match the name associated with its unique entity identifier);

- (ii) Subrecipient's unique entity identifier;
 - (iii) Federal Award Identification Number (FAIN);
 - (iv) Federal Award Date (see §200.39 federal award date) of award to the recipient by the federal agency;
 - (v) Subaward Period of Performance Start and End Date;
 - (vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;
 - (vii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;
 - (viii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
 - (ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
 - (x) Name of federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity;
 - (xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each federal award and the CFDA number at time of disbursement;
 - (xii) Identification of whether the award is R&D; and
 - (xiii) Indirect cost rate for the federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).
- 2) All requirements imposed by the pass-through entity on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award;
 - 3) Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the federal awarding agency including identification of any required financial and performance reports;
 - 4) An approved federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f);

- 5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and
- 6) Appropriate terms and conditions concerning closeout of the subaward.

Evaluation of Risk

The district shall evaluate each subrecipient's risk of noncompliance with law, regulations and the terms and conditions of the subaward to determine appropriate monitoring practices. (2 CFR 200.331)

The Federal Programs Coordinator or designee shall be responsible for evaluating risk based on the following factors:

1. The subrecipient's prior experience with the same or similar subawards;
2. The results of previous audits, including whether the subrecipient receives a single audit and the extent to which the same or similar subaward has been audited;
3. Whether the subrecipient has new personnel, or new or substantially changed systems and processes;
4. The extent and results of any federal award agency's monitoring of the subrecipient.

The Federal Programs Coordinator or designee shall request adequate documentation from the subrecipient to conduct the evaluation of risk; such documentation may include, but shall not be limited to, audit reports, financial reports, policies and procedures, detailed descriptions or users' guides of current systems and processes.

The district shall evaluate subrecipients for risk of noncompliance as specified in the legal agreement or contract.

Based on the results of the risk evaluation, the district may consider imposing specific conditions on implementation of the subaward, in accordance with applicable law and regulations. (2 CFR 200.207, 200.331)

Monitoring

The district shall monitor the implementation and activities of each subrecipient as necessary to ensure that the subaward is used for authorized purposes, in accordance with law, regulations and the terms and conditions of the subaward. The district shall notify subrecipients of monitoring requirements, and may provide technical assistance to subrecipients in complying with monitoring requirements.

As part of the monitoring process, the district shall complete the following steps: (2 CFR 200.331)

1. Review financial and performance reports required by the district.
2. Follow-up and ensure that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the subaward detected during monitoring through audits, on-site reviews and other means.
3. Issue a management decision for audit findings pertaining to the subaward provided to the subrecipient, in accordance with applicable law and regulations. (2 CFR 200.521)

Monitoring –

The Federal Programs Coordinator or designee shall be responsible for monitoring of subrecipients. Monitoring activities may include, but shall not be limited to:

1. Review of progress reports, financial reports and data quality.
2. On-site visits.
3. Review of federal or state debarment lists.
4. Review of other agreed-upon procedures specified in the legal agreement or contract. (2 CFR 200.425)

The district shall verify that subrecipients are audited as required by applicable law and regulations. (2 CFR 200.331, 2 CFR 200.500-200.521, Pol. 619)

Follow-Up Actions –

The Federal Programs Coordinator or designee shall provide subrecipients with written documentation detailing their monitoring results and listing any identified deficiencies. The district shall consider whether the results of monitoring indicate the need to revise existing district policy and procedures. (2 CFR 200.331)

The district shall require subrecipients to take immediate action on issues involving ineligible or illegal use of federal funding, and notify the district of corrective action taken.

The district shall require subrecipients to develop a corrective action plan to address other identified deficiencies or noncompliance issues; such plan shall be submitted to the district as specified in the agreed-upon procedures, and the district shall evaluate and monitor the activities taken by the subrecipient under the corrective action plan. The district may provide technical assistance and/or training to subrecipients in complying with corrective action requirements.

The Federal Programs Coordinator or designee shall maintain all documentation on monitoring of subrecipients and corrective action taken during the monitoring process.

The district shall report issues of noncompliance to the appropriate federal agency where required by law, regulations, or requirements of the federal funding program.

Remedies for Noncompliance –

When monitoring activities identify issues of noncompliance that are not addressed through corrective action, the district may take the following actions: (2 CFR 200.331, 200.338)

1. Impose specific conditions on the subrecipient, in accordance with applicable law and regulations. (2 CFR 200.207)
2. Temporarily withhold cash payments, in accordance with applicable law and regulations.
3. Disallow or deny use of funds for all or part of the cost of the activity or action not in compliance.
4. Wholly or partially suspend or terminate the agreement for the federal award.
5. Recommend that the federal agency initiate suspension and debarment proceedings.
6. Withhold further awards or agreements for the project or program.
7. Take other remedies legally available, in consultation with the school solicitor or other qualified counsel.

Record Retention

The Federal Programs Coordinator shall ensure that all documentation regarding subrecipient identification, notification, evaluation, monitoring activities and corrective action is maintained in accordance with Board policy and procedures. (Pol. 800)

Records shall be retained in accordance with applicable law, regulations, specific requirements of the federal program and the district's records retention schedule. (2 CFR 200.333-200.337, Pol. 800)

2020-21 JSASD 21st CCLC After-School Program



The JSASD 21st Century Community Learning Centers program is an after-school program available to all students in grades one through five in the district. The center is located at Jersey Shore Area Elementary School and can serve up to 120 students. The program employs 15 district staff members five afternoons per week. Employees include district paraprofessionals, teachers, and certified administrators for oversight. Grant funds provide bus transportation from Avis and Salladasburg Elementary Schools to Jersey Shore Elementary for the program as well as bus transportation to centralized bus stops after the program. The Central PA Food Bank provides daily afternoon meals for all students enrolled in the program. This year's program started on October 5, 2020.

The program operates Monday through Friday from 2:30 to 5:00 p.m. Students rotate through multiple stations including STEAM (Science, Technology, Engineering, Art and Math), Rocket Math (math fact practice), Accelerated Reader, Phonics/Reading, Health/Phys. Ed., homework help, snack, and recess time. The goal of the program is to provide a safe, structured, and fun environment in which students can participate in academic intervention and enrichment activities. In addition, students receive a nutritious meal and get to spend positive social time with peers and mentors. The intended outcome of the academic programs is increased student achievement on PSSA's and district benchmark assessments, which should indicate increased student learning.

The 2020-21 funding allocation for the JSASD 21st CCLC program is \$417,375, of which \$140,403 was carried over from 2019-20. Carryover funds were allowed for 2019-20 as an exception due to Covid-19-related school closures and program shutdowns. The additional funding allowed us to hire several more employees for 2020-21 as well as to purchase necessary cleaning supplies and PPE.

*Photos below are from the 2019-20 JSASD 21st CCLC program.







APPENDIX C

Assistant Superintendent's Objective Performance Standards

2020-2021

The Assistant Superintendent's Objective Performance Standards are as follows:

- 1) The Assistant Superintendent will assist the Superintendent in providing instructional leadership to building principals and ongoing oversight of the performance of each district school and to that end will assist in submitting building action plans to the Board of Directors by January 1, 2021.**

- 2) The Assistant Superintendent will develop an updated New Teacher Induction Plan and submit such plan to the Superintendent for anticipated implementation for the 2021-2022 school year.**

- 3) The Assistant Superintendent will update the All-Hazards plan to meet current safety and security measures and integrate current health and safety procedures.**



C000073983

SUBRECIPIENT AGREEMENT

**COUNTY OF LYCOMING
OFFICE OF THE COMMISSIONERS
COVID-19 COUNTY RELIEF BLOCK GRANT**

THIS SUBRECIPIENT AGREEMENT made and entered into this 13th day of October, 2020,

BY

AND

BETWEEN

County of Lycoming, hereinafter referred to as "COUNTY", with its principal place of business at:

**48 W 3rd St,
Williamsport, PA 17701**

AND

Jersey Shore Area School District, hereinafter referred to as "SUBRECIPIENT", with its principal place of business at:

**175 A & P Drive
Jersey Shore, PA 17740**

WITNESSETH:

WHEREAS, the COUNTY has been awarded a COVID-19 County Relief Block Grant (CRBG) as further prescribed under the provisions of the Coronavirus Aid, Relief, and Economic Security Act, 2020 Enacted H.R.748, 116 Enacted H.R. 748, (the "CARES Act") the U.S. Department of the Treasury is authorized to transfer funds to the Commonwealth to cover costs of the Commonwealth that: (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of the date of enactment of this section for the Commonwealth or government; (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, the COUNTY wishes to financially assist the SUBRECIPIENT in carrying out the activity(ies) hereinafter defined; and

.WHEREAS, the SUBRECIPIENT desires said financial assistance and acknowledges that they shall comply with federal and state regulations.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements hereinafter set forth, the parties hereto intending to be legally bound hereby, do covenant and agree for themselves, their respective successors and assignees as follows:

**ARTICLE I
THE SERVICES OF SUBRECIPIENT**

Subject to the terms of this AGREEMENT, the COUNTY hereby grants to the SUBRECIPIENT out of CRBG funds appropriated to the COUNTY by DCED in accordance with the CRBG Program funds in the amount of three hundred and twenty-eight thousand and six hundred dollars (\$328,600.00) or such portion thereof as may be required. Which said grant is made subject to the condition that it shall be used by the SUBRECIPIENT to carry out the following activity(ies): COVID-19 related expenditures for the safe reopening of schools and to adhere to and meet the Center for Disease Control (CDC) guidelines.

**ARTICLE II
COMPLIANCE WITH DCED, UNIFORM GUIDANCE, AND COUNTY REQUIREMENTS**

All activities authorized by this AGREEMENT shall be performed in accordance with the CRBG Program Under Article I-C entitled Emergency COVID-19 Response, Subarticle D, Section 130-C entitled County Block Grant of the act of May 29, 303 (PL. 186, No. 24) amending the Fiscal Code (the "Act") and other applicable federal and state statutes and regulations and special conditions, relevant directives and guidelines provided by DCED and/or the COUNTY. The SUBRECIPIENT acknowledges that this AGREEMENT is subject to all requirements as set forth in the AGREEMENT and further agrees that it will comply with all future requirements determined by DCED or the COUNTY, as necessary.

The SUBRECIPIENT also agrees to comply with Office of Management and Budget 2 CFR 200, entitled "Uniform Administrative Requirements for Federal Awards," the following applicable requirements of the Uniform Guidance (2 CFR Part 200): to include 2 CFR § 200.303 regarding internal controls, 2 CFR §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

The SUBRECIPIENT further acknowledges and agrees as the "Contractor" to all terms and conditions in attachment "D."

**ARTICLE III
CONSULTANT**

COUNTY has designated SEDA-Council of Governments' (SEDA-COG), 201 Furnace Road, Lewisburg, PA 17837, as its Agent for the implementation, oversight, and administration of this Program. SUBRECIPIENT hereby agrees to recognize this agency designation, engage SEDA-COG, cooperate fully, and accept direction from SEDA-COG's staff in the same manner as if provided by COUNTY. COUNTY acknowledges that SEDA-COG shall review and approve any and all release of CRBG funds due to SUBRECIPIENT under the terms of this AGREEMENT, and decisions of SEDA-COG and COUNTY shall be final.

**ARTICLE IV
EFFECTIVE DATE AND TERMINATION DATE**

Subject to the provisions of this AGREEMENT and the availability of state and federal funds, the term of this AGREEMENT shall be effective on October 13, 2020, and shall terminate on December 30, 2020. The SUBRECIPIENT acknowledges that failure to complete the project, assisted in whole or in part by these funds,

on or before this termination date, shall render the project ineligible and require repayment/surrender of all CRBG funds.

ARTICLE V FISCAL DUTIES OF THE SUBRECIPIENT

- A) The funds under this AGREEMENT will be requisitioned by the COUNTY on behalf of the SUBRECIPIENT upon receipt of copies of approved, eligible invoices. Payment to the SUBRECIPIENT or subcontractor shall be only due upon receipt of funds from the CRBG program by the COUNTY.**
- B) In the case of direct costs incurred by the SUBRECIPIENT, payment will be made by the COUNTY upon receipt of a certified statement of said costs. Requests shall be on the form provided by the COUNTY.**
- C) The SUBRECIPIENT agrees that it will use the funds granted hereunder or as much as may be necessary to complete the aforesaid activity(ies) in accordance with the terms proposed. If, after all or any part of the funds have been paid, the SUBRECIPIENT decides to terminate or alter the activities, the COUNTY, in its sole discretion, may require repayment or redirection of the funds theretofore paid.**
- D) The SUBRECIPIENT agrees to avail all books and records to the COUNTY in order to facilitate any audit required by the COUNTY, its Agent and/or DCED.**
- E) In the event the COUNTY shall be entitled to repayment or redirection of use of all, or a portion of the funds granted herein, the repayment or redirected use shall include, if any, all interest, income, accumulations and the monetary equivalent of any appreciation in value of any property (real, personal, or mixed) purchased with the funds granted herein. Upon request by the COUNTY for repayment, a check shall be written for the principal plus the total of any such interest, income, accumulations, or appreciation in value.**
- F) Any income received by the SUBRECIPIENT resultant from the use of these CRBG funds must be transferred to the COUNTY. COUNTY shall document and report this income as required by DCED. Income shall include, but is not limited to, repayments of interest and/or principal on loans, interest on revolving funds, proceeds from the sale or lease of property or equipment purchased with CRBG funds, and as further delineated in 24 CFR, Part 570.500, excluding, however, any income received through special assessments of non-low and non-moderate-income residents which shall be retained and expended for the activities for which the SUBRECIPIENT received these CRBG funds as specified herein at ARTICLE I, Paragraph (A).**
- G) The COUNTY shall report on all income earned during the reporting year.**
- H) Budget and Costs**
 - 1) The SUBRECIPIENT shall request disbursement of activity costs in accordance with the budget. No other request shall be made. In no event may the COUNTY'S share of the budget be increased unless and until a properly submitted budget revision proposal is considered, approved, and made a part hereof by the COUNTY.**
 - 2) The SUBRECIPIENT shall charge to the account all approved costs of the activity. All such costs, including services contributed by the SUBRECIPIENT or others and charged to the account, shall be supported by properly executed payroll records, time records, invoices, contracts, vouchers or other records indicating, in proper detail, the nature and propriety of the charge.**

**ARTICLE VI
TERMINATION FOR DEFAULT, CONVENIENCE
OR AVAILABILITY OF FUNDS**

A) Termination for Default

If, through any cause, the SUBRECIPIENT shall fail to fulfill, in a timely and proper manner, its obligations under this AGREEMENT, or in the event of violation of any of the covenants contained herein, the COUNTY shall thereupon have the right to terminate this AGREEMENT by giving written notice to the SUBRECIPIENT specifying the effective date of termination. Said notice shall be given in writing to the SUBRECIPIENT and will be effective upon receipt by the SUBRECIPIENT. In such event, all records and such grant monies as may have been expended contrary to the terms of this AGREEMENT, shall be turned over to the COUNTY.

B) Termination for Convenience

The COUNTY or SUBRECIPIENT may terminate this AGREEMENT at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

C) Any and all payment from the COUNTY to the SUBRECIPIENT under this AGREEMENT is conditioned upon receipt of appropriately budgeted funds from DCED's CRBG Program.

D) Termination of this AGREEMENT shall be in accordance with 2 CFR 200, subpart D. The following applicable requirements of the Uniform Guidance (2 CFR Part 200): to include 2 CFR § 200.303 regarding internal controls, 2 CFR §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

**ARTICLE VII
TEMPORARY SUSPENSION OF PROJECT**

The SUBRECIPIENT shall suspend all or any part of its activities utilizing funds granted by the COUNTY, at any time during the period covered by this AGREEMENT, upon receiving written notice from the COUNTY or its Agent. The COUNTY or its Agent may give notice to suspend:

- 1) For violations of regulations, audit exceptions, misuse of funds or when responsible public officials or private citizens make allegations of mismanagement, malfeasance or criminal activity; or
- 2) When, in the opinion of the COUNTY, the activities cannot be continued in such manner as to adequately fulfill the intent of statute or regulations due to act of God, strike or disaster; or
- 3) When, for any reason, the DCED gives notice of termination or suspension to the COUNTY; or
- 4) Temporary suspension of this AGREEMENT shall be in accordance with 2 CFR 200, subpart D. The following applicable requirements of the Uniform Guidance (2 CFR Part 200): to include 2 CFR § 200.303 regarding internal controls, 2 CFR §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

**ARTICLE VIII
INTEREST OF THE SUBRECIPIENT**

- A) The SUBRECIPIENT covenants that it and its employees presently have no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its activities hereunder. The SUBRECIPIENT further covenants that in the performance of this AGREEMENT, it will not knowingly employ any person having any such interest.
- B) The SUBRECIPIENT will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

**ARTICLE IX
INTEREST OF MEMBERS OF THE COMMONWEALTH AND OTHERS**

No officer, member or employee of the COMMONWEALTH and no member of its governing body who exercises any functions or responsibilities in the review or approval of services being performed under this AGREEMENT shall participate in any decision relating to this AGREEMENT which affects his personal interest or the interest of any corporation, partnership or association in which he is directly or indirectly interested; nor shall any such officer, member or employee of the COMMONWEALTH and no member of its governing body have any interest, direct or indirect, in this AGREEMENT or the proceeds thereof.

**ARTICLE X
ASSIGNMENT, TRANSFER, COLLATERAL USE**

The SUBRECIPIENT shall not assign any interest in this AGREEMENT, nor shall any interest be transferred by novation or assignment without prior written consent of the COUNTY or its Agent.

**ARTICLE XI
RESPONSIBILITIES OF SUBRECIPIENT**

- A) The SUBRECIPIENT shall perform the activities under this AGREEMENT as an independent SUBRECIPIENT and shall provide workmen's compensation insurance where the same is required, and shall accept full responsibility for the payment of premiums for workmen's compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees who are performing services specified by this AGREEMENT.
- B) The SUBRECIPIENT shall hold the COUNTY and its Agent harmless and indemnify from any and all claims, demands, and actions based upon or arising out of any activities performed by its employees under this AGREEMENT in a manner which is contrary to the direction of the COUNTY or its Agent, and shall defend any and all actions brought against the COUNTY and its Agent based upon any such claims or demands. It is understood and agreed that the SUBRECIPIENT'S standard liability insurance policies protect, or shall be endorsed to protect, the COUNTY and its Agent from claims of bodily injury and of property damage arising out of any services performed by the SUBRECIPIENT or its employees or agents under this AGREEMENT, including business and non-business invitees and their property and all other property sustaining damage as a direct or indirect result of the execution of this activity when validly present on SUBRECIPIENT'S premises whether or not actually engaged in the activity at the time the claim inures.

ARTICLE XII RECORDS

The SUBRECIPIENT shall maintain full and accurate records at its principal office or place of business with respect to all matters covered by this AGREEMENT. The COUNTY, its Agent, or any designee, shall have full access thereto during regular business hours and at all times necessary to original instruments, including records or copies thereof in possession, custody or control of the SUBRECIPIENT. This shall include the right to examine and audit, the right to make transcripts therefrom, the right to inspect all activity data, documents, proceedings, records or notes of activities. It shall be the duty of the SUBRECIPIENT to retain all activity records for a period of three (3) years after the final audit and the DCED grant is closed, except in those cases where unresolved audit questions or litigation may require maintaining some or all records for a longer period. In such event, records shall be maintained until all pending matters are resolved. (2 CRF 200.333).

ARTICLE XIII PROGRESS REPORTS

The SUBRECIPIENT shall furnish to the COUNTY or its Agent such information as may be necessary for the COUNTY to report to DCED. These reports include, but are not limited to, status reports of the activity, activity accounts, statements, certificates, approvals, proposed budgets, copies of all contracts executed and proposed, employment placement, follow-up reports, any and all other information relative to the activity as may be requested by DCED.

ARTICLE XIV SUBCONTRACTS

- A) The COUNTY or its Agent reserves the right to require the SUBRECIPIENT to submit subcontracts for prior review and approval. If the COUNTY exercises such right by notifying the SUBRECIPIENT of the requirement, the SUBRECIPIENT shall not execute or enter into any subcontract with any person or entity in any respect concerning the activities herein without prior written approval of the COUNTY.
- B) If the COUNTY or its Agent does not notify the SUBRECIPIENT of the requirement of prior review and approval of subcontracts, the SUBRECIPIENT shall submit copies of executed subcontracts for informational and reporting purposes.
- C) The SUBRECIPIENT shall be responsible for the quantity and quality of the performance of any of its subcontracts.

ARTICLE XV AMENDMENTS

This AGREEMENT shall not be subject to any alterations, amendments, extensions, or revisions by any previous, contemporary, or subsequent purported written or oral statement or agreement, except by an AGREEMENT amendment properly executed by the parties. However, revisions to the scope of work, to the proposal or to the AGREEMENT budget may be proposed by the SUBRECIPIENT and approved and made a part hereof upon written notification from the COUNTY.

In addition, the SUBRECIPIENT is subject to COUNTY directives as stated in ARTICLE II of this AGREEMENT. Thus, a directive may be issued by DCED that would result in amending a requirement or provision of this AGREEMENT.

**ARTICLE XVI
PROJECT OFFICERS**

The COUNTY and the SUBRECIPIENT shall each designate a Project Officer who shall be its authorized representative in all matters relating to this AGREEMENT. COUNTY hereby designates SEDA-Council of Governments', 201 Furnace Road, Lewisburg, PA 17837, as their Agent and authorized representative.

**ARTICLE XVII
ASSURANCES**

- A) The SUBRECIPIENT, on behalf of the COUNTY and to the extent possible by its participation, makes assurances that it will carry out its responsibilities under this AGREEMENT in compliance with the following statutes, regulations or guidelines.
- 1) Office of Management and Budget 2 CFR 200, entitled "Uniform Administrative Requirements for Federal Awards." The following applicable requirements of the Uniform Guidance (2 CFR Part 200): to include 2 CFR § 200.303 regarding internal controls, 2 CFR §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.
 - 2) Davis-Bacon Act, P.L. 86-624, as amended (40 U.S.C. 276a - 276a-5).
 - 3) Contract Work Hours & Safety Standards Act, P.L. 87-581 (40 U.S.C. 327 et seq).
 - 4) Copeland "Anti-kickback" Act (40 U.S.C. 276c). DOL regulations at 29 CFR Parts 1, 3, 5, 6 and 7. These regulations implement the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act and the Copeland Anti-Kickback Act.
 - 5) Title VII of the Civil Rights Act of 1964, Sexual Harassment.
 - 6) Age Discrimination Act of 1975, P.L. 94-135 (42 U.S.C. 6101 et seq).
 - 7) Section 504 of the Rehabilitation Act of 1973, P.L. 95-602 (29 U.S.C. 794).
 - 8) Executive Order 11246, Equal Opportunity in Federal Employment, September 24, 1965 (30CFR 12319), as amended by Executive Order 12086, October 5, 1978 (43CFR 46501). This Executive Order prohibits discrimination and directs affirmative action efforts in federally assisted programs.
 - 9) Pennsylvania Act 43 (May 11, 2006) prohibiting employment of illegal alien labor.
 - 10) Pennsylvania Human Relations Act P.L. 47 (43 P.S. 951 et seq.)
 - 11) Public Works Verification Act.
 - 12) Title IV of the Lead-Based Paint Poisoning Prevention Act P.L. 91-695, as amended (42 U.S.C. 4831) prohibits the use of lead-based paint in residential structures constructed or rehabilitated with federal assistance in any form.
 - 13) Architectural Barriers Act of 1968 P.L. 90-480, as amended (42 U.S.C. 4151 et seq).

- 14) **Section 6002 of the Resources Conservation and Recovery Act of 1976, P.L. 94-580, as amended (42 U.S.C. 6962), and regulations at 40 CFR Part 249. 24 CFR Part 39, Cost Effective Energy Conservation Standards.**
- 15) **Pennsylvania Steel Products Procurement Act P.L. 6 (73 P.S. 1881 et seq.).**
- 16) **Separate specifications for general construction, plumbing, HVAC, and electrical work: separate bids and contracts, P.L. 155 (71 P.S. 1618).**
- 17) **SUBRECIPIENT shall comply with the PA Prevailing Wage Act of 1962, as amended (43 PS 165-1 through 165-17), when applicable.**
- 18) **During the term of this AGREEMENT, SUBRECIPIENT agrees as follows:**
 - a) **SUBRECIPIENT shall not discriminate against any employee, applicant for employment, independent SUBRECIPIENT or any other person because of race, color, religious creed, ancestry, national origin, age, gender identity, or sexual orientation. SUBRECIPIENT shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, gender identity, or sexual orientation. Such affirmative action shall include, but is not limited to: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training. SUBRECIPIENT shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, notice to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause, as included in Attachment A, hereto attached.**
 - b) **SUBRECIPIENT shall, in advertisements or requests for employment placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, gender identity, or sexual orientation.**
 - c) **SUBRECIPIENT shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined. SUBRECIPIENT shall include the provisions of this sexual harassment clause in every subcontract, so that such provisions will be binding upon each subcontractor.**
 - d) **SUBRECIPIENT shall send each labor union or workers' representative, with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this nondiscrimination clause. Similar notice shall be sent to every other source of recruitment regularly utilized by SUBRECIPIENT.**
 - e) **It shall be no defense to a finding of noncompliance with this nondiscrimination clause that SUBRECIPIENT had delegated some of its employment practices to any union, training program or other source of recruitment, which prevents it from meeting its obligations. However, if the evidence indicates that the SUBRECIPIENT was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.**
 - f) **Where the practices of a union or any training program or other source of recruitment will result in the exclusion of minority group persons, so that SUBRECIPIENT will be unable to meet its obligations**

under this nondiscrimination clause, SUBRECIPIENT shall then employ and fill vacancies through other nondiscriminatory employment procedures.

- g) SUBRECIPIENT shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of SUBRECIPIENT'S noncompliance with the nondiscrimination clause of this AGREEMENT or with any such laws, this AGREEMENT may be terminated or suspended, in whole or in part, and SUBRECIPIENT may be declared temporarily ineligible for further COMMONWEALTH contracts, and other sanctions may be imposed and remedies invoked.
- h) SUBRECIPIENT shall furnish all necessary employment documents and records to and permit access to its books, records and accounts by the contracting agency and the Office of Administration, Bureau of Affirmative Action, for purposes of investigation to ascertain compliance with the provisions of this clause. If SUBRECIPIENT does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency or the Bureau of Affirmative Action.
- i) SUBRECIPIENT shall actively recruit minority or subcontractors with substantial minority representation among their employees.
- j) SUBRECIPIENT shall include the provisions of this nondiscrimination clause in every subcontract, so that such provisions will be binding upon each subcontractor.
- k) SUBRECIPIENT obligations under this clause are limited to the SUBRECIPIENT'S facilities within Pennsylvania or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

B) Access to Information

SUBRECIPIENT will provide reasonable access to citizens to all information regarding its CRBG-assisted activities and management.

C) Acknowledgment of Commonwealth Assistance

SUBRECIPIENT shall acknowledge the following:

Any publication concerning a project financed by DCED will acknowledge Commonwealth financial assistance as follows:

**"This Project was financed *[in part]* by a grant
From the Commonwealth of Pennsylvania,
[insert name of Grantor]."**

Any publication concerning a project financed by federal funds received under a grant administered by DCED will acknowledge Commonwealth grant administration as follows:

**"This Project was financed *[in part]* by a grant
From the federal Department of *[Name]*, under the
Administration of the Commonwealth of Pennsylvania,
[insert name of Grantor]."**

Signs acknowledging said Commonwealth financial assistance or administrative participation will be erected in the project area as soon as possible after the effective date of the Grant Agreement Contract. Acknowledgement of Commonwealth financial assistance may be combined with acknowledgement of other funding sources on project signs or in project publications.

D) Fire Protection and Safety Standards

COUNTY will comply with the provisions of the Fire Administration Authorization Act of 1992 (PL. 102-522).

E) Compliance with the State Contractor's Responsibility Program

- 1) SUBRECIPIENT certifies for itself that as of the date of the execution of this contract, it is not under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority.
- 2) SUBRECIPIENT certifies for itself that as of the date of the execution of this contract, of any Commonwealth contract it has no unsatisfied tax liabilities or other Commonwealth obligations.

**ARTICLE XVIII
ADDITIONAL FEDERAL CONTRACTING PROVISIONS**

The SUBRECIPIENT shall have no direct responsibility for the environmental review required by the National Environmental Policy Act of 1969. Satisfaction of this review procedure shall be the responsibility of the federal awarding agency. The SUBRECIPIENT further certifies to the COUNTY that it has and will comply with the following:

Air Quality and Water Quality

The Clean Air Act, (42 U.S.C. 7410-7671q.), and Federal Water Pollution Control Act (33 U.S.C. 1251-1387, as amended). The SUBRECIPIENT must comply with all applicable standards, orders or regulation issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act as amended. Violations must be reported to DCED. Subcontracts in excess of \$150,000 must contain this provision. (2 CFR Part 200 Appendix II (G)).

**ARTICLE XIX
PROHIBITION AGAINST POLITICAL ACTIVITIES**

The SUBRECIPIENT makes assurances that it will comply with the Hatch Act, P.L. 89-554 (5 U.S.C. 1501 et seq), which prohibits certain political activities by state or local officers or employees "whose principal employment is in connection with an activity which is financed, in whole or in part, by loans or grants made by the United States or a federal agency."

The SUBRECIPIENT makes assurances that it will comply with the Bryd Anti-Lobbying Amendment (31 U.S.C 1352) when applying or bidding for an award exceeding \$100,000 file the required certification under the Byrd Anti-Lobbying Amendment. Each tier certifies to the tier above that it will not and has not used Federal Appropriate funds to pay any person or organization for influencing or attempting to influence an officer or employee of an agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal Award. Such disclosures are forwarded from tier to tier up to DCED. (2 CFR Part 200 Appendix II (I)).

**ARTICLE XX
SEVERABILITY**

Should any section or any part of any section of this AGREEMENT be rendered void, invalid or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid or unenforceable any other section or part of any section of this AGREEMENT.

**ARTICLE XXI
CONSTRUCTION**

This AGREEMENT shall be interpreted and construed in accordance with federal law, where applicable, and with the laws of the COMMONWEALTH. All of the terms and conditions of this AGREEMENT are expressly intended to be construed as covenants, as well as conditions. The titles of the sections and subsections herein have been inserted as a matter of convenience and reference only and shall not control or affect the meaning or construction of any of the terms or provisions herein.

**ARTICLE XXII
ENTIRE AGREEMENT**

This AGREEMENT, when signed by all of the parties hereto, and Attachment A, B and C, constitutes the full and complete understanding and agreement of all parties and may not be, in any manner, interpreted or fulfilled in contradiction of its express terms as provided above.

**ARTICLE XXIII
PAYMENT PROVISIONS**

The SUBRECIPIENT'S compensation, as stipulated in ARTICLE I, may be made based upon the determination of the SUBRECIPIENT'S needs. The SUBRECIPIENT must invoice the COUNTY for all payments in accordance with directives and on forms supplied by the COUNTY. This grant, or parts thereof, shall become payable under this AGREEMENT when the SUBRECIPIENT has complied all applicable provisions of this AGREEMENT.

**ARTICLE XXIV
AUDIT**

This AGREEMENT is subject to audit by federal and state agencies or their authorized representatives in accordance with the auditing standards promulgated by the Comptroller General of the United States. SUBRECIPIENT agrees to comply with the requirements and standards of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

In the event that any audit of the program is required by any agency of government, the SUBRECIPIENT agrees to allow duly authorized examiners full access to and the right to examine any pertinent books, papers, documents and records within their custody or control.

In compliance with Uniform Guidance 2 CFR 200.330, COUNTY shall monitor the level of federal expenditures within a single year by the SUBRECIPIENT to ensure compliance with the Single Audit Act. In the event the SUBRECIPIENT expends more than \$750,000 of any federal funding within its fiscal year, the SUBRECIPIENT will be required to comply with the Single Audit Act, 2 CFR 200.501. To ensure compliance with the Uniform Guidance, should the Single Audit Act be triggered by the SUBRECIPIENT, the COUNTY shall

secure a copy of the SUBRECIPIENT'S single audit. The following applicable requirements of the Uniform Guidance (2 CFR Part 200): to include 2 CFR § 200.303 regarding internal controls, 2 CFR §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT the day and year aforesaid.

Program: COVID-19 County Relief Block Grant

Contract No.: C000073983

CFDA No.: 21.019

Federal ID Number: 24-6000733

SUBRECIPIENT

ATTEST:



(Seal)

ATTEST:

County of Lycoming

Matthew A. McDermott,
Director of Administration/Chief Clerk

Scott L. Metzger, Chairman

Tony R. Mussare, Vice-Chairman

Richard Mirabito, Secretary

ATTACHMENT A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The SUBRECIPIENT agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the SUBRECIPIENT shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act (PHRA)* and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. The SUBRECIPIENT, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the SUBRECIPIENT nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the SUBRECIPIENT nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act, Pennsylvania Labor Relations Act or National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The SUBRECIPIENT, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
6. The SUBRECIPIENT, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
7. The SUBRECIPIENT and each subgrantee, contractor and subcontractor represent that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The SUBRECIPIENT and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to

Title VII of the Civil Rights Act of 1964, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The SUBRECIPIENT, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

- 8. The SUBRECIPIENT, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.**
- 9. The SUBRECIPIENT and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the SUBRECIPIENT and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.**
- 10. The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the SUBRECIPIENT, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.**

ATTACHMENT B CONTRACTING INTEGRITY PROVISIONS

Contractor Integrity Provisions:

It is essential that those who seek to contract with the Commonwealth of Pennsylvania ("Commonwealth") observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.

- 1. Definitions. For purposes of these Contractor Integrity Provisions, the following terms shall have the meanings found in this Section:**
 - a. "Affiliate" means two or more entities where:**
 - i. a parent entity owns more than fifty percent of the voting stock of each of the entities; or**
 - ii. a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or**
 - iii. the entities have a common proprietor or general partner.**
 - b. "Consent" means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of the execution of this contract.**
 - c. "Contractor" means the individual or entity, that has entered into this contract with the Commonwealth.**
 - d. "Contractor Related Parties" means any affiliates of the Contractor and the Contractor's executive officers, Pennsylvania officers and directors, or owners of five percent or more interest in the Contractor.**
 - e. "Financial Interest" means either:**
 - i. Ownership of more than a five percent interest in any business; or**
 - ii. Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.**
 - f. "Gratuity" means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the Governor's Code of Conduct, Executive Order 1980-18, the 4 Pa. Code §7.153(b), shall apply.**
 - g. "Non-bid Basis" means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.**

2. In furtherance of this policy, Contractor agrees to the following:

- a. Contractor shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Contractor or that govern contracting or procurement with the Commonwealth.**
- b. Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to the Contractor activity with the Commonwealth and Commonwealth employees and which is made known to all Contractor employees. Posting these Contractor Integrity Provisions conspicuously in easily accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.**
- c. Contractor, its affiliates, agents, employees, and anyone in privity with Contractor shall not accept, agree to give, offer, confer, or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under this contract, except as provided in this contract.**
- d. Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Contractor's financial interest prior to Commonwealth execution of the contract. Contractor shall disclose the financial interest to the Commonwealth at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Contractor's submission of the contract signed by Contractor.**
- e. Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Parties have not:**
 - i. been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;**
 - ii. been suspended, debarred, or otherwise disqualified from entering into any contract with any governmental agency;**
 - iii. had any business license or professional license suspended or revoked;**
 - iv. had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation, or anti-trust; and**
 - v. been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.**

If Contractor cannot so certify to the above, then it must submit along with its

bid, proposal or contract a written explanation of why such certification cannot be made and the Commonwealth will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Commonwealth in writing if at any time during the term of the contract it becomes aware of any event which would cause the Contractor's certification or explanation to change.

Contractor acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

- f. Contractor shall comply with the requirements of the Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.) regardless of the method of award. If this contract was awarded on a Non-bid Basis, Contractor must also comply with the requirements of the Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a).
- g. When Contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing.
- h. Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices, or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Contractor shall immediately notify the Commonwealth in writing of any actions for occurrences that would result in a violation of these Contractor Integrity Provisions. Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
- i. Contractor shall cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents, or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third-party beneficiaries

**ATTACHMENT C
RIGHT TO KNOW LAW PROVISION**

In the event the SUBRECIPIENT receives a request made pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §§67.101-3104, (RTKL") for records related to or arising out of the Agreement, the SUBRECIPIENT is to contact the COUNTY's designated Right-To-Know Officer for assistance. Given the required timeliness (five (5) business days), of Right-To-Know responses, the SUBRECIPIENT must make every effort to contact the COUNTY within twenty-four (24) hours or less of receipt of the request.



Book	Board Policy Manual
Section	300 Employees
Title	Attendance and Tardiness
Code	318
Status	
Legal	<ol style="list-style-type: none">1. 24 P.S. 5102. Pol. 332 - Working Periods3. Pol. 334 - Sick Leave4. Pol. 335 - Family and Medical Leave5. Pol. 336 - Personal Necessity Leave6. Pol. 339 - Uncompensated Leave

Authority

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties. [\[1\]](#)[\[2\]](#)

The district shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution. [\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements. Whether tardiness is excusable shall be determined by the immediate supervisor.



Book	Board Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331
Status	
Legal	<ol style="list-style-type: none">1. 24 P.S. 5172. Pol. 309.1 - Telework3. Pol. 624 - Taxable Fringe Benefits Pol. 626.1 - Travel Reimbursement - Federal Programs

Authority

The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the district, in accordance with Board policy. [\[1\]](#)

Delegation of Responsibility

The validity of payments for job related expenses for all district employees shall be determined by the Superintendent or designee.

The Superintendent or designee shall report all reimbursed expenses for travel outside the district by employees at the next Board meeting.

The Superintendent or designee shall develop administrative regulations for approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.

Guidelines

The Board shall reimburse staff, who are assigned to work remotely for designated assignments, for actual expenses that are reasonable and necessary expenses incurred by staff in direct consequence or discharge of their assigned duties, approved in advance and in accordance with an individual contract, collective bargaining agreement or Board resolution. Such expenses may include, but are not limited to, Internet connectivity, telecommunications services or physical materials needed to develop and implement instruction or services for students and the district.

[2][3]

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the building principal and Superintendent or designee.

Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the Board.

Use of a personal vehicle requires that liability insurance be provided by the employee.

Use of personal vehicle does not permit reimbursement of insurance deductible.

Actual and necessary expenses incurred when attending functions outside the district shall be reimbursed to an employee if approval has been obtained in advance from the Superintendent. [1]

Attendance at approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.



Book	Board Policy Manual
Section	300 Employees
Title	Working Periods
Code	332
Status	
Legal	<ol style="list-style-type: none">1. 24 P.S. 5102. 24 P.S. 15043. Pol. 804 - School Day4. Pol. 803 - School Calendar5. 24 P.S. 520.16. Pol. 805 - Emergency Preparedness Pol. 318 - Attendance and Tardiness

Authority

Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the district.

The Board has the authority and responsibility to determine the hours and days during which district programs and services shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Board resolutions. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans. [\[4\]](#) [\[5\]](#) [\[6\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to ensure district employees are informed of and adhere to their assigned work schedules.

Professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes. [\[2\]](#)

Staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the immediate supervisor.

All professional staff members are expected to attend each faculty meeting unless specifically

excused by the responsible administrator.



Book	Board Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334
Status	
Legal	<ol style="list-style-type: none">1. 24 P.S. 11542. 24 P.S. 5103. Pol. 317 - Conduct/Disciplinary Procedures

Authority

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused leave shall be cumulative. [\[1\]](#)

Board policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused leave shall be cumulative.

The Board reserves the right to require any employee claiming paid or unpaid sick leave to submit sufficient proof, including documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant, of the employee's illness, disability or need to quarantine. [\[1\]](#)[\[2\]](#)

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action. [\[3\]](#)

The Board shall consider the written request of any eligible employee for an extension of sick leave, with or without pay, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted, pursuant to law or collective bargaining agreement provisions where applicable. [\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any

activity that would raise doubts regarding the validity of the sick leave request.

Records

The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted. [\[1\]](#)[\[2\]](#)

A record shall be made of the unused sick leave days accumulated by each district employee, which shall be reported to the employee. [\[1\]](#)[\[2\]](#)

The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.



Book	Board Policy Manual
Section	300 Employees
Title	Responsibility for Student Welfare
Code	340
Status	
Legal	<ol style="list-style-type: none">1. 24 P.S. 5102. Pol. 705 - Facilities and Workplace Safety3. Pol. 805 - Emergency Preparedness and Response

Authority

The Board adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and support employees. [\[1\]](#)

District employees are responsible for the safety of students in their charge within school buildings and on district property.

Each employee is responsible for supervision, control and protection of students, commensurate with assigned duties and directives.

Each employee is responsible to ensure that students are supervised by a teacher or other staff member at all times while engaged in district activities.

An employee should not voluntarily assume responsibility for duties the employee cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.

Teachers and designated staff shall provide proper instruction in and enforcement of safety rules and procedures included in the Board-approved health and safety plan and assigned curriculum. **[2][3]**

Each employee has the responsibility to report immediately to the building principal or designated staff an accident, safety hazard, unsafe or dangerous condition, or to immediately address observed violations of district safety rules. **[2]**

Employees may not send students on any personal errands.

Employees may not transport students in a personal vehicle, except when specifically authorized by the building principal or designee.

Employees shall not require a student to perform services that may be detrimental to the student's health.

Delegation of Responsibility

Building principals shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

Building principals shall annually develop and implement a plan of supervision for the following:

1. Student arrivals and departures, including buses.
2. Halls, restrooms and playgrounds.
3. Cafeteria.
4. Before and after school.
5. Field trips.
6. School activities.



Book	Board Policy Manual
Section	800 Operations
Title	Child Abuse
Code	806
Status	

Legal

1. [24 P.S. 1205.6](#)
2. [23 Pa. C.S.A. 6301 et seq](#)
3. Pol. 333 - Professional Development
4. Pol. 818 - Contracted Services
5. [23 Pa. C.S.A. 6303](#)
6. [24 P.S. 111](#)
7. [23 Pa. C.S.A. 6344](#)
8. [18 Pa. C.S.A. 7508.2](#)
9. [42 Pa. C.S.A. 9799.12](#)
10. [42 Pa. C.S.A. 9799.24](#)
11. [23 Pa. C.S.A. 6311](#)
12. Pol. 302 - Employment of Superintendent/Assistant Superintendent
13. Pol. 304 - Employment of District Staff
14. Pol. 305 - Employment of Substitutes
15. Pol. 306 - Employment of Summer School Staff
16. [23 Pa. C.S.A. 6344.3](#)
17. [23 Pa. C.S.A. 6344.4](#)
18. Pol. 309 - Assignment and Transfer
19. Pol. 916 - Volunteers
20. Pol. 317.1 - Educator Misconduct
21. [24 P.S. 2070.1a](#)
22. Pol. 824 - Maintaining Professional Adult/Student Boundaries
23. [23 Pa. C.S.A. 6318](#)
24. [23 Pa. C.S.A. 6319](#)
25. [18 Pa. C.S.A. 4906.1](#)
26. [18 Pa. C.S.A. 4958](#)
27. [23 Pa. C.S.A. 6320](#)
28. [23 Pa. C.S.A. 6305](#)
29. [23 Pa. C.S.A. 6313](#)
30. [23 Pa. C.S.A. 6314](#)
31. [24 P.S. 1302.1-A](#)
32. [24 P.S. 1303-A](#)
33. [22 PA Code 10.2](#)
34. [22 PA Code 10.21](#)
35. [22 PA Code 10.22](#)
36. Pol. 805.1 - Relations with Law Enforcement Agencies
37. [23 Pa. C.S.A. 6346](#)
38. [23 Pa. C.S.A. 6368](#)
- [24 P.S. 1301-A et seq](#)
- [22 PA Code 10.1 et seq](#)

Authority

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Administrator - the person responsible for the administration of a district school. The term includes a person responsible for employment decisions in a school. The principal of the school where the abused student is enrolled will serve as the administrator under this policy. [\[10\]](#)

Adult - an individual eighteen (18) years of age or older. [\[5\]](#)

Applicant - an individual who applies for a position as a school employee. The term includes an individual who transfers from one classification of employment to another classification of employment within the school district. [\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Bodily injury - impairment of physical condition or substantial pain. [\[5\]](#)

Certifications - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code. [\[6\]](#)[\[7\]](#)

Child - an individual under eighteen (18) years of age. [\[5\]](#)

Child abuse - intentionally, knowingly or recklessly doing any of the following: [\[5\]](#)

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
 - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - b. Unreasonably restraining or confining a child, based on consideration of the method,

location or the duration of the restraint or confinement.

- c. Forcefully shaking a child under one (1) year of age.
 - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
 - e. Interfering with the breathing of a child.
 - f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement. [\[8\]](#)
 - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender or has been determined to be a sexually violent predator or sexually violent delinquent. [\[9\]](#) [\[10\]](#)
9. Causing the death of the child through any act or failure to act.

The term child abuse does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

- 1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
- 2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
- 3. Is necessary for self-defense or defense of another;
- 4. Is necessary to prevent the child from self-inflicted physical harm; or
- 5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children. [\[1\]](#)

Independent contractor - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children. [\[5\]](#) [\[11\]](#)

Perpetrator - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child. [\[5\]](#)

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental

care, supervision and control. [\[5\]](#)

Program, activity or service - any of the following in which children participate and which is sponsored by a school or a public or private organization: [\[5\]](#)

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational program.
6. A troop, club or similar organization.

Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency. [\[5\]](#)

Routine interaction - regular and repeated contact that is integral to a person's employment or volunteer responsibilities. [\[5\]](#)

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children. [\[5\]](#)

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that: [\[5\]](#)

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning: [\[5\]](#)

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual abuse or exploitation - any of the following: [\[5\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.

- c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

- 2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Student - an individual enrolled in a district school under eighteen (18) years of age. [\[5\]](#)

Volunteer - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children. [\[11\]](#)

Delegation of Responsibility

In accordance with Board policy, the Superintendent or designee shall:

- 1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law. [\[6\]](#)[\[7\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)
- 2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current. [\[16\]](#)[\[17\]](#)[\[18\]](#)

School employees and independent contractors shall obtain and submit new certifications every sixty (60) months. [\[17\]](#)

Certification requirements for volunteers are addressed separately in Board Policy 916. [\[19\]](#)

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

Guidelines

Training

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics: [\[1\]](#)[\[20\]](#)[\[3\]](#)[\[4\]](#)

- 1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
- 2. Provisions of the Educator Discipline Act, including mandatory reporting requirements. [\[21\]](#)[\[20\]](#)

3. District policy related to reporting of suspected abuse and sexual misconduct.

4. Maintenance of professional and appropriate relationships with students. [22]

Employees are required to complete a minimum of three (3) hours of training every five (5) years. [1]

Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances: [11]

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse. [11]

A report of suspected child abuse does not require the identification of the person responsible for the child abuse. [11]

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions. [23]

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution. [24]

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution. [25]

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution. [26]

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse. [27]

Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report. [28][11][29]

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, also provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation. [\[28\]](#)[\[11\]](#)[\[29\]](#)

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the school principal with a copy of the report confirmation promptly after the written electronic report has been filed. The principal shall in turn provide a copy of the report confirmation to the Superintendent or designee. [\[28\]](#)[\[11\]](#)[\[29\]](#)

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The school principal shall be notified whenever such photographs are taken. [\[30\]](#)

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy. [\[31\]](#)[\[32\]](#)[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)

Investigation

The school principal shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school. [\[11\]](#)[\[37\]](#)

Upon notification that an investigation involves suspected child abuse by a school employee, the principal shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval. [\[38\]](#)



Book	Board Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705
Status	
Legal	<ol style="list-style-type: none">1. Pol. 103.1 - Nondiscrimination - Qualified Students with Disabilities2. Pol. 113 - Special Education3. Pol. 113.1 - Discipline of Students with Disabilities4. Pol. 218 - Student Discipline5. Pol. 317 - Conduct/Disciplinary Procedures6. Pol. 907 - School Visitors7. Pol. 805 - Emergency Preparedness8. 24 P.S. 2239. 34 PA Code 129.1001 et seq10. 72 P.S. 1722-J11. 77 P.S. 1038.2 <p>24 P.S. 510</p> <p>24 P.S. 1517</p> <p>24 P.S. 1518</p>

Purpose

The Board recognizes that district facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.

Authority

The Board directs the district to provide facilities and equipment for the safe conduct of the educational programs and operations of the schools, in accordance with guidance issued by state and local officials, and the Board-approved health and safety plan.

The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative regulations and Board-approved plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to district buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions. **[1][2][3][4][5][6]**

Delegation of Responsibility

The Superintendent or designee shall periodically review and evaluate district health and safety rules and health and safety plans, as necessary.[7]

Administrators shall ensure that all staff and students are informed of health and safety rules at the beginning of the school year and whenever conditions and requirements change.

Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.[7]

Guidelines

Certified Workplace Safety Committee

A workplace safety committee shall be established to promote the district's goals concerning safe schools. [8][9][10][11]

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of workplace safety committee training.



Book	Board Policy Manual
Section	800 Operations
Title	School Calendar
Code	803
Status	
Legal	<ol style="list-style-type: none">1. 24 P.S. 15012. 24 P.S. 1501.93. 24 P.S. 15024. 24 P.S. 15035. 24 P.S. 15046. 24 P.S. 15067. 22 PA Code 11.28. 22 PA Code 4.49. 22 PA Code 11.110. 24 P.S. 520.111. Pol. 006 - Meetings12. Pol. 805 - Emergency Preparedness

Purpose

The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district.

Authority

The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law and regulations. This may include, as appropriate, activities qualifying as instructional days under the direction of certified school employees for fulfilling the minimum required days of instruction under law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The school calendar shall normally consist of a minimum of 180 student days. [\[1\]](#)[\[8\]](#)[\[9\]](#)

The Board reserves the right to alter the school calendar when it is in the best interests of the district.

When an emergency arises, which the Board could not anticipate or foresee, and such emergency results in the district being unable to provide for the in-person attendance of all students during

the established length of school days, number of days per week or hours of classes, the Board may establish temporary provisions during the period of emergency. During an open regular or special Board meeting, the Board shall take action to identify the emergency and establish the temporary provisions. Such action shall be recorded in the Board minutes for the open meeting and certified with the Secretary of Education in the form prescribed by the PA Department of Education for review or approval. The Board shall enact the temporary provisions in response to the emergency, which may remain in effect for a period of no more than four (4) years. [\[10\]](#)[\[11\]](#)

Temporary provisions established in accordance with law may include but are not limited to: [\[10\]](#)

1. Keeping schools in session such days and number of days per week as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days.
2. Reducing the length of time of daily instruction for courses and classes.
3. Implementing remote and other alternative methods of delivering instruction under the direction of certified school employees. [\[7\]](#)

Delegation of Responsibility

The Superintendent shall annually prepare a school calendar for Board consideration.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions established in response to a designated emergency in accordance with law, regulations, guidance from the PA Department of Education or Board policy. [\[12\]](#)



Book	Board Policy Manual
Section	900 Community
Title	Public Attendance at School Events
Code	904
Status	
Legal	<ol style="list-style-type: none">1. 18 Pa. C.S.A. 63052. 18 Pa. C.S.A. 6306.13. 20 U.S.C. 71184. Pol. 351 - Drug and Substance Abuse5. 24 P.S. 5116. 24 P.S. 7757. Pol. 705 - Facilities and Workplace Safety8. 20 U.S.C. 79739. 24 P.S. 510.210. 24 P.S. 1303-A11. Pol. 805.1 - Relations with Law Enforcement12. 22 PA Code 10.213. 22 PA Code 10.2214. 24 P.S. 1302.1-A15. 28 CFR 35.13616. 43 P.S. 95317. Pol. 718 - Service Animals in Schools20 U.S.C. 7971 et seq28 CFR Part 35

Purpose

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities and health and safety during such events. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at school and school-sponsored activities.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including the product marketed as Juul and other electronic cigarettes (e-

cigarettes). Tobacco products, for purposes of this policy and in accordance with law, shall be defined to include the following: [1][2]

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

The term tobacco product does not include the following: [1][2]

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the district to maintain a drug-free environment, at which marijuana of any kind is prohibited.* [3][4]

Authority

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Superintendent or designee and building principal may limit attendance to designated areas or may limit the number of attendees to school events when necessary to protect the health and safety of students, staff and the public, in accordance with Board-approved health and safety plans and guidance from state and local officials.

The Board prohibits gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons on school premises. [5][6]

Attendees shall be informed of the district's health and safety rules through announcements and posting of appropriate signage. Health and safety rules must be followed prior to entry and while attendees are in school buildings and on school property, in accordance with Board policy, district procedures, the Board-approved health and safety plans and guidance from state and local officials. [7]

Tobacco and Vaping Products

The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by any persons at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; or on property owned, leased or controlled by the school district. [2][8]

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at school or

school-sponsored activities.

The Board deems it to be a violation of this policy for an individual in attendance at school or a school-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor. [\[1\]](#)

Delegation of Responsibility

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website. [\[9\]](#)

Reports

Office for Safe Schools Report –

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes, by any person on school property to the Office for Safe Schools on the required form. [\[10\]](#)[\[11\]](#)

Law Enforcement Incident Report –

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies, the Superintendent or designee may report to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the school district; or on any property owned leased or controlled by the school district. [\[1\]](#)[\[2\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

Guidelines

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.

Service Animals

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations. [\[15\]](#)[\[16\]](#)[\[17\]](#)



904-Attach.doc (35 KB)



Book	Board Policy Manual
Section	900 Community
Title	School Visitors
Code	907
Status	
Legal	<ol style="list-style-type: none">1. 24 P.S. 5102. Pol. 705 - Facilities and Workplace Safety3. Pol. 709 - Building Security4. 22 PA Code 14.1085. 24 P.S. 2402 (Military Uniform)6. Pol. 250 - Student Recruitment

Authority

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits. [\[1\]](#)

Delegation of Responsibility

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

Guidelines

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as sign in and sign out, receive a badge and receive instructions.

Including being informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property. **[2]**

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked. **[3]**

All staff members shall be responsible for requiring a visitor demonstrate that the visitor has a visitor's pass, has registered at the school office and received authorization to be present for the purpose of conducting business.

No visitor may confer with a student in school without the approval of the building principal.

Should an emergency require that a student be called to the school office to meet a visitor, the building principal or designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations. **[1][4]**

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to: **[5][6]**

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

**MANSFIELD UNIVERSITY'S EARLY START PROGRAM
MEMORANDUM OF UNDERSTANDING**

THIS AGREEMENT is entered into this ____ day of _____, 2020, by and between Mansfield University of Pennsylvania hereinafter referred to as "the University" and the Jersey Shore Area School District, hereinafter referred to as "the District," a public school district under the laws of the Commonwealth of Pennsylvania.

WITNESSETH:

WHEREAS, the University is a unit of higher learning of the State System of Higher Education of Pennsylvania; and

WHEREAS, the Legislature has determined by *Act 188 of 1982* that the primary mission of the State System of Higher Education of Pennsylvania is to provide high quality education at the lowest possible cost; and

WHEREAS, the mission of the State System of Higher Education is to provide undergraduate instruction, and opportunities for personal growth consistent with the legislated mission of the System; and

WHEREAS, certain students in the District may benefit from the opportunity to take online courses, hybrid courses, and/or face-to-face courses offered by the University; and

WHEREAS, the University wishes to develop an Early Start Program to recruit outstanding students to the University student body, and

WHEREAS, the District wishes to make certain undergraduate courses offered by the University available to the students of the District; and

WHEREAS, the District and the University desire to describe the features, purposes, and mechanisms of the relationship by which the parties will establish a partnership in a collaborative arrangement; and

WHEREAS, this Agreement is intended to function as a collaborative agreement in accordance with said Board of Governors Policy 1999-02.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties hereto mutually agree and contract as follows:

1. Term. This Agreement shall be effective upon the review and approval of all the necessary Commonwealth officials. The term of this agreement shall be for a total of five years commencing upon the review and approval of all necessary Commonwealth officials. At the conclusion of the agreement's fifth year, the parties, at their mutual option, may contract for another subsequent period of time not to exceed five years.

2. Academic Suitability. The suitability of any course for the program will be determined by agreement between the District and the University on a course-by-course

basis. The District will also determine, on a student-by-student basis, the suitability of a course for each of the District's students who wish to enroll in the course.

3. Enrollment. Students selected by the district for enrollment in an Early Start Program course will be enrolled as non-degree students at the University. In order to aid the enrollment of the District's students, the District will provide the documentation necessary to the enrollment without cost. This will include a high school transcript and a letter from a guidance counselor attesting to the suitability of each course. Each student will have to apply (once) for non-degree status.

4. Semesters and Summer Sessions. Students selected by the District may enroll in online courses, hybrid courses, and/or face-to-face courses under this agreement during both the academic year and the summer sessions as non-degree students on a space-available basis.

5. Regular Admission. Any student from the district who wishes to become a fully matriculated undergraduate student upon graduation from high school must follow the normal application process. Although successful completion of university-level courses is generally viewed as a good indicator of success in college and a strong positive factor in the admission decision, nothing in this document serves to guarantee to a participating student admission to regular status or to any major. Tuition reductions described in paragraph 7 do not apply once a student enrolls in the university outside of this consortial arrangement.

6. Transcription of Courses. Courses offered under this agreement will be transcribed in the same manner as other courses offered by the university. No distinction will be made between these courses and other regularly offered courses. Students may obtain transcripts of their coursework from the Registrar in the normal manner.

7. Fiscal Issues.

- a. The University will provide the District's students with a reduced tuition rate. The reduced tuition rate will be \$50 per credit, on a space-available basis.
- b. The reduced tuition rate will apply only to students of the District.
- c. The University's normal refund policy will apply in case of withdrawals.

8. Class Size. Certain minimum class sizes may apply. Enrollment is on a space-available basis.

9. Rights, Privileges, and Responsibilities. Students registered as non-degree students at Mansfield University under this agreement will have the same rights, privileges, and responsibilities as other non-degree students including the right to a student ID, use of the library, and other academic resources. All Mansfield University policies and procedures, including, but not limited to, academic policies and student discipline policies shall apply.

10. Indemnification. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims, or defenses, which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth, the State System of Higher Education, or the University.

11. Insurance. As an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk Management of the Pennsylvania Department of General Services.

12. FERPA. The parties agree to comply with all obligations under the Family Educational Rights and Privacy Act concerning the handling of educational records as such are defined by the statute.

13. Amendment. This Agreement may be amended at any time upon the mutual written agreement of the parties hereto, with said amendments to be executed by the duly authorized representatives of the parties and with the same formality as this agreement.

14. Termination. This agreement may be terminated by either party upon 120 days written notice. Said notice to the University shall be sent to the President. Said notice to the District shall be sent to the Superintendent of the District.

15. Choice of Law. This Agreement is executed pursuant to and shall be construed under the laws of the Commonwealth of Pennsylvania.

16. Entire Agreement. This is the entire Agreement between the parties hereto and supersedes all prior negotiations and oral understandings between the parties hereto.

IN WITNESS WHEREOF, the President of the University and the Superintendent of the District by their signatures do hereby put this agreement in force.

President, Mansfield University of Pennsylvania

Date

Superintendent, Jersey Shore Area School District

Date

Approved as to Form and Legality:

University Legal Counsel, Pennsylvania State System of Higher Education

Date

JS Wrestling Guidelines for Open Mats

- Before any student athlete can participate in open mats, they must pass touchless temperature check (below 100.4), and complete questions using QR code.
- One practice partner per workout
- Partners will stay in their designated area while practicing
- All participants will clean exposed skin using Defense Soap Wipes before and after practice
- Student athletes are responsible for bringing their own water bottles with them to workouts/no sharing of water bottles, towels, clothing
- Encourage athletes to wash workout clothing daily
- Have hand sanitizer available
- Mask must be worn when not actively participating

- Social distance during team meetings and when applicable
- Mats will be cleaned before and after each practice