## Jersey Shore Area School District

Board of Education – Regular Meeting (held virtually using video conference calling) Minutes of April 12, 2021

## A. Opening

1. Call to Order: Mr. Craig Allen, President, called the meeting to order at 7:22 p.m.

## 2. Roll Call:

<u>Members Present:</u> 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 Ulmer, Superintendent.

<u>Others Present:</u> 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.** Presentations

1. Communications: None

## 2. President's Report:

a. Executive session was held at 6:00 p.m. prior to the meeting for legal and personnel issues.

## 3. Intermediate Unit Report: None

#### 4. Student Representative Report:

- a. This week is School Spirit Week at the High School and each day will have special activities.
- b. Virtual conference for FBLA announcing place winners of the state competitive events.

#### 5. Superintendent's Report:

- a. PFM presentation Jamie Doyle
- b. Hunt Report Brian Ulmer
- c. District Wide Budget Section and District Revenue Presentation Ben Enders (Attachment)
- d. High School Textbook Financial Algebra Brian Ulmer
- e. Employee of the Month, Tori Meixel Brian Ulmer
- f. Tiadaghton Valley Regional Police Department SRO MOU Ken Dady (Attachment)

Motion: A motion was made by Mary Thomas and seconded by Wayne Kinley to add personnel item e. to the agenda:

e. the final agreement between Jersey Shore Area School District and the Jersey Shore Area Education Association, consistent with the previously approved "*Fact Finder's Report and Recommendations, Jersey Shore Area Education Association : PLRB Case No. ACT 88-20-4-E*" and dated March 3, 2021. Such agreement has been documented into full context and in legally executable format in cooperation between representatives of both JSAEA and JSASD.

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. Courtesy of the Floor on Agenda Items and J. Courtesy of the Floor on Items not on the Agenda:

<u>Jared Ferland-Cummings Twp.</u>– commented on class sizes. <u>Kayla Calhoun-Avis Boro</u> – commented on Nippenose closure savings.

Motion: A motion was made by Mary Thomas and seconded by Harry Brungard 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.

#### **D.** Personnel

#### 1. Personnel Items:

**Motion:** A motion was made by Mary Thomas and seconded by Wayne Kinley to approve the following Personnel items as listed on the Agenda and addendum, each sport listed in item a. was voted upon separately:

a. the retention of the following Winter sport head coaches and sports as listed for the 2021-2022 school year:

David Herman
Scott Munro
Darrin Bischof
Jonathan Palumbo
Bernice Hale

A roll call vote was taken as listed below for Wrestling:

David Becker	Yes	Harry Brungard	No
Patrice Doebler	Yes	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	Yes
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	No		

The vote was 7-yes and 2-no, motion carried.

A roll call vote was taken as listed below for Boys Basketball:

David Becker	Yes	Harry Brungard	No
Patrice Doebler	Yes	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	Yes
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	Yes		

The vote was 8-yes and 1-no, motion carried.

A roll call vote was taken as listed below for Girls Basketball:

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.

A roll call vote was taken as listed below for Swimming:

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.

A roll call vote was taken as listed below for Cheerleading:

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.

b. accepting a letter of resignation from Megan Havrilla, paraprofessional at Jersey Shore Area Elementary, effective April 16, 2021.

c. granting tenure to Harrison Young, who has completed the required three (3) years of satisfactory teaching and has been recommended by his principal, Mr. Steven Keen.

d. Wayne Smith as a bus driver for Susquehanna Transit.

A roll call vote was taken as listed below for items b.-d.:

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. the final agreement between Jersey Shore Area School District and the Jersey Shore Area Education Association, consistent with the previously approved "*Fact Finder's Report and Recommendations, Jersey Shore Area Education Association : PLRB Case No. ACT 88-20-4-E*" and dated March 3, 2021. Such agreement has been documented into full context and in legally executable format in cooperation between representatives of both JSAEA and JSASD.

A roll call vote was taken as listed below for item e.:

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. Curriculum and Instruction: None

## F. Building and Grounds: None

#### G. Finance:

#### 1. Finance Item:

**Motion:** A motion was made by Mary Thomas and seconded by Harry Brungard to approve the following Finance item as listed on the Agenda:

a. adoption of the Resolution as presented, authorizing the refinancing of four existing bonds of the School District with a general obligation loan from Key Government Finance, as recommended by PFM Financial Advisors, and approving related actions and documents.

(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.

#### H. Miscellaneous:

## Miscellaneous Items:

President Allen pulled item c. from the agenda.

c. Accept Investment Services Proposal from Woodlands Bank for management of the Gilhart Scholarship Funds.

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

a. Dispo	sal of High School resource/library books as listed on the attached listing.	(Attachment)
b. Rene	wal agreement with PSBA Policy Maintenance Program.	(Attachment)
d. the fo	llowing policies at first read:	(Attachments)
F	Policy 146.1 - Trauma-Informed Approach Policy 204 - Attendance Policy 308 - Employment Contract/Board Resolution	

Policy 309 - Assignment and Transfer Policy 311 - Reduction of Staff

e. the following policies at second read:

#### (Attachments)

Policy 255 - Educational Stability for Children in Foster Care Policy 301 - Creating a Position Policy 302 - Employment of Superintendent/Assistant Superintendent Policy 306 - Employment of Summer School Staff Policy 307 - Student Teachers/Interns

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. Old Business: None

#### K. Executive Session: None

#### L. Adjournment

The April 12, 2021 Regular Board Meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Benjamin J. Enders Board Secretary

ERAL FUND REVENUE ANALYSIS	22 BUDGET PROCESS	AL SOURCES
GENERAL	2021-22 E	LOCAL S

LUCAL SUURCES												
	2016-17	2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2021-22	V	Variance	^	
Revenue Type	Actual	Actual	Actual	Actual (20A)	Budgeted (20B)	Projected	Budgeted (21B)	Budgeted (22B)	20A-20B	21B-20B	22B-21B	22B-20B
Real Estate Tax	11,302,590	11,836,353	12,273,620	12,743,400	12,700,471	12,813,330	12,813,330	12,813,330	42,929	112,859	0	112,859
Interim Real Estate Tax	18,189	30,506	24,645	27,571	25,000	25,000	25,000	25,000	2,571	0	0	0
Public Utility Tax	17,302	16,168	16,342	15,365	16,500	16,834	15,000	16,500	(1,135)	(1,500)	1,500	0
In Lieu Of Taxes	150,020	238,815	238,821	238,830	238,000	238,820	238,821	238,821	830	821	0	821
Earned Income Tax	3,783,605	3,818,681	3,962,265	3,779,460	3,800,000	4,350,000	3,700,000	3,850,000	(20,540)	(100,000)	150,000	50,000
R.E. Transfer Tax	227,459	217,958	199,345	202,311	200,000	215,000	150,000	200,000	2,311	(50,000)	50,000	0
Delinquent Taxes	653,867	800,466	726,794	752,207	700,000	725,000	650,000	700,000	52,207	(50,000)	50,000	0
Interest Earnings	70,044	112,350	267,345	205,521	200,000	175,000	150,000	150,000	5,521	(50,000)	0	(50,000)
I.U. 17 Subsidy (IDEA)	510,397	492,934	451,098	463,741	438,000	423,768	416,460	423,768	25,741	(21,540)	7,308	(14,232)
Pass Through Grants	0	0	0	0	0	0	0	0	0	0	0	0
Rentals	7,239	14,625	12,003	4,269	10,000	1,148	10,000	10,000	(5,731)	0	0	0
Donations, Contributions & Grants	10,289	12,985	29,050	54,145	10,000	28,775	10,000	10,000	44,145	0	0	0
Tuition, Other	15,932	3,347	1,572	10,943	5,000	10,000	5,000	10,000	5,943	0	5,000	5,000
Athletics	70,161	65,460	97,319	65,231	76,100	16,000	76,100	76,100	(10,869)	0	0	0
Miscellaneous	30,983	78,648	77,118	33,078	10,000	14,000	10,000	10,000	23,078	0	0	0
Total Local	16,868,076	17.739.298	18,377,337	18.596.072	18,429,071	19.052.675	18.269.711	18.533.519	167.001	(159,360)	263.808	104.448

4/12/21

GENERAL FUND REVENUE ANALYSIS 2021-22 BUDGET PROCESS STATE SOURCES

STATE SOURCES												
	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	2019-20 Budgeted	2020-21 Discreted	2020-21 Budgotod	2021-22 Budgotod	~	Variance		^
Revenue Type	Actual	Actual	Actual	ACUUAI (20A)	Duugeteu (20B)	LIUJected	Duugeteu (21B)	Duugeteu (22B)	20A-20B	21B-20B	22B-21B	22B-20B
BEF	12,948,956	13,018,088	13,112,563	13,269,486	13,764,870	13,269,486	13,269,486	13,269,486	(495,384)	(495,384)	0	(495,384)
Other State Funding	516,816	489,271	489,271	489,271	0	489,271	489,271	489,271	489,271	489,271	0	489,271
Sec. 1305 & 1306 Tuition	11,428	23,230	90,484	59,573	20,000	92,982	20,000	20,000	39,573	0	0	0
Vocational Instr.	93,141	99,733	110,443	123,920	109,106	127,486	119,500	119,500	14,814	10,394	0	10,394
Special Education	1,766,298	1,792,438	1,799,921	1,852,372	1,857,179	1,852,372	1,852,371	1,852,371	(4,807)	(4,808)	0	(4,808)
<b>Trans portation</b>	1,203,375	1,224,707	1,195,771	1,216,376	1,236,532	1,208,621	1,210,846	1,217,250	(20,156)	(25,686)	6,404	(19,282)
Debt Service	1,274,113	729,681	1,160,045	724,119	740,157	623,480	623,546	630,044	(16,038)	(116,611)	6,498	(110,113)
Medical / Dental / Nursing	44,968	44,560	43,804	42,208	45,000	41,872	45,000	42,000	(2,792)	0	(3,000)	(3,000)
Homestead / Farmstead	1,142,741	1,143,384	1,144,978	1,146,711	1,146,711	1,143,755	1, 143, 755	1,143,755	0	(2,956)	0	(2,956)
Social Security Subsidy	716,074	735,213	708,065	643,750	759,560	740,500	783,707	762,781	(115,810)	24,147	(20,926)	3,221
Retirement Subsidy	2,713,046	3,725,893	3,333,854	3,410,545	3,515,789	3,394,580	3,633,860	3,586,348	(105,244)	118,071	(47,512)	70,559
Safe Schools Grants	30,000	5,000	25,000	25,000	25,000	0	283,254	0	0	258,254	(283,254)	(25,000)
Special State Grants	178,305	340,000	313,517	368,814	340,000	315,000	315,000	315,000	28,814	(25,000)	0	(25,000)
Total State	22,639,262	23,371,198	23,527,714	23,372,145	23,559,904	23,299,404	23,789,596	23,447,806	(187,759)	229,692	(341,790)	(112,098)

4/12/21

GENERAL FUND REVENUE ANALYSIS 2021-22 BUDGET PROCESS FEDERAL SOURCES

146,496 (36,421) 22B-20B 30,103 2,418 6,845 0 0 143,551 Î 22B-21B 143,551 0 0 0 0 (399,044) 0 493 -----Variance--2,418 21B-20B (36,421) 6,845 399,044 30,103 0 0 989 <u>,</u> V 20A-20B 2,360 131,405 8,524 1,737 0 0 0 4 2021-22 Budgeted (22B) 510,103 92,418 36,845 0 0 0 143,551 6 82 2020-21 Budgeted (21B) 92,418 36,845 399,044 0 0 0 510,103 5 ÷ 2020-21 Projected 510,103 92,418 36,485 39,408 0 0 0 414 6 2019-20 Budgeted (20B) 480,000 90,000 30,000 36,421 0 0 0 421 2019-20 Actual (20A) 161,405 488,524 91,737 38,781 0 0 0 447 8 2018-19 Actual (19A) 500,208 96,756 30,159 0 0 36,421 8,597 4 672, 2017-18 Actual 411,718 31,304 85,688 10,406 10,000 0 0 549,116 2016-17 Actual 486,882 121,591 35,532 0 0 0 9,852 653,857 Revenue Type Total Federal ESEA Title II ESEA Title I Carl Perkins ESSERS II Access Title IV CARES

4/12/21

General Fund Revenue Analysis 2021-22 Budget Process Summary

^	22B-20B	104,448	(112,098)	146,496	0	138,847
ance	22B-21B	263,808	(341,790)	(255,493)	0	(333,474)
Variance	21B-20B	(159,360)	229,692	401,989	0	472,321
~	20A-20B	167,001	(187,759)	144,026	22,841	146,109
2021-22	buagetea (22B)	18,533,519	23,447,806	782,917	5,000	42,769,243
2020-21	buagetea (21B)	18,269,711	23, 789, 596	1,038,410	5,000	43,102,717 42,769,243
2020-21	Projected	19,052,675	23,299,404	678,414	5,107	43,035,600
2019-20	buagetea (20B)	18,429,071	23,559,904	636,421	5,000	42,630,396
2019-20	Actual (20A)	18,596,072	23, 372, 145	780,447	27,841	42,776,505
2018-19	Actual	18,377,337	23,527,714	672,141	41,946	40,161,195 41,659,611 42,619,138 42,776,505
2017-18	Actual	17,739,298	23,371,198	549,116	0	41,659,611
2016-17	Actual	16,868,076	22,639,262	653,857	0	40,161,195
	Revenue type	Local Sources	State Sources	Federal Sources	Other Sources	Totals

# <u>School Resource Officer Memorandum of Understanding/Memorandum of</u> <u>Agreement</u>

# SCHOOL RESOURCE OFFICER AGREEMENT

THIS Agreement is made, this \_\_\_\_\_\_day of \_\_\_\_\_\_20\_\_, by and between the SCHOOL ENTITY OF JERSEY SHORE AREA SCHOOL DISTRICT (hereinafter "School Entity"), and the <u>TIADAGHTON VALLEY REGIONAL POLICE COMMISSION (hereinafter</u> "Police Commission") as follows:

# WITNESSETH:

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

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

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

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

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

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

# ARTICLE I

It is the intent and provision of this Agreement to provide for the services of a school resource officer with such services to be rendered at such the local School Board of Directors school sites as more fully described herein below for a term commencing on July 1, 2021 and expiring on June 30, 2026. It is expressly agreed and understood that the local School Board of Directors and Police Commission shall not be bound hereby beyond the foregoing five (5) year term. It is also expressly agreed and understood that should the current police department merge with other police departments, or ceases to exist, that this contract will be fulfilled by the law enforcement agency that takes over the Jersey Shore Area School District area.

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

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

# (A) Training

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

# (B) Assignment of School Resource Officer

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

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

# (C) Regular Duty Hours of School Resource Officer

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

(D) Duties of School Resource Officer

(1) <u>Instructional responsibilities/duties of school resource officer.</u>

The school resource officer shall work in conjunction with principals of the aforementioned schools and certified instructors to assist in the delivery of instruction in a variety of subject areas, including but not limited to, police and their role in society; laws; juvenile and adult criminal justice systems; career opportunities in law enforcement; drug education; gang resistance education and training; teens, crime and community; conflict resolution; and other

classes as permitted by scheduling and as determined to be appropriate by respective principals and school staffs. It is agreed and understood that the school resource officer will perform services on a 'guest lecturer' basis consistent with regulations promulgated by the Pennsylvania Board of Education and the Educational Professional Standards Board and shall do so in conjunction with and under the direction of appropriately certified teaching personnel, or shall provide such services on a co-curricular or extracurricular basis as scheduling permits.

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

(a) The school resource officer shall coordinate his or her instructional activities with principals and staff members so as to allow for the orderly educational process within the respective schools served.

(b) The school resource officer shall develop expertise in presenting various subjects to the students. Such subjects shall include basic understanding of the laws, the role of the police officer and the police mission.

(c) The school resource officer shall encourage individual and small group discussions with students based upon material presented in class to further establish rapport with students.

(d) When requested by the principal, the school resource officer shall attend parent/faculty meetings to solicit support and understanding of the program.

(e) The school resource officer shall make himself/herself available for conferences with students, parents, and faculty members in order to assist them with problems of law enforcement or of a crime prevention nature.

(f) The school resource officer shall become familiar with all community agencies, which offer assistance to youth and their families such as mental health clinics, drug treatment centers, etc. The school resource officer shall make referrals to such agencies when necessary thereby acting as a resource person to the students, faculty, and staff of the school.

(g) The school resource officer shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations that may result from student unrest.

(h) Should it become necessary to conduct formal police interviews with students, the school resource officer shall adhere to local School Board of Directors Policy, TVR Police Department Policy, Pennsylvania statutes, and other legal requirements with regard to such an interview.

(i) The school resource officer may, by way of the exercise of his/her discretion as a sworn police officer, take law enforcement action as required. As soon as practical, the school resource officer shall, make the principal of the school aware of such action. At the principal's request, the school resource officer shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the school resource officer may do so under the authority of law. Whenever practical, the school resource officer shall advise the principal before requesting additional police assistance on campus.

(j) The school resource officer shall give assistance to the law enforcement officers in matters regarding his/her school assignment, whenever necessary.

(k) The school resource officer shall, whenever possible, participate in and/or attend school functions.

(1) The school resource officer may be assigned investigations relating to runaways, thefts, or any crime, relating to the students attending schools that the school resource officer serves.

(m) The school resource officer shall maintain detailed and accurate records of the operation of the school resource officer program, and shall submit reports of an instructional nature as required by the principal or school staff.

(n) The school resource officer shall not act as a school disciplinarian, as disciplining students is a school responsibility. It is agreed and understood that the principal and appropriate school staff shall be responsible for investigating and determining, in their discretion, whether a student has violated school and/or board disciplinary codes or standards and the appropriate administrative action to take. However, this shall not be construed to prevent the school resource officer from sharing information with school administration/staff, which may aid in the determination of whether a disciplinary offense occurred. Upon assignment, the school resource officer will be provided with copies of the local School Board of Directors disciplinary policies and codes and the discipline codes of each school. The school resource officer shall become familiar with district/school disciplinary codes and standards, and will meet at least annually with the Jersey Shore Area School District's Safety Coordinator and each principal for the purpose of reviewing applicable disciplinary standards.

(o) The principal, school administration, or staff may advise the school resource officer of incidents or activities possibly giving rise to criminal or juvenile violations and the school resource officer shall then determine whether law enforcement action is appropriate with respect to those activities occurring on school property or at school sponsored functions, which a principal is directed to report to the appropriate law enforcement agency assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, and those activities which an administrator, teacher, or other school employee is directed to report to the local police department, or Pennsylvania State Police, such activities consisting of conduct occurring on school premises or school sponsored events which is believed to constitute a misdemeanor or violation or offense relating to deadly weapons, use, possession, or sale of controlled substances, or a felony offense. It is agreed and understood that the school resource officer, as an employee of the TVR Police Department, is authorized to receive and appropriately act on any of such foregoing reports.

(p) The school resource officer is not to be used for regularly assigned lunchroom duties, as hall monitors, crossing guards or other monitoring duties. If there is a problem in such areas, the school resource officer may assist the school until the problem is resolved.

# **ARTICLE III**

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

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

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

# **ARTICLE IV**

#### Finances for the School Resource Officer program

For July 1, 2021 through June 30, 2022, the financing of the school resource officer will be a maximum of \$56,100.00 per school year. The district shall pay to the commission at a rate of \$311.67 per day, paid on a monthly basis. For the remaining years on the contract, a 2% increase will be added to the annual amount, with the daily rate being adjusted according to the new annual amount. All other benefits for the school resource officer shall be provided by the police commission.

School Year	Maximum Annual Amount	Maximum Daily Rate
2021-2022	\$56.100	\$311.67
2022-2023	\$57,222	\$317.90
2023-2024	\$58,366.44	\$324.26
2024-2025	\$59,533.77	\$330.74
2025-2026	\$60,724.45	\$337.36

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

# ARTICLE V

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

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

# **ARTICLE VI**

# **Appointment of School Resource Officer**

(A) The Police Chief shall assign an officer who is qualified to be a school resource officer. An interview committee, to be determined by the superintendent or proper designee, may conduct an interview and provide any comments or concerns before official appointment by the Chief of Police.

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

- (1) The applicant must be a volunteer for the detail of school resource officer.
- (2) The applicant must be a full-time, certified, and sworn police officer with a minimum of three years law enforcement experience.
- (3) Applicants must have training as outlined in Article II (A), above.
- (4) The applicant must obtain certification through the National Association of School Resource Officers (NASRO).

# ARTICLE VII

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

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

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

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

# **ARTICLE VIII**

## **Termination of Agreement**

In addition to termination in writing 30 days prior to expiration of the annual term hereof as provided in Article I, above, this agreement may be terminated by either party upon 90 days written notice that any party has failed to substantially perform in accordance with the terms and conditions of this agreement. This agreement may also be terminated without cause by either party upon 180 days written notice. Termination of this agreement may only be accomplished as provided herein.

# ARTICLE IX

#### **Notices**

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

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

Chief of Police Tiadaghton Valley Regional Police Department 129 South Pennsylvania Avenue Jersey Shore, PA 17740

# ARTICLE X

#### **Good Faith**

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

#### **ARTICLE XI**

## **Modification**

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

## **ARTICLE XII**

#### Non-Assignment

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

## ARTICLE XIII

## **Merger**

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

## ARTICLE XIV

#### Insurance/Hold Harmless Clause

It is understood and agreed that during the term of this Agreement and any renewal hereof, that both parties shall purchase and maintain errors and omissions and comprehensive general liability insurance at a minimum of \$1,000,000.00 per policy naming each entity and its officers and employees as additional insureds covering all services to be performed under the respective obligations of this Agreement.

Each party shall provide written proof of said coverage prior to execution of this Agreement and any time thereafter on request of either entity. The insurance provided by each entity shall be deemed primary coverage relating to the acts of the school resource officer and not excess. Irrespective of said agreement and covenant, each party shall indemnify and hold any and all of its members, agents, officers, and employees in their respective individual and official capacities harmless from any and all acts, omissions, claims, damages, fees, expenses, and legal actions of any form or description arising from the carelessness, negligence, recklessness, or intentional acts of their respective officer employees or agents.

# ARTICLE XV

#### **Severability**

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

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

TIADAGHTON VALLEY REGIONAL DISTRICT POLICE COMMISSION	JERSEY	SHORE	AREA	SCHOOL
Chairman	President,	Board of Di	rector	
ATTEST: COMMONWEALTH OF PENNSYLVA Subscribed and sworn to before me by TVR POLICE COMMISSION and President, this day of,2	 INTY OF	the Sch	nool Board	of Director

# **JOB DESCRIPTION**

# SCHOOL RESOURCE OFFICER-JOB DESCRIPTION

## **Purpose Statement**

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

## **Essential Functions**

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

#### Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

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

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

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

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

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

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

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

# Responsibility

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

# **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25 percent sitting, 15 percent walking, and 60 percent

standing. The job is performed under some temperature extremes and in a generally hazard free environment.

# **Experience**

Job related experience with increasing levels of responsibility is required.

# **Education**

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

# **Equivalency**

None Specified

# **Certificates Required Testing and Licenses**

Graduate from Municipal Police Officer Education and Training Commission's Police Academy Weapons Qualification Stun Gun Qualification CPR/First Aid Certificate NASRO (National Association of School Resource Officers)

# **Continuing Education / Training**

Municipal Police Officers Education and Training Commission's continuing education College-level courses ALiCE – Emergency/Intruder Training

# **Clearances**

Current clearances as required by the laws of Pennsylvania (24 P.S. § 1-111) Weapons use Restrain procedures JERSEY SHORE AREA SCHOOL DISTRICT,

Lycoming and Clinton Counties, Pennsylvania

#### RESOLUTION

OF THE BOARD OF SCHOOL DIRECTORS OF JERSEY **SHORE** AREA SCHOOL DISTRICT INCURRING NONELECTORAL DEBT TO BE EVIDENCED BY ITS **GENERAL OBLIGATION BOND, SERIES OF 2021, IN THE** PRINCIPAL AMOUNT OF \$8,069,000, TO REFUND THIS **SCHOOL DISTRICT'S OUTSTANDING GENERAL OBLIGATION BONDS, SERIES OF 2012, SERIES OF 2015,** AND SERIES A OF 2015 AND ITS GENERAL OBLIGATION NOTE, SERIES AAAA OF 2015; ACCEPTING A LOAN SETTING **PROPOSAL:** FORTH THE TERMS AND SUBSTANTIAL FORM OF THE BOND; PLEDGING THE SCHOOL DISTRICT'S FULL FAITH, CREDIT AND TAXING POWER TO SECURE THE BOND; CREATING A SINKING FUND AND APPOINTING A SINKING FUND DEPOSITORY: **AUTHORIZING THE REDEMPTION OF THE REFUNDED OBLIGATIONS; AND AUTHORIZING RELATED ACTIONS** AND DOCUMENTS.

WHEREAS, Jersey Shore Area School District (the "School District"), in Lycoming and Clinton Counties, Pennsylvania, is a public school district of the Commonwealth of Pennsylvania (the "Commonwealth") and is governed by its Board of School Directors (the "Board"); and

WHEREAS, The Board, by its resolution adopted on February 13, 2012, authorized and secured this School District's \$9,995,000 principal amount General Obligation Bonds, Series of 2012 (the "2012 Bonds"), dated March 15, 2012; and

WHEREAS, The Department of Community and Economic Development (the "Department") approved the debt proceedings of this School District related to the 2012 Bonds, as evidenced by Certificate of Approval No. GOB-18115, dated March 9, 2012; and

**WHEREAS,** The 2012 Bonds financed school building construction projects, and became subject to optional redemption beginning on March 1, 2017; and

WHEREAS, The Board, by its resolution adopted on February 9, 2015, authorized and secured this School District's \$7,340,000 principal amount General Obligation Bonds, Series of 2015 (the "2015 Bonds"), dated March 16, 2015; and

**WHEREAS,** The Department approved the debt proceedings of this School District related to the 2015 Bonds, as evidenced by Certificate of Approval No. GOB-150310-04, dated March 10, 2015; and

**WHEREAS,** The 2015 Bonds currently refunded this School District's 2010 Bonds, that refunded 2004 and 2005 Bonds that financed school building construction projects, and the 2015 Bonds became subject to optional redemption beginning on September 1, 2021; and

WHEREAS, The Board, by its resolution adopted on February 9, 2015, authorized and secured this School District's \$7,340,000 principal amount General Obligation Bonds, Series A of 2015 (the "2015A Bonds"), dated March 16, 2015; and

WHEREAS, The Department approved the debt proceedings of this School District related to the 2015A Bonds, as evidenced by Certificate of Approval No. GOB-150310-04, dated March 10, 2015; and

WHEREAS, The 2015A Bonds currently refunded this School District's 2010A Bonds, that refunded 2003 Notes and 2004A Notes that financed school building construction projects, and the 2015 Bonds became subject to optional redemption beginning on September 1, 2021; and

WHEREAS, The Board, by its resolution adopted on November 23, 2015, authorized and secured this School District's \$3,147,000 principal amount General Obligation Note, Series AAAA of 2015 (the "2015AAAA Note"), dated December 23, 2015, and held by Jersey Shore State Bank; and

WHEREAS, The Department approved the debt proceedings of this School District related to the 2015AAAA Note, as evidenced by Certificate of Approval No. GON-151218-01, dated December 18, 2015; and

WHEREAS, The 2015AAAA Note currently refunded this School District's 2011 Bonds, that refunded the 2006A Note that financed school building construction projects, and the 2015AAAA Note is subject to optional redemption on any date without penalty; and

WHEREAS, The School Board has determined to refund all of the outstanding 2012 Bonds, 2015 Bonds and 2015A Bonds, and the 2015AAAA Note (collectively, the "Refunded Obligations"), as described in a refunding report (the "Refunding Report"), prepared for this School District by its financial advisor PFM Financial Advisors LLC (the "Financial Advisor"), showing the debt service savings resulting from refunding the Refunded Obligations (the "Refunding Projects"); and

**WHEREAS**, The Board contemplates authorizing, issuing and securing its General Obligation Bond, Series of 2021, in the principal amount of Eight Million Sixty-nine Thousand

Dollars (\$8,069,000) (the "Bond"), to undertake the Refunding Projects, in accordance with the Local Government Unit Debt Act, 53 Pa.C.S. Chs. 80-82 (the "Debt Act"), of the Commonwealth; and

**WHEREAS,** A written proposal (the "Proposal") to purchase the Bond has been received from the Key Government Finance, Inc. (the "Lender"); and

**WHEREAS**, The Board desires to accept the Proposal, to award the Bond to the Lender, to incur nonelectoral debt represented by the Bond, and to take other appropriate action in connection with the Refunding Projects, and in accordance with the Debt Act.

# NOW, THEREFORE, BE IT RESOLVED, by the Board, as follows:

**SECTION 1.** The Board hereby authorizes and secures the issuance of the Bond, which shall constitute nonelectoral debt of the School District, to undertake the Refunding Projects. The firm of PFM Financial Advisors LLC is engaged to serve as the School District's independent municipal advisor, and the law firm of Eckert Seamans Cherin & Mellott, LLC is engaged to serve as the School District's bond counsel, in connection with the Bond.

**SECTION 2.** The Board finds that it is in the best financial interests of the School District to sell the Bond in a private sale by negotiation.

**SECTION 3.** The Refunding Projects are authorized by Section 8241(b)(1) of the Debt Act (debt service savings). The capital projects or facilities originally financed or refinanced by all of the Refunded Obligations have reasonably expected remaining useful lives of at least five (5) years. The first maturity of principal of the Bond will not be deferred beyond two years from the issue date of the Bond.

**SECTION 4.** The Board hereby accepts the Proposal of the Lender to purchase the Bond at a purchase price of \$8,069,000 (100% of the principal amount advanced).

**SECTION 5.** The Bond, when issued, will be a general obligation bond of the School District.

**SECTION 6.** The Bond shall be in registered form, shall be in the denomination, and principal shall be due on the dates and in the amounts, together with interest, substantially as set forth in **Exhibit "A"** attached hereto.

**SECTION 7.** The Bond may be prepaid at the option of the School District, as set forth in the form of the Bond, to be substantial as set forth in the attached as **Exhibit "B**".

**SECTION 8.** The School District hereby authorizes the Lender to serve as the disbursement agent with respect to the proceeds of the Bond and directs that the principal of and

interest on the Bond shall be payable at a designated office of the Lender in lawful money of the United States of America.

**SECTION 9.** The Bond, together with appropriate insertions, omissions, variations and provisions to be negotiated with the Lender, shall be substantially in the form attached hereto as **Exhibit "B**".

**SECTION 10.** The Bond shall be executed in the name of and on behalf of the School District by the President or Vice President of the Board and the official seal of the School District shall be affixed thereto and attested by the Secretary or Assistant Secretary of the Board.

**SECTION 11.** The School District covenants to and with the Lender and with any subsequent registered owners, from time to time, of the Bond, outstanding, from time to time, pursuant to this Resolution, that the School District: (i) shall include the amount of the debt service on the Bond, for each fiscal year of the School District in which such sums are payable, in its budget for that fiscal year, (ii) shall appropriate such amounts from its general revenues for the payment of such debt service, and (iii) shall duly and punctually pay or cause to be paid from the sinking fund created hereunder, or any other of its revenues or funds the principal of the Bond and the interest thereon at the dates and places and in the manner stated therein, according to the true intent and meaning thereof. For such budgeting, appropriation and payment, the School District does hereby pledge, irrevocably, its full faith, credit and taxing power. As provided in the Debt Act, the foregoing covenant of the School District shall be enforceable specifically.

**SECTION 12.** There is created, pursuant to Section 8221 of the Debt Act, a sinking fund for the Bond to be known as the "Sinking Fund - General Obligation Bond, Series of 2021" (the "Sinking Fund") which shall be administered in accordance with the Debt Act. The School District hereby appoints The Muncy Bank & Trust Company ("Depository"), having a corporate trust office in Muncy, Pennsylvania, as the sinking fund depository with respect to the Sinking Fund. The President or Vice President and the Secretary or Assistant Secretary, respectively, of the Board are authorized and directed to contract with the Depository for its services as sinking fund depository in connection with the Sinking Fund.

**SECTION 13.** The School District covenants to make payments out of the Sinking Fund or out of any other of its revenues or funds at such times and in such annual amounts as shall be sufficient for prompt and full payment of all obligations of the Bond when due.

**SECTION 14.** The President or Vice President and the Secretary or Assistant Secretary, respectively, of the Board, which shall include their duly qualified successors in office, if applicable, are authorized and directed: (a) to prepare, to certify and to file the debt statement required by Section 8110 of the Debt Act; (b) to prepare and to file the application with the Department of the Commonwealth, together with a complete and accurate transcript of the proceedings relating to the incurring of debt, of which debt the Bond, upon issue, will be evidence, as required by Section 8111 of the Debt Act; (c) to prepare and to file, if applicable, any statements required by Article II of the Debt Act that are necessary to qualify all or any portion of nonelectoral

and/or lease rental debt of the School District, that is subject to exclusion as self-liquidating or subsidized debt, for exclusion from the appropriate debt limit as self-liquidating or subsidized debt; (d) to pay or to cause to be paid to the Department all proper filing fees required by the Debt Act in connection with the foregoing; and (e) to take other required, necessary or appropriate action.

The Board authorizes and directs that a borrowing base certificate of the School District be prepared for filing with the Department as required by Section 8110 of the Debt Act.

**SECTION 15.** It is declared that the debt to be incurred hereby, together with any other indebtedness of the School District, is not in excess of any applicable limitation imposed by the Debt Act upon the incurring of debt by the School District, which debt is evidenced by the Bond.

**SECTION 16.** The Secretary or Assistant Secretary of the Board is authorized and directed to deliver the Bond, after the execution and attestation thereof as provided for herein, to the Lender, as provided in the Proposal, but only after the Department has certified its approval pursuant to Section 8204 of the Debt Act.

**SECTION 17.** The School District covenants to and with the Lender and any subsequent registered owners of the Bond that it will make no use of the proceeds of such issue that will cause the Bond to be or become an "arbitrage bond" within the meaning of Section 103(b)(2) and Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations implementing said Sections. The School District further covenants to comply with all other requirements of the Code if and to the extent necessary to maintain continuously the Federal income tax exemption of interest on the Bond.

The School District determines that it does not reasonably expect to issue, tax-exempt obligations, together with all tax-exempt obligations issued and reasonably expected to be issued by "all subordinate entities" (within the meaning of Section 265(b)(3)(E) of the Code) of the School District, which, in the aggregate, exceed or will exceed Ten Million Dollars (\$10,000,000) during the 2021 calendar year and, accordingly, the School District hereby designates, or if eligible deems designated, the Bond as a "qualified tax-exempt obligation", as defined in Section 265(b)(3)(B) of the Code, for the purposes and effect contemplated by Section 265 of the Code.

**SECTION 18.** The Business Manager of the School District is authorized and directed to authorize the engagement and payment, upon issuance and delivery of the Bond to the Lender, of all costs and expenses associated with the issuance of the Bond, including the fees and expenses of the School District's solicitor and Bond counsel and any origination fee or counsel fees of the Lender, in accordance with the terms of the accepted Proposal.

**SECTION 19.** The School District's Business Manager is hereby authorized and directed to execute and to submit to the Pennsylvania Department of Education, promptly following settlement for the Bond, the appropriate application and other documents and information necessary

to obtain state reimbursement with respect to the debt service on the Bond (including the filing of PLANCON Part H, J and/or K, as applicable).

**SECTION 20.** This School District does hereby authorize the optional redemption (prepayment) of the Refunded Obligations on or within 90 days of the issue date of the Bond (the "Redemption Date"), in accordance with the rights and privileges reserved to this School District in the respective Refunded Obligations, and as described in the Refunding Report. Officers and agents of the School Board are authorized and directed to give instructions to the holders of the Refunded Obligations to redeem the Refunded Obligations in accordance with this election of the School Board, following the final issuance and delivery of the Bond, and to take all other actions and provide all such documentation as may be necessary and appropriate to accomplish the redemption and retirement of the Refunded Obligations.

**SECTION 21.** Any reference in this Resolution to an officer or member of the Board of School Directors or other officer of the School District shall be deemed to refer also to his or her duly qualified successor in office, as applicable.

**SECTION 22.** In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Resolution, it being the intent of the School District that such remainder shall be and shall remain in full force and effect.

**SECTION 23.** All resolutions or parts of resolutions, insofar as the same shall be inconsistent herewith, shall be and the same expressly are repealed.

**SECTION 24.** This Resolution shall be effective in accordance with Section 8003 of the Debt Act.

**DULY ADOPTED**, by the Board, in lawful session duly assembled, this 12th day of April, 2021.

JERSEY SHORE AREA SCHOOL DISTRICT, Lycoming and Clinton Counties, Pennsylvania

By:\_\_\_\_\_

President of the Board

ATTEST:

Secretary of the Board

(SEAL)

# EXHIBIT "A"

# PAYMENT SCHEDULE\*

Date	<u>Principal</u>	Rate	<u>Interest</u>	Semi-Annual <u>Debt Service</u>	Fiscal Year <u>Debt Service</u>
9/1/2021 3/1/2022	451,000	0.800 0.800	18,648.36 30,472.00	469,648.36 30,472.00	500,120.36
9/1/2022 3/1/2023	2,237,000	0.800 0.800	30,472.00 21,524.00	2,267,472.00 21,524.00	2,288,996.00
9/1/2023 3/1/2024	2,254,000	0.800	21,524.00 12,508.00	2,275,524.00 12,508.00	2,288,032.00
9/1/2024 3/1/2025 9/1/2025	2,271,000 856,000	0.800 0.800 0.800	12,508.00 3,424.00 3,424.00	2,283,508.00 3,424.00 859,424.00	2,286,932.00
3/1/2026	000,000	0.000	0,121.00	000,121.00	859,424.00
TOTALS	8,069,000		154,504.36	8,223,504.36	8,223,504.36

<sup>\*</sup>Assumes the General Obligation Bond is issued on May 17, 2021, and the entire \$8,069,000 principal amount of the Bond is advanced on that date.

## EXHIBIT "B"

#### (FORM OF BOND)

# JERSEY SHORE AREA SCHOOL DISTRICT, Lycoming and Clinton Counties, Pennsylvania

## **GENERAL OBLIGATION BOND, SERIES OF 2021**

JERSEY SHORE AREA SCHOOL DISTRICT, in Lycoming and Clinton Counties, Pennsylvania (the "School District"), a public school district of the Commonwealth of Pennsylvania (the "Commonwealth"), promises to pay to the order of the KEY GOVERNMENT FINANCE, INC. (the "Lender"), or registered assigns, on September 1, 2025 (the "Maturity Date"), the principal sum of Eight Million Sixty-nine Thousand Dollars (\$8,069,000), or such lesser particular sum as shall represent the outstanding and unpaid balance of such principal sum due under this General Obligation Bond, Series of 2021 (the "Bond"). Interest shall accrue on the outstanding principal balance of the Bond at the fixed rate of 0.80%, per annum (computed on a 30 day month/360 day year basis). Interest shall be payable semiannually on the principal amount outstanding, from time to time, on March 1 and September 1 of each year, commencing on September 1, 2021. The principal hereof shall be repaid in annual installments, on September 1 of each year commencing on September 1, 2021, in the respective amounts set forth in the attached schedule through the Maturity Date, when the outstanding principal balance of this Bond and accrued interest shall be payable in full.

The School District, at its option, on any date, may prepay the principal amount of this Note at any time, in whole, but not in part, subject to the following based upon the date of such prepayment: (i) prepayment on May 18, 2021 to May 17, 2022, this Note shall be subject to prepayment penalty of 1.00% of the principal amount then outstanding, and (ii) prepayment on May 18, 2022 and thereafter, no prepayment penalty. The outstanding principal amount shall be paid together with accrued interest to the prepayment date. Any prepayment, as hereinbefore authorized shall be upon written notice addressed to the Lender or other registered owner hereof at the time of such redemption, as such registered owner and address shall appear upon books kept by the Lender, for such purpose, ten (10) days following written notice to the Lender.

This Bond is issued in accordance with the Act of the General Assembly of the Commonwealth, known as the Local Government Unit Debt Act, 53 Pa.C.S. Chs. 80-82 (the "Debt Act"), and by virtue of a Resolution duly adopted (the "Resolution") by the Board of School Directors of the School District on April 12, 2021. The Debt Act, as such shall have been in effect when this Bond was authorized, and the Resolution shall constitute a contract between the School District and the registered owner or registered owners, from time to time, of this Bond.

It hereby is certified that: (i) all acts, conditions and things required to be done, to happen or to be performed as conditions precedent to and in issuance of this Bond or in creation of the debt of which this Bond is evidence have been done, have happened or have been performed in due and regular form and manner, as required by law; and (ii) the debt represented by this Bond, together with any other indebtedness of the School District, is not in excess of any applicable limitation imposed by the Debt Act upon the incurring of the debt of the School District, which debt is evidenced by this Bond.

The School District has covenanted, in the Resolution, to and with the Lender and any other registered owners, from time to time, of this Bond, outstanding, from time to time, pursuant to the Resolution, that the School District: (i) shall include the amount of the debt service for this Bond, for each fiscal year of the School District in which such sums are payable, in its budget for that fiscal year, (ii) shall appropriate such amounts from its general revenues for the payment of such debt service, and (iii) shall duly and punctually pay or cause to be paid from the sinking fund established under the Resolution or any other of its revenues or funds the principal of this Bond and the interest thereon at the dates and places and in the manner stated herein, according to the true intent and meaning hereof; and, for such budgeting, appropriation and payment, the School District has pledged and does pledge, irrevocably, its full faith, credit and taxing power. The Debt Act provides that the foregoing covenant of the School District shall be enforceable specifically.

Commencing 90 days after a scheduled payment of principal or interest due on this Note has not been made, the interest on this Note shall be 3.80% on the entire principal balance of this Notes from such due date and until the delinquent amount is paid in full.

The Issuer shall provide the Lender the following: (i) annual audited financial statements of the Issuer by April 1 of each year for the Issuer's preceding fiscal year, (ii) annual operating budgets by September 1 of each year for the Issuer's then current fiscal year, and (iii) such other financial reports as the Lender may reasonably request. No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under the Resolution or this Note shall constitute a consent or waiver to or of any other breach or default in the performance of the same or any other obligation.

The School District, in the Resolution, has established a sinking fund with The Muncy Bank & Trust Company, as the sinking fund depository, into which funds for the payment of the principal of and the interest on this Bond shall be deposited not later than the date fixed for the disbursement thereof. The School District has covenanted, in the Resolution, to make payments out of such sinking fund or out of any other of its revenues or funds at such times and in such annual amounts as shall be sufficient for prompt and full payment of all obligations of this Bond. For so long as the Lender is the registered owner of this Bond, payments of principal, interest and redemption price on the Bond will be made by wire transfer or ACH transfer of immediately available funds to the account of the Lender. Except upon the final maturity of the Bond or earlier prepayment, such payments shall be made without requirement of presentation of the Bond to the School District or its paying agent, if applicable

This Bond has been designated or deemed designated by the School District as a "qualified tax-exempt obligation", as defined in Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended (the "Code"), for purposes and effect contemplated by Section 265 of the Code (relating to expenses and interest relating to tax-exempt income of certain financial institutions).

IN WITNESS WHEREOF, JERSEY SHORE AREA SCHOOL DISTRICT, in Lycoming and Clinton Counties, Pennsylvania, as provided by the Debt Act and in the Resolution, has caused this Bond to be executed in its name and on its behalf by the President or Vice President of the Board of School Directors of the School District and the official seal of the School District to be affixed hereto and attested by the Secretary or Assistant Secretary of the Board of School Directors of the School District to be affixed hereto in attestation thereof, all as of this 17th day of May, 2021.

> JERSEY SHORE AREA SCHOOL DISTRICT, Lycoming and Clinton Counties, Pennsylvania

By:\_\_\_

President of the Board of School Directors

ATTEST:

Secretary of the Board of School Directors

(SEAL)

## **REGISTRATION RECORD**

# NOTHING TO BE WRITTEN HERE EXCEPT BY A DULY AUTHORIZED REPRESENTATIVE OF THE LENDER, ACTING AS REGISTRAR, IN BEHALF OF JERSEY SHORE AREA SCHOOL DISTRICT, IN LYCOMING AND CLINTON COUNTIES, PENNSYLVANIA

Date of Registry	Name of Registered Owner	Registrar (Authorized Representative)
May 17, 2021	Key Government Finance, Inc.	Key Government Finance, Inc.

# PRINCIPAL PAYMENT DATES AND AMOUNTS

<u>Date</u>	<b>Principal</b>
0/4/0004	454 000
9/1/2021	451,000
3/1/2022	
9/1/2022	2,237,000
3/1/2023	
9/1/2023	2,254,000
3/1/2024	
9/1/2024	2,271,000
3/1/2025	
9/1/2025	856,000
3/1/2026	

TOTALS 8,069,000

#### CERTIFICATE

I, the undersigned, (Assistant) Secretary of the Board of JERSEY SHORE AREA SCHOOL DISTRICT, in Lycoming and Clinton Counties, Pennsylvania (the "School District"), certify that: the foregoing is a true and correct copy of a Resolution that was duly adopted by affirmative vote of a majority of all members of the Board of the School District at a meeting duly held on April 12, 2021; said Resolution has been recorded in the minute book of the Board of the School District; a notice of the intent to adopt said Resolution was published as required by law; said Resolution was available for public inspection in accordance with the Local Government Unit Debt Act of the Commonwealth of Pennsylvania and such notice; and said Resolution has not been amended, altered, modified or repealed as of the date of this Certificate.

I further certify that the Board of the School District met the advance notice and public comment requirements of the Sunshine Act, as amended, 65 Pa. C.S. Ch. 7, by advertising the time and place of said meeting, by posting prominently a notice of said meeting at the principal office of the School District or at the public building in which said meeting was held, and by providing a reasonable opportunity for public comment at such meeting, all as required by such Act.

I further certify that: the total number of members of the Board of the School District is nine (9); the vote of members of the Board of the School District upon said Resolution was called and duly was recorded upon the minutes of said meeting; and members of the Board of the School District voted upon said Resolution in the following manner:

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

IN WITNESS WHEREOF, I set my hand and affix the official seal of the School District, this 12th day of April, 2021.

Secretary of the Board

(SEAL)

Famous First Facts (Ref.)1981 NA1Modern Parliamentary Procedure (Ref.)1971 NA?The Encyclopedia of Pilosophy (Ref.)1967 NAVol. 1-8Encyclopedia of Occultism & Parapsych1978 NAVol.1-2Encyclopedia of Bioethics ( Ref.)1978 NAVol. 1-4American Book of Days (Ref.)1965 NA1
The Encyclopedia of Pilosophy (Ref.)1967 NAVol. 1-8Encyclopedia of Occultism & Parapsych1978 NAVol.1-2Encyclopedia of Bioethics ( Ref.)1978 NAVol. 1-4American Book of Days (Ref.)1965 NA1
Encyclopedia of Occultism & Parapsych(1978 NAVol.1-2Encyclopedia of Bioethics ( Ref.)1978 NAVol. 1-4American Book of Days (Ref.)1965 NA1
Encyclopedia of Bioethics ( Ref.)1978 NAVol. 1-4American Book of Days (Ref.)1965 NA1
American Book of Days (Ref.) 1965 NA 1
Encyclopedia of Fairies (Ref.) 1976 NA 1
Dictionary for Phrases & Abbreviations 1983 NA 1
American Idioms 1975 NA 1
Dictionary of Synonyms 1973 NA 1
Synonyms, Antonyms & Prepositions (R 1947 NA 1
Slang & Unconventional English (Ref.) 1970 NA 1
Science (Ref.) 1980 NA Vol. 1-4
VanNostrand's Scientific Encyclopedia 1976 NA 1
Handbook of Chemistry & Physic's 1977 NA 1
Life Sciences 1974 NA 1
International Wildlife Encyclopedia 1969 NA Vol. 1-20 & Index
Aquatic Life 1985 NA 1
Brown's Encyclopedia of Mammals 1984 NA 1
Medical Encyclopedia 1979 NA 1
Medical & Health Encyclopedia 1981 NA Vol. 1-21 2
Human Body on File 1983 NA Vol. 1&2
Encyclopedia of Art NA Vol. 1-24
Dictionary of Music & Musicians 1980 NA Vol. 1-20 2
Popular Song Index 1978 NA 1
Pop, Rock & Soul 1977 NA 1
Encyclopedia of Jazz 1978 NA 1
Sports Dictionary 1976 NA 1
Poetry Handbook 1974 NA 1
Guide to Science Fiction 1979 NA 1
Science Fiction Writers 1981 Na 1
Index to Poetry 1957 NA 1
Index to Poetry (7th Edition) 1982 NA 1
Index to Poetry (1970-1977) 1978 NA 1
Short Story Index 1953 NA 1
Famous Quotations 1980 NA 2
Critical Survey of Short Fiction 1981 NA Vol. 1-7
Science Fiction Writers 1982 NA 1
Timetables of History 1946 NA 1
Encyclopedia of Battles 1967 NA 1
Webster's New Collegiate Dictionaty1979 NA1

Dev by Dev (40's)	1077 NA		1
Day by Day (40's) Day by Day (50's)	1977 NA 1979 NA		1 1
Day by Day (50's)	1973 NA	Vol. 1&2	T
Webster's New Geographic Dictionary	1973 NA 1972 NA	VUI. 102	1
Webster's New College Dictionary	1972 NA 1979 NA		1
Webster's New College Dictionary	1975 NA 1977 NA		1
Webster's 2nd New Riverside University	1977 NA 1984 NA		1
American Authors	1984 NA 1938 NA		1
Biographical Encyclopedia of Scientists	1938 NA 1981 NA	Vol. 1&2	T
	1951 NA 1952 NA	VUI. 102	1
British Authors (before 1800)			1 1
British Authors (19th Century)	1936 NA	Val 1 16	Ţ
Dictionary of Scientific Biography	1970 NA	Vol. 1-16	-
Biologists	1983 NA		1
Chemists	1983 NA		1
European Authors (1000-1900)	1967 NA		1
Lincoln Library of Sports Champions	1978 NA		4
World Artists	1984 NA		1
Greek & Latin Authors	1980 NA		1
Encyclopedia of World Biography	1973 NA	Vol. 1-19	
Breaking the Heart of the World	1964 NA		1
Chronicle of the 20th Century	1982 NA		1
The Good War	1984 NA		1
German General's Talk	1948 NA		1
The Nightmare Years	1984 NA		1
The War Against the Jews	1975 NA		1
I Was There	1985 NA		1
100 Days	1965 NA		1
The Pacific War	1981 NA		1
Barbardossa	1965 NA		1
Trumpets	1984 NA		1
Meeting at Potsdam	1975 NA		1
Intrepid's Last Case	1983 NA		1
Japan & East Asia	1970 NA		1
Political Profiles	1977 NA	Vol. 1-5	
100 Influencial Person in U.S. History	1978 NA		1
Concise Dictionary of American Biograp	1964 NA		1
Current Biography	1969 NA	Vol. 68-79	
Great Composers	1966 NA		1
Encyclopedia of Great Composers	1962 NA	Vol. 1&2	
Junior Authors	1963 NA		1
Websters American Biographies	1975 NA		1
Dictionary of American History	1961 NA	Vol. 1-7	
Watergate & the Whitehouse	1974 NA	Vol. 1-3	

Eye of the Whirlwind	1973	5/30/2017	1
Impeachment	1972	11/6/1987	1
The Insanity Plea	1983	4/4/2005	1
Beyond A Reasonable Doubt	1981	1/24/1986	1
Census USA	1968	5/19/1989	1
Impeachment	1973 I	NCO	1
American Political Dictionary	1962	10/11/1999	1
Office of President	1975	Mar-94	1
Treasury of President Quotations	1964	5/2/2003	1
How to ASVAB (guide book) (6th Ed.)	1984	5/23/2008	1
How to ASVAB (guide book) (7th Ed.) (x.	1984	11/9/2012	2
Guide to Military	1983	3/23/2000	1
Encyclopedia of Military History	1970	12/18/2006	1
Pursuit of Power	1982 I	NCO	1
How to ASVAB (guide book) (16th Ed.)	1977	3/2/2007	1
World Alas: Weapons & War	1976	5/13/2014	1
West Point	1978	11/2/2000	1
How to ASVAB (4th Ed.)	1984	3/4/2009	1
How to ASVAB (14th Ed.)	1977	12/22/2008	1
Nuclear War	1985	4/4/1998	1
Second Sunrise	1983	3/11/1994	1
NATO Alliance for Peace	1981	5/17/1993	1
Draft in America	1970	1/9/1998	1
Nuclear War (What's in it for you?)	1982	4/21/1998	1
Military Draft	1981	12/3/2007	1
, Famous American Spies	1962	1/21/1999	1
Book of Spies ?		5/21/1999	1
Medals for Brave Men	1963	10/23/1997	1
The Nuclear Freeze Debate	1983	5/10/1985	1
What Kinds of Guns are they?	1982	3/26/2013	1
Tanks	1985	3/7/2017	1
The American Jeep	1983	11/12/2013	1
Paratrooper	1979	9/15/1997	1
Airborne	1978	3/14/2012	1
Overkill	1977	9/13/2012	1
A Higher Form of Killing	1982	9/18/2014	1
How to make Nuclear Weapons Obsolet	1983	4/21/1998	- 1
Inside Nuclear Submarines	1982	3/21/2018	1
Submarines	1982	4/7/2000	1
Sea Raids & Rescues	1979	10/15/2010	1
The Seabees of WWII	1963	3/6/1981	1
History of the US Marines	1984	1/21/2014	1
Scott Was Here	1979	4/10/2017	1
	1010	7/ 10/ 2017	1

The Addicts	1971	12/1/2006	1
Madness, Magic & Medicine	1977	10/23/2012	1
Caring for the Mentally III	1982	9/30/1993	1
Go ASK Alice	1971	9/30/2015	1
The Addicted Society	1981	5/20/1998	1
The Book of Health	1981	10/9/2000 Vol. 1&2	
The Color Atlas of Human Anatomy	1980	11/21/2008	1
The Human Body, it's Structure & Opera	1963	2/10/2017	1
Living with A Stranger	1980	3/23/1984	1
Vitamins their Use & Abuse	1979	2/10/2016	1
Eat Better, Live Better	1982	4/21/1999	1
Cocaine	1976	3/22/2004	1
Being Blind	1981	5/12/1993	1
Child Abuse	1980	10/9/2007	1
Cry Softly	1980	9/20/2012	1
Solitaire	1979	4/15/1998	1
The Best Kept Secret	1980	10/19/1998	1
Adoption	1981	11/4/2010	1
Stolen Children	1981	2/5/1993	1
School Age Motherhood	1979	10/14/2008	1
Pregnant & Single	1984	9/22/2008	1
The Rights Victim	1983	2/22/2002	1
The Silent Intruder	1981	2/10/1989	1
Warren Report	1960	10/17/2000	1
Disastorous Floods & Tidal Waves	1981	3/13/1999	1
Abortion	1980	10/13/2004	1
Toxic Waste	1984	11/6/1998	1
Silent Spring	1962	11/23/2017	1
Acid Rain	1983	5/22/1998	1
Food Supply	1985	10/21/1995	1
Water	1981	3/16/2000	1
Dictionary of Criminology	1965	5/29/2003	1
Against Our Will	1975	12/5/2002	1
Counter Attack	1982	12/19/1998	1
Desperate Women	1974	12/20/1992	1
Murder & Madness	1975	3/18/2003	1
Assasination in America	1975	3/18/2003	1
American Assasins	1974	5/1/2003	1
Terrors of Justice	1978	5/19/2000	1
Mark	1984	10/15/2002	1
Mob. Inc.	1977	10/14/2008	1
PB Organized Crime	1975	12/18/1991	1
Justice Crucified	1977	12/18/1991	1

World's Greatest Trials	1963	1/21/1999		1
Superspies	1977	11/13/1999		1
Lie Detectors	1977	1/14/2010		1
Nazi Hunting	1982	10/1/2009		1
Boston Strangler	1966	9/15/2010	·	1
The Last Statement of Lucky L.	1974	10/14/2008		1
Capital Punishment	1979	3/18/2003		1
Outlaws	1979	9/24/2015	,	1
Hillside Stranger	1981	11/6/2009	,	1
Crime in America	1983	12/3/2001		1
Club Handybook	1956	8/19/1988		1
Social Security System	1982	4/3/1998		1
Saving Social Security	1982	4/3/1998	:	1
John Dervey on Education	1964	11/16/1990	:	1
Education	1980 N	NCO		1
Desegregation & the Supreme Court	1958	10/24/2003	,	1
Gifted Child	1981	4/9/1993	,	1
How to Write Super School Reports	1983 N	NCO		1
MAT (x2)	1974 N	NCO		1
Encyclopedia of Transportation	1974	12/22/1988	,	1
Telephone Book	1977	9/30/2004	,	1
Telephone	1975	9/30/2004		1
Railroads	1960	11/3/2009	,	1
Buses, Trolleys & Trains	1967	6/5/1981	,	1
RR in America	1975	1/19/1975	,	1
Central	1985	5/3/2011		1
Makin Tracks	1975	2/24/1998		1
Railways Then & Now	1975	1/28/2003		1
R.R. of North America	1978	5/17/2010	,	1
History of the South Pacific	1985	10/21/2010	,	1
Ships of the High Seas	1978	10/14/2008		1
Erie Canal	1964	4/8/2005		1
Stars in the Water	1974	1/7/2003	,	1
Air Ship Wreck	1978	9/14/1995	,	1
Jumbo Jets	1969	4/20/2010		1
Passanger Aircrafts	1979	8/23/1994		1
Wheels	1968	4/1/1998		1
Motor Trucks of America	1979	3/2/2017		1
Flatlanders & Ridge Runners (x2)	1983 N	NCO		2
Manners, Customs & Observations	1970	3/8/1971	·	1
Curiosities of Popular Customs	1897 N		·	1
Americas Vanishing Folkways	1965	9/24/1983		1
English Costumes	1960	5/13/1983		1
č	-			

History of Costumes	1963	1/29/2007	1
Accessories of Dress	1940	4/3/2000	1
The Long & Short of it - Hair	71	11/3/2008	1
5 Centuries of American Costume	1963	5/6/1997	1
Fashion in History	1970	5/10/2011	1
Costumes of the 19th Century	1970	12/7/1999	1
What People Wore	1951	2/14/2005	1
Fifleafing through History	1971	10/17/1998	1
Historic Costume for the Stage	1935	3/1/2018	1
Western World Costume	1952	11/1/1991	1
Fashion	1972	10/29/2007	1
Costumes & Styles	1956	11/15/2010	1
Rituals of Birth	1978	9/17/2005	1
Secret Passages	1974	3/15/2000	1
Dead & Buried	1975	4/26/1995	1
Funeral Customes of the World Over	1960	11/3/2004	1
American Way of Death	1963	5/18/1990	1
Caretaker of the Dead	1975	11/3/2004	1
On Death & Dying	1969	4/10/1996	1
The Egyptian Way of Death	1976	5/9/2005	1
Christmas Book of Legends & Stories	1944	12/1/1997	1
Celebrating Christmas Around the Worl	1970	12/15/1998	1
Christmas in Williamsburg	1970	10/9/2001	1
Christmas Customs Around the World	1973	12/15/1998	1
Holy= Day & Holi= days	1968	1/4/1982	1
Christmas the World Over	1973	10/29/2007	1
Holidays Around the World	1953	12/7/1998	1
Merry Christmas to You	1935	1/5/2009	1
Days & Customs of All Faiths	1957	11/27/1991	1
, Christmas & It's Customs	1958	10/17/2005	1
The Book of Festival Holidays	1970	2/19/1993	1
Easter Chimes	1970	4/14/1999	1
The Christmas Book	1978	12/3/2006	1
Easter The World Over	1971 ?		1
Celebrations for Christmas	1965	3/22/1991	1
Celebrations for Patriotic	1965	4/29/1988	1
Celebrations for Festival	1966	11/12/1980	1
The Gift of Christmas	1974	12/22/2008	1
It's Time for Easter	1967	4/8/1998	1
National Holidays Around the World	1973	5/18/2000	1
American Holidays	1962	2/20/1997	- 1
Festivals for You to Celebrate	1969	11/3/1995	1
A Charlie Brown Christmas	1965	12/3/2003	1
		, 0, 2000	-

Hearts, Cupids & Red Roses	1974	5/16/1998	1
Christmas in Italy	1979	1/13/2004	1
Christmas in Spain	1983	1/4/2000	1
Christmas in Britain	1978	1/17/2002	1
Christmas in France	1980	12/17/2004	1
Christmas in Mexico	1976	1/13/2004	1
Christmas Traditions	1975	10/17/2005	1
Anneggat Easter	1974	5/13/1988	1
Christmas Stories from Many Lands	1970	12/30/2008	1
African Myths & Legends	1970	11/7/1994	1
Tall Tale America	1944	2/3/1989	1
Southern Folklore	1972	2/19/1988	1
A Treasury of Irish Folklure	1972	2/19/1988	1
Grandfather Stories	1976	9/26/1996	1
Legends & Folktales of Holland	1966	4/24/1992	1
American Folklore and the Historian	1971	5/22/1998	1
The Days When the Animals Talked	1977	12/1/1978	1
Monsters	1973	9/23/2011	1
English Folklore & Fairytales	1966	10/22/1997	1
Jack Tales	1943	3/19/1996	1
Country Wisdom	1974	5/11/1995	1
Gaelic Ghosts	1967	7/21/1993	1
American Indian Mythology	1974	4/4/1997	1
Dictionary of Mythical Places	1978	10/16/2002	1
The Silver Bullet	1975	5/9/2000	1
Sound of Flutes	1976	2/26/1996	1
Legends of the Saints	1985	3/20/1987	1
American Folklore	1969	12/5/1986	1
Aesops Fables	1969	1/12/2000	1
Fables from Aesop	1961	12/1/2009	1
Arthur King of Britain	1964	3/20/1996	1
Story of Seigfried	1966	3/9/2000	1
Penelope Farmer (Begginings)	1981	3/27/2001	1
Girl Who Married a Ghost	1979	9/13/1997	1
American Folklore	1974	5/22/1996	1
America in Legend	1971	5/22/1998	1
Brothers Grimm	1981	9/28/2016	1
Once More Upon a Totem	1973	7/25/1986	1
Told in Denmark	1975	10/5/2004	1
Haviland	1970	6/11/1994	1
Anpao	1979	2/21/1992	1
English Fairytales	1975 ?	. ,	1
Castles	1984	1/22/2016	1
		, ,	_

Hibernian Nights	1971	3/31/1982	1
Medeval Epics	1966	4/30/2009	1
Great Swedish Fairytales	1966	2/13/1987	1
American Folklore & Legends	1980	5/22/1998	1
Gnomes	1976	3/26/1998	1
America's Most Haunted Places	1976	11/16/2012	1
Arabian Nights	1966	12/6/2010	1
Finding the Center	1975	5/19/1982	1
Religion & the Decline of Magic	1971	5/8/2006	1
Treasury of American Folklore	1944	4/20/2000	1
Legendary Animals	1967	9/21/2016	1
The Sword of King Arthur	1968	12/15/2013	1
The Girl Who Cried Flowers	1981	9/1/1989	1
Sir Thomas Malory	1981	10/10/2003	1
Story of Sir Lancelot	1966	5/20/1996	1
Robin & His Merry Men	1973	2/27/1995	1
The Sword and the Circle	1981	2/11/2008	1
The Hound of Ulster	1963	12/6/1997	1
Superstitious	1967	5/21/1999	1
Vampires & Other Ghosts	1972	4/26/2010	1
Werewolf's	1972	4/27/2010	1
Leprechan Tales	1972	3/22/2000	1
Origins of Popular Superstitions	1910	5/8/2009	1
Lore of the Unicorn	1982	11/20/1986	1
Dictionary of American Proverbs ?		CO	1
Armor	1963	10/26/1995	1
Word Abuse	1979	4/8/2000	1
The 26 Letters	1974	6/22/1995	1
But You Look So Well	1979	11/2/2011	1
A Child Called Noah	1979	12/5/2012	1
Boomed, Buzzed	1979 ?		1
Help	1976	2/15/1992	1
Migraine	1981	7/17/1997	- 1
Anorexia Nervosa	1980	11/14/2005	- 1
Germs	1975	12/21/1993	1
V.D.	1980	1/24/2005	1
Parasites	1980	3/6/1995	1
Love Bugs	1974	10/29/2007	1
Herpes	1984	3/9/2000	1
V. D STD	1984	5/31/2005	1
Career Info Center	1979	12/14/2001 Vol. 1&4-13	Ŧ
Encyclopedia of Careers	1975	10/15/2007 Vol. 1-4	
Using For	1975	10/13/2007 vol. 1-4 11/10/1997	1
	102		Ŧ

NC in Nursing	1983	10/14/2008		1
Oppurtunities in Nursing	1983	10/14/2008		1
Physical Rehab	1977	9/29/2010		1
Dentistry	1985	3/1/2017		1
Dog Lovers	1978	5/23/2008		1
Starting	1980	11/30/2005		1
Video	1985	3/26/2002		1
Handtalk	1974	5/15/2003		1
Signing	1983	5/15/2005		1
Joy of Signing	1978	12/1/2009		1
A Show of Hands	1981	3/2/2016		1
Lipreading	1981	3/2/2016		1
The American Language	1936	5/22/1998	Vol. 1-3	
Word Origins	1967	12/11/2001		1
American Words	1967	3/17/1998		1
Dictionary of Word & Phrase Origins (x3	1975	2/24/1978		1
Misunderstood, Misused Words	1974	10/7/1980		1
Synonym Finder	1978 N	ICO		1
American Talk	1979 3	//1//88		1
Word	1971	10/6/1989		1
Everyday Sayings	1928	3/13/1987		1
German Dictionary	1982	10/12/2001		1
French Dictionary	1962	12/6/2016		1
Mother Goose (French)	1973	5/6/2010		1
Italian/English Dictionary	1980	3/25/2015		1
Chiquito Y Cola Rizada	1957	10/20/2004		1
Osito	1969	6/22/1995		1
Adelante, Charlie Brown	1969 N	ICO		1
Brazilian/Portuguese	1947	4/4/1996		1
White Latin Dictionary	1951	11/28/2017		1
Pocket Dictionary	1973	4/24/1996		1
Frontiers of Science	1982	9/23/2015		1
Natural History	1966	8/2/1997		1
Darwin's Islands	1975	2/3/2016		1
More Science	1974	3/28/2000		1
Science Projects	1967	2/12/2000		1
Bigfoot	1974	1/19/2010		1
Books that Changed America	1970	3/13/1997		1
Ordinary & Fabulous	1969	2/21/2002		1
Life Spans	1979	8/3/1990		- 1
Familiar Allusions	1881	1/29/2002		- 1
Visual Glossary of the Physical World	1981	4/28/1994		1
Deciding What's New's	1979	1/7/1999		1
		_, , , 1000		-

Deadline	1977	11/25/1982	1
Banned Books	1955 ?		1
What is Philos	1958	12/9/1988	1
World Philosophy	1958	12/16/1999	1
Rom. Of Philosophy	1963	2/17/1997	1
Brain Boosters	1966	4/13/1995	1
Today & Tomorrow	1973	1/21/2003	1
Intro to Inequalities	1961	1/17/1997	1
Contemporary Math	1964	4/26/1997	1
Trachtenburg Speed System Math	1972	9/18/1998	1
Metric Power	1975	9/18/1998	1
Thinking Metric	1973	2/7/1992	1
Mathmatics Dictionary	1967	6/1/1998	1
Logic & Reasoning	1963	1/6/1994	1
The World of Measurement	1961	4/13/1999	1
Metric System Simplified	1975 ?		1
Math Thought from Ancient to Modern	1972	3/7/1997	1
Dictionary of Math	1981	4/19/1985	1
Riddles in Mathmatics	1967	4/2/2004	1
Story of Math	1966	2/28/1996	1
Business Math	1968	2/24/2000	1
Metric System	1975	9/8/1998	1
What is Calculus About?	1961	3/6/1997	1
Handbook of Math	1962	1/20/1982	1
Pre-Calculus Math	1965	1/11/1997	1
Modern Math: Elementary	1970	7/28/1994	1
Metric Measure	1975	9/18/1998	1
Math III Dictionary	1965	12/12/1997	1
Complete Book of Slide Rule Use	1963	3/30/1983	1
Asimov on Astronomy	1980	9/25/1980	1
Story of Philos	1926	3/14/2017	1
Under the Great Philos	1962	12/16/1999	1
Death as a Fact	1984	1/5/1999	1
Psychi People	1968	10/10/2006	1
Search for a Soul	1972	3/30/1995	1
Beyond Science	1972 ?		1
Science Supernatural	1979	4/13/2007	1
Mysterious & Macabre	1974	11/12/1996	1
Ghostly Terrors	1981	10/19/2004	1
World's Most Famous Ghosts	1978	10/31/2011	1
D.J. Haunted Locker	1965	12/16/1982	1
Hoffmann	1967	9/21/1995	1
G.B. Ghost Hunt	1975	10/5/2004	1

True Ghost Stories	1983	12/21/2007	1
Poltergeists	1972	12/2/2005	1
Castle of Otranto	1966	11/21/2006	1
Second Sight	1977	4/9/1998	1
Water Watiching USA	1959	10/16/1981	1
Werewolves	1973	10/3/2006	1
Magic & Super	1968	3/27/2014	1
Witchcraft of Salem Village	1956	4/25/2017	1
Dictionary of Astrology	1968	27-Feb	1
Age of Aquarius	1979	4/24/2006	1
Zodiac	1977	11/8/2018	1
Universe in You	1977	10/24/2014	1
Animal Ghosts	1970	11/30/2005	1
Window to the Past	1969	7/22/1982	1
Astral Journal	1974	12/4/1997	1
Anti-Intell. In America	1962	9/30/2008	1
Astrology	1963	11/8/2018	1
Cosmos	1980	4/8/2000	1
Quest of Quasars	1980	12/22/1998	1
Cosmic Countdown	1983	9/15/2008	1
Guide to Stars & Planets	1983	5/20/2002	1
Blackholes	1979	10/22/2007	1
Red Giants & White Dwarfs	1974	5/5/1998	1
Distant Astronomy	1983	5/7/2009	1
Comets, Meteoroids & Asteroids	1980	5/9/2006	1
Planets	1982	11/13/2005	1
New Worlds	1979	4/20/2010	1
Fire Game	1976	3/14/1996	1
Fires in the Sky	1981	10/3/2017	1
Find the Constelations	1976	5/27/2000	1
Understanding Physics	1968	2/18/2009 Vol. 1-3	
From X-Rays to Quarks	1980	4/11/1998	1
Fundamental Physics	1961	1/6/1994	1
Flying Circus of Physics	1982	7/31/1993	1
Surely You're Joking	1985 N	СО	1
Al Einsteins Theory	1981	4/23/2012	1
Ideas of Einstein	1981	4/5/1997	1
Adventures in Space & Time	1970	3/14/1996	1
Friction	1973	3/8/1997	1
Exploration in Sound	1961	4/22/1999	1
Antony Van Leellwenhoek	1958	1/23/1987	1
Light Exp.	1967	1/17/2008	1
Super Cold/ Super Hot	1976	4/11/2012	1

Heat	1977	2/19/1993	1
Fusion	1982	4/3/1998	1
Radiation	1983	11/6/1997	1
Inv. To Chemistry	1969	6/30/1998	1
Chemistry	1969	6/30/1998	1
Radiation	1981	12/11/1998	1
Basic Pyschology	1957	22-Dec	1
Beyond Free & Dig	1971	3/28/2017	1
Encyclopedia of Psychology & Pyschiiatr	1975	9/23/2015	1
Great Pyschologist	1971	9/23/2015	1
Inst. To Intel	1970	2/23/1996	1
Body Talk	1979	5/22/2019	1
Left- Hand World	1977	4/8/2000	1
Fears & Phobias	1977	4/11/2006	1
Pyschology of Consciousness	1972	5/23/2017	1
Child of the Wild	1978	5/10/1995	1
Under Piaget	1980	10/7/1983	1
Search for Acceptance	1979	11/10/1995	1
Coming to Terms with Death	1974	10/31/2005	1
Confronting Death	1977	3/26/1998	1
Learn to Say Good-Bye	1976	5/17/1999	1
Children Know	1978	5/17/1999	1
Human Nature	1975	1/24/1998	1
Listen, I'm Angry	1980	2/22/1998	1
When Lover's are Friends	1978	2/13/1992	1
Infl. Ppl & Stop Worrying	1981 N	ICO	1
Road Less Traveled	1978	9/30/2012	1
Brave a New World	1981	4/14/1989	1
Condensed Chemistry Dictionary	1966	4/30/1998	1
Encyclopedia of Chemistry	1967	2/8/2000	1
Atoms, Molecules & Chemistry Change	1966	4/24/1998	1
Atom & it's Nucleus	1961	2/11/1999	1
Mole Concept in Chemistry	1963	10/18/1994	1
Archetecture of Molecules	1964	3/20/1997	1
Chemistry of the Covalent Bond	1961	3/13/1997	1
Building Blocks of the Universe	1981	3/8/2004	1
Analytical Chemistry	1966	5/17/2010	1
Exp. Crystals	1974	4/14/2000	1
Crystals & Crystal Growing	1960	5/6/2002	1
Color Underground	1974	4/1/1998	1
Gems for the Taking	1971	1/29/2001	1
Gem Kingdom	1970	1/29/2001	1
Minerals & Rocks	1981	11/21/2005	1
		,, _0000	-

Field Guide to Rocks & Minerals	1953	4/14/1997	1
Agates	1963	3/16/2009	1
Colorful Mineral Identifier	1981	10/10/2018	1
Rocks & Minerals	1979	4/21/2008	1
Term Life	1985	10/3/2003	1
Matters of L&D	1982	2/27/2006	1
Aristotle	1941	11/18/2005	1
Phil. Of Enlight	1951	1/6/2017	1
WT Rel. Quote	1966	10/11/2000	1
In the Beginning	1981	9/23/2015	1
Bible Read Encyclopedia	1962	2/22/2008	1
HB of Bible Quotes	1949	5/4/2009	1
Dictionary of the Bible (x2)	1965	9/4/1995	1
N English Bible	1970	6/3/1995	1
Animals of the Bible Lands	1970	5/26/1985	1
Everyone in the Bible	1966	3/30/2000	1
Bible Times	1967	10/6/1999	1
Books of the Bible	1979	7/8/1994	1
Discovering the Biblical World	1975	5/4/2009	1
Bible as History	1980	5/22/2007	1
Ppl of the Book	1979 N	ICO	1
I am Joseph	1980	11/11/1998	1
The Wonder World of Metal	1969	1/23/2006	1
Earth	1983	4/21/2009	1
Encyclopedia of the Earth	1961	8/11/1994	1
Planet Earth	1976	5/22/1995	1
History of Earth	1971	3/26/2001	1
Shapes of Our Land	1970	1/30/1993	1
Earthly Matters	1982	3/27/2001	1
1001 Questions	1963	5/22/1995	1
Story of Our Earth	1967	4/21/1997	1
Physical Geology	1968	5/14/1998	1
Drifting Continents, Shifting Seas	1980	5/22/1987	1
Mt. St Helens Disaster	1983	3/11/2000	1
Volcano	1983	4/10/2019	1
Earthquakes (x2)	1981	11/23/1999	1
ABC's of the Ocean	1970	11/13/1997	1
Oceanography Lab	1973	4/4/1998	1
Three Adventures	1973	2/25/2015	1
Life & Death in a Coral Sea	1975 N		1
Man & the Sea	1970	5/15/1992	1
Bottom of the Sea & Beyond	1975	9/10/2009	1
Mountains	1962	1/6/2011	1
		_, 0, _0_1	-

Life in the Sea	1971	4/3/2001	1
Oceanography	1974 ?		1
When the Tide Goes Far Out	1974	2/12/1998	1
Life of the Cave	1966	5/2/1997	1
Ocean Realm	1978	11/30/2000	1
Mountain	1983	5/13/2013	1
Caverns of the World	1969	2/12/1993	1
Down the Colorado	1969	2/12/1993	1
1001 Questions	1973	4/3/2001	1
All About Great Rivers of the World	1975	1/24/1978	1
Disastrous EQ	1981	11/14/2005	1
Cont. Catholic Theology	1980	11/13/2006	1
Dictionary of Miracles	1966	4/25/1996	1
Christian Symbals	1967	3/23/2000	1
Shroud of Turin	1966 N	ICO	1
Blessed Virgin Mary	1964	4/19/1991	1
Great Division	1946	10/10/2002	1
Beyond Death's Door	1960	11/13/2006	1
Book of Prayer	1965	1/24/1996	1
Christians of the Right	1982	11/14/2014	1
History of Christianity (x2)	1964	17-Oct	1
Christianity	1979	3/17/2008	1
Exp. Reincarnation	1977	2/5/1998	1
Reform	1966	1/5/2005	1
Christian Martyrs of the World ?		4/21/1999	1
Reform	1980	3/24/2004	1
Rel. History of America	1966	1/15/1993	1
Protestant, Catholic & Jews	1955	4/17/2003	1
Fund. Phenom	1981	3/1/1988	1
Early Christians	1954	3/23/1989	1
Mod. Catholic Dictionary	1966	1/14/2002	1
Protestantism	1961	9/26/1999	1
Puritism in America	1977 ?		1
Amish Society	1963	5/8/1998	1
Morman Exp.	1979 N	ICO	1
Book of Mormon	1966	5/23/2005	1
Joe Smith	1984	2/25/2003	1
Quaker Cont.	1965	8/15/1997	1
People Called	1966	1/9/1997	1
Amish	1985	10/11/2000	1
Simple Gifts	1976	3/8/2004	1
Christian Myth	1970	10/29/1993	1
Under the High Seas	1983	4/24/2000	1

Discover the Sea	1981	4/3/2001	1
Rivers & People	1984	2/24/2000	1
Great Rivers of the World	1984	3/19/1997	1
Flood	1983	7/29/1999	1
Whole Air Weather Guide	1975	2/6/1987	1
Fresh Water	1969	3/20/1998	1
Atmosperes	1980 <sup>°</sup>	?	1
Violent Face of Nature	1980	3/31/1999	1
The Riddle of the Win	1979	5/3/1997	1
Meteorology	1981	9/9/2009	1
Tornadoes	1979	4/11/2001	1
Earth's Aura	1977	1/13/1989	1
Storm	1983	4/11/2001	1
Weather (x2)	1974	5/13/1998	2
Weather Machine	1979	4/22/1998	1
Rain Dance to Research	1977 !	56/6/98	1
What Causes It?	1980	2/18/1999	1
The Rock Hounds Book	1973	4/18/2006	1
Wonderful World of Gems	1971	5/11/1998	1
Gold (x2)	1980	9/17/2014	2
Gemstones of North America	1968	5/22/1998	1
World of Jewel Stones	1958	11/21/2005	1
Oil & Natural Gas	1982	9/30/2010	1
Prehistoric Animals	1970	4/25/2000	1
Fossils	1984	12/1/2014	1
Coal	1980	4/10/1995	1
Field Guide to Dinosaurs	1983	4/21/2009	1
Dinosaurs of North America	1981	12/24/2012	1
Dinosaurs & Other First Animals	1977	12/24/2012	1
To Find A Dino	1981	3/26/2009	1
Birth of Writing	1974	11/31/94	1
1st Americans	1973	8/28/1987	1
Neandrthals	1973	10/9/1999	1
Sea Traders	1974	10/2/1992	1
Man from the Beginning	1967	12/24/2012	1
Northmen	1974	10/2/1992	1
First Cities	1973	11/16/1990	1
Empire Builders	1974	9/10/1980	1
Metalsmiths	1974	5/13/2013	1
First Farmers	1973	12/2/1983	1
Mythology	1959	2/3/2011	1
Prim. Mythology	1959	3/11/2003	1
World Rel.	1971	11/12/2003	1

Myths	1976	11/14/2013	1
Dictionary of Myths	1927	10/20/2014	1
Oriental Myths	1962	2/9/2000	1
Occidental Myths	1964	3/21/1994	1
Golden Fleece	1922	10/24/2006	1
Greek Myths	1949	12/10/2012	1
Hero's God's Greek Myth	1966	1/26/2012	1
Golden Shadow	1973	3/20/1992	1
Myths of the Greek	1962	3/23/2000	1
Myths of Greece	1907	10/12/2011	1
Hero's of Greece	1958	10/17/2008	1
Jason & the Gold	1981	12/10/2012	1
Perseus & Medusa	1981	12/19/1998	1
Theseus & the Minotaur	1981	12/19/1998	1
Classical Myths	1970	9/22/2010	1
Asgard	1870	2/1/2017	1
Myth	1969	4/7/2015	1
Jewish Obeserv.	1980	4/2/1999	1
Islam	1977	10/23/2000	1
Egyptian Myth ?		5/4/2007	1
Egyptian Myth & Less	1980	9/18/2012	1
VooDoo	1976	9/15/2018	1
Primitive Worlds	1973	1/18/1995	1
First Horseman	1974	12/2/1983	1
Life Before Man	1972	7/1/1982	1
Monument Builders	1973	2/26/1996	1
First Men	1973	12/24/2012	1
Origin of Races	1967	2/1/1995	1
Early Man	1971	4/6/2005	1
Great Chain of Life	1966	3/4/1988	- 1
Exp. Fields & Lots	1980	Mar-94	1
Enzymes	1979	9/29/1982	- 1
Death is Natural	1977	3/10/2009	1
Fresh & Saltwater	1956	3/2/2000	1
Our Natural Enviroment	1971	2/26/1996	1
Ecology	1963	7/19/1993	1
Ecology	1971	1/20/2000	1
Ecology	1974	9/17/2017	1
Deserts	1985	4/20/2009	1
Inside the Cell	1983	2/2/1998	1
Streams,Lakes & Ponds	1954	10/2/2006	1
Forests of the Sea	1954	11/20/1992	1
Land Above the Trees	1979	4/30/1992	1
	13/4	7/30/1334	т

Under Water Life	1977	3/8/2000	1
Hawaii	1974	1/2/2007	1
Brave New World	1958 I	NCO	1
Politics & Enviroment	1975	4/9/1993	1
Lives of a Cell	1974	4/13/2000	1
Tales of Elders	1977	9/29/1995	1
Womans Body Womans Rights	1974	3/8/1999	1
Women of America in Revolutionary Wa	1975	2/20/1980	1
Womans Rights	1972	4/11/1996	1
Child Through Ages	1978	5/12/1989	1
Making Our Way	1975	3/5/1998	1
Proffessionals in Black Power	1972	3/12/2012	1
Slavery to Civil War	1974	12/11/2003	1
Early America	1974	1/24/2003	1
Marching Blacks	1945	10/30/1988	1
Negro in the Making of America	1964	11/20/1999	1
German American	1968	4/19/1997	1
Danse MaCabre	1981	5/12/1994	1
Automation	1960 I	NCO	1
Evolution Mystery	1984	1/6/2000	1
Ontogeny & Phylogeny	1977	12/1/1998	1
DNA	1984	1/30/2001	1
Genetic Politics	1981	5/5/2003	1
Heredity	1979	8/10/1999	1
Heredity	1975	8/10/1999	1
Heredity	1961	4/15/1999	1
Heredity & Birth Defects	1971	3/17/1999	1
Origin of Species	1979	3/11/2015	1
Darwin's Universe	1984	4/2/2001	1
Working with Plants	1968	5/10/2002	1
How Plants get Threir Names	1963	9/25/1987	1
The Plant Kingdom	1960	8/3/1998	1
Plant Classification	1957	10/30/1974	1
Taxidermy & Tanning	1981	9/28/2010	1
Violence in U.S.	1974	1/13/1999	1
Daughter's of Change	1981	10/17/1995	1
Plug in Drug	1967 I		1
After High School	1983	1/18/2012	1
This is a Leaf	1962	11/7/1998	1
Plants that Heal	1966	1/6/1947	1
Insect Eating Plants	1968	8/18/1989	1
Plant Families	1967	11/14/1998	1
Plants	1968	2/12/1999	1
	1000	-, -, -, -, -, -, -, -, -, -, -, -, -, -	-

Garden's of Winter	1968	5/21/1905	5/20/1983
Tree's of North America	1979	9/24/2002	1
Shrub I.D. Book	1963	9/29/2018	1
Man's Useful Plants	1976	1/26/1998	1
This is a Tree	1964	9/27/1999	1
Tree's	1982	10/6/2003	1
Living Free	1961	1/27/1984	1
Forever Free	1962	1/27/1984	1
Amazing Dandelion	1977	11/15/2011	1
National History of Tree's	1966	10/6/2003	1
Spotted Sphinx	1972	12/8/1998	1
Encylclopedia of Animal Life	1967	11/30/2015	1
Endangered Animals	1977	10/22/2007	1
Wild Animals I have Known	1979	2/18/1991	1
Abominable Snowman	1974	3/6/1992	1
Animal Encyclopedia	1984	9/29/2008	1
Animal Life & Love	1972	4/18/1998	1
Who Will Answer the Owl	1979	8/25/1989	1
Deadly Feast of Life	1975	10/4/1991	1
Animal Ecology	1961	4/24/2014	1
Wild Travelers	1975	3/31/1994	1
Wild Enemies	1974	10/22/2009	1
How Wildlife Survives Natural Disasters	1977	5/22/1998	1
Language of Animals	1968	2/23/1996	1
Feminine Mysteries	1963	5/6/2014	1
Women & Violence	1981	5/20/1996	1
Gypsies	1977	1/5/1998	- 1
Gypsies	1972	1/5/1998	1
Why the Jews	1983	5/20/2002	- 1
Canton & California	1976 N		1
Giant Sea Creatures	1973	3/20/1997	1
Adventures with Freshwater Animals	1964	7/28/1980	1
Sand Rivers	1981	9/30/1988	1
Animals that made US History	1970	3/14/2000	1
Animal's with out Backbones	1966	11/12/2007	1
Monsters of the Sea	1962	5/17/1997	1
Octopus & Squid	1973	11/30/2000	1
Snails & Snugs	1973	11/19/1998	1
Earthworms	1976	3/20/1996	1
Lives of Spider's	1981	4/18/2006	1
Twist, Wiggle, Squirm	1981	7/22/1998	1
Arachnid's	1982	9/23/1998	1
Tarantula's	1974	9/23/1998 4/18/2000	1
	1302	4/10/2000	T

Insects	1962	3/21/2002	1
Beetles of America	1979	5/10/2009	1
Insects/ Hunters & Trap	1957	5/9/1996	1
Butterflies & Moths	1963	10/23/2000	1
What Butterfly?	1949	10/23/2000	1
Milkweed Butterflies	1969	9/19/2009	1
Insect Lives	1983	4/14/2005	1
Nature Guides	1984	5/21/2002	1
Atlas of Insects	1981	5/20/2002	1
Insects	1964	2/19/2002	1
Story of Ants	1964	10/4/2009	1
Live Amphibians of the World	1972	3/27/2000	1
Tropical Fish	1970	3/1/2012	1
Sharks: Attacks	1976	5/16/2003	1
Frogs & Toads	1977	12/8/2004	1
Fishes	1963	3/13/2012	1
Shark	1970	9/24/1999	1
Great White Shark	1982	10/29/2001	1
Sharks of the World	1985	4/20/2010	1
Eels	1979	11/19/1998	1
Reptiles	1963	4/29/2000	1
Poisonous Snakes	1984	10/13/2006	1
Snakes & Lizard's	1985	3/25/2002	1
Bird's of the World	1961	3/27/2012	1
Turtles	1965	3/25/2004	1
Birds of Pennsylvania	1983	1/18/2012	1
Birds of North America	1983	10/6/2016	1
Penquins	1982	5/11/2012	1
Slavery & Slave Trade	1983	5/13/2004	1
Changing Bodies	1981	11/1/1995	1
Romance Factor	1982	5/23/1997	1
Romantic Breakup	1985	1/27/2014	1
Vict. & Sand	1978	1/23/2006	1
Reptiles & Amphibians	1960	5/16/2011	1
Lizard Tails & Cactus Spines	1975	3/19/2002	1
Alligator's & Crocodile's	1952	12/21/2010	1
Geese & Swan's	1979	8/16/1997	1
Words for Birds	1974	4/11/1995	1
Wings, Sun & Stars	1969	4/20/2012	1
Wingspread	1975	10/26/2010	1
Birds of North America	1983	3/12/2002	1
Introduction to Birds	1977	3/15/2000	1
Canadian Goose	1971	4/27/2010	1

Song & Garden	1964	9/15/2010	1
Wonder of Birds	1983	12/21/2010	1
Penguins	1981	4/24/2012	1
American Favorites	1984	11/21/1997	1
Eagles	1968	10/11/2004	1
Prairie Dog Town	1976	7/26/1991	1
Mammals	1982	1/20/2012	1
African Year	1972	5/10/2011	1
Remarkable Dolphin	1968	2/13/2002	1
Big Game	1967	11/8/2011	1
LingLing	1973	5/20/2002	1
Bears	1981	10/1/2009	1
Baboon	1972	1/28/2009	1
Deer, Moose & Elk	1981	9/30/2009	1
Camels	1975	5/23/2018	1
Camels	1981	2/23/2009	1
Story of Nim	1981	12/14/1996	1
Whale for the Killing	1972	12/4/2003	1
Thinking Gorilla"s	1980	12/22/2008	1
Living Mammals	1968	11/8/2011	1
Who's Who	1937	3/18/2000	1
Mammals of Pennsylvania	1977	3/8/2011	1
, Kangaroo's	1981	11/20/2015	1
Bats	1974	3/14/2000	1
Second Treat	1982 N		1
Dictionary of Political	1967	9/26/1987	1
Communism	1978	4/29/1997	1
Racism	1978	5/2/2000	1
Internationalism	1978	9/28/1993	1
Nationalism	1978	11/27/1998	1
Perfectly	1973	5/20/1988	1
Creation of American Rep.	1969 ?	0,20,2000	1
Fascism	1965 . 1967	2/4/2008	1
God & Government	1982 N		1
Hooded Americanism	1981	5/17/2010	1
The Klan Unmasked	1954	5/17/2010	1
Klu Klux Klan	1980	3/27/2007	1
In Struggle	1981	11/19/2003	1
Civil Rights Movement	1981	10/24/2003	1
Words of King	1951 1958 N		1
Due Process	1958 N	11/15/2002	1
Revolts	1969	11/29/2002	1
Mccarthysism	1965	10/25/2003	1
initial initia	100	10/23/2000	Ŧ

Gorilla in the Mist	1983	2/23/2010		1
Technology at Work	1980	10/20/2010		1
Spin Offs from Space	1980	1/29/1998		1
How It Works	1976	3/30/1998		1
Weird & Wacky Inventions	1980	10/4/1997		1
Those Inventive Americans	1971	4/29/2004		1
Mustang's	1972	9/22/2008		1
Born Free	1960	2/7/2005		1
Cats	1977	11/9/2010		1
Right to Remain	1972	12/21/1990		1
Civil Rights	1967	5/20/1905 \	/ol. 1&2	
Equal	1976	2/25/1999		1
Jim Crow (x2)	1974 N	NCO		2
Racial	1977	11/19/2003		1
Rel. Free	1977	4/2/2001		1
Free of Speech	1976	5/23/1997		1
Rights of	1977	11/3/1994		1
National	1983	6/7/1985		1
Womens	1966	5/22/1998		1
Votes	1966	5/22/1998		1
Liberty	1985	3/4/1998		1
New America	1983	12/17/1993		1
Problem of Slavery	1975	1/29/1998		1
Suppression	1970	12/23/1999		1
Black	1977	12/3/1985		1
International	1969	1/30/2006		1
Selling	1978	12/13/2000		1
Deadly	1983	4/29/1999		1
Cart. History	1975	6/19/1995		1
Frank	1979 N			1
Strategies	1982 M	NCO		1
Practical	1962	12/17/2004		1
HOR	1976	12/8/1989		1
New Congress	1980	11/13/1992		1
American Congress	1983	11/13/1992		1
Lobbying	1978	8/6/1996		1
History of Presidents	1957	1/10/1992		1
Party Pol.	1980	4/20/2019		1
Economics	1981	3/14/2017		1
Capitalism	1978	3/26/1993		1
Religion	1926 N			1
Worldly	1953	11/3/2011		1
America	1979	11/19/1997		1
	-	. ,		

Perils	1958 NC	0	1
Unemployment	1983	12/9/1993	1
Unions	1972	4/10/1995	1
Unions in Trans.	1981	12/13/1991	1
Teamsters	1978	3/14/1991	1
Modern	1970	12/20/1996	1
American Labor	1966	12/20/1996	1
Organized Labor	1964	4/10/1995	1
America & Robber	1979	9/23/1998	1
Birthplace	1976	3/7/2001	1
Understanding Deflation	1981	3/23/2017	1
Lost Wild	1969	2/16/1998	1
Nuclear	1979	5/22/2002	1
Energy	1977	1/19/1996 Vol. 1-3	
Energy	1980	3/27/1998	1
Feast to Famine	1980	4/28/1997	1
Menstruation	1980	6/28/1997	1
Brain	1982	3/6/2018	1
Sleep	1981	9/28/2014	1
Intro to Weight Cross Training	1984	1/25/2011	1
Extinction	1981	5/22/1998	1
Red Revo.	1963	12/18/1996	1
Communism	1978	1/25/2002	1
Heroin is my Best Friend	1979	11/4/2014	1
Better Way to Drink	1984	9/24/1997	1
Hungry	1976	12/19/1988	1
Light	1978	5/5/1997	1
Great Depression	1966	4/18/2006	1
Man & the World	1974	11/5/1998	1
Common	1946	4/9/1998	1
Warning	1976	10/5/2000	1
Disease & History	1972	10/3/2013	1
Plagues & Peoples	1976	3/16/2015	1
Dictionary of Medical Folklore	1979	12/23/2008	1
Drug Use & Drug Abuse	1971	10/9/2007	1
Pets & People	1984	3/12/1997	1
Dr. Tell You	1981	5/12/2000	1
CPR	1981	10/11/2005	1
Journey	1980	9/14/1990	1
Heart Disease	1985	3/12/2019	1
MagnaCarta	1965	4/9/1998	1
Grand Conv.	1966	1/10/1992	1
Civil Rights	1984	5/22/1998	1

Leading	1966	3/19/1993	1
Changing	1979	11/9/1984	1
Spirit	1980	5/1/1996	1
Civil Liberties	1966	5/1/1996	1
The Black Death	1969	5/30/2003	1
Rabies the Facts	1981	5/22/2001	1
Prescription Drugs & their Side Effects	1975	2/21/1975	1
Where's Your Head?	1977	3/27/2017	1
The Sugar Disease & Diabetes	1981	3/27/2017	1
The Diabetes Fact Book	1973	3/12/2013	1
The Heart Attack Survival Manual	1981	9/12/1997	1
Eric	1974	3/22/1999	1
Jack	1965	7/11/1997	1
7 Famous	1963	3/11/2004	1
Private	1979	17-Oct	1
Insanity	1983	4/4/2005	1
Justice	1977	12/18/1991	1
World's	1963	9/21/1999	1
Alcohol & You	1982	5/12/2000	1
You Can Stop Stuttering	1978	10/25/1998	1
Am I Still Invisible	1984	2/28/2013	1
Bulimia: The Binge Purge Compulsion	1983	12/18/2018	1
Depression	1982	2/28/2013	1
One Child	1980 ?		1
No Language But A Cry	1970	4/19/2012	1
Dibs in Search of Self	1964	9/17/2007	1
Smoking for Two: Cigarettes & Pregnan	1980	10/10/2016	1
Practical Pregnancy	1980	9/25/2013	1
The Birth Primer	1977	9/23/2000	1
PMS & You	1983	8/27/1996	1
Twenty Eight Days	1973	4/1/1994	1
Our Miracle Called Louise	1982	1/14/2005	1
The Miracle of Vision	1981	3/10/2008	1
The Bionic People are Here	1979	3/27/2001	1
1001 Questions Aviation History	1969	9/25/2014	1
Famous First Flights	1968	6/1/1979	1
Airplanes- How They Work	1966	6/1/1979	1
Aliens in the Skies	1969	3/6/1998	1
The Pennsylvania Kentucky Rifle	1960	10/14/2010	1
Jet & Rocket : Planes that made History	1961	10/30/1999	1
The Humanoids	1969	11/13/1991	1
Flying the Frontiers of Space	1982	5/8/1998	1
Oil in Troubled Waters	1983	4/29/1996	1
		, ,	_

Captive Rivers- The Story of Big Dams	1966	5/16/1995	1
Model Railway Engines	1969	5/28/1998	1
Underground	1976	8/3/1994	1
Waves, Wind & Weather	1977	3/22/1999	1
Sailing Ships	1969	5/23/2008	1
Sailing Ships & Sailing Craft	1970	4/21/2009	1
Weapons	1980	11/3/2015	1
Whats New in Antique Weapons	1973	5/12/2007	1
Historic American Forts	1963	5/16/1995	1
Fighting Gear of WWII	1961	10/10/2008	1
Healing Heart	1983	11/11/1993	1
Colonizing the Sea	1979	3/23/1981	1
Energy Forever	1984	4/11/2008	1
In came the Darkness	1981	9/28/1990	1
Lazers	1979	2/8/2000	1
Rev. in Light	1974	4/30/1999	1
International Comb. Engine	1982	9/28/2011	1
Small Engines	1985	9/28/2011	1
Harness the Wind	1977	11/3/2008	1
Electric Motors	1981	12/5/1998	1
Sun Power	1978	1/29/2003	1
Rays of Hope	1977	5/7/2001	1
Nuclear Power	1979 N	ICO	1
Superbike	1980	1/4/2010	1
Racing Car	1973	12/7/2011	1
Motorcycle	1980	3/27/2012	1
Automobile (x2)	1977	1/17/2012	2
Wild Cars	1974	3/6/2014	1
Classic Sports Cars	1979	12/1/2001	1
1895-1970	1974	10/6/2010	1
Mopeds	1981	9/16/2011	1
Mini & Trail Bikes	1976	9/16/2011	1
Cont. Classics	1974	10/6/2010	1
Vintage Motorcars	1973	2/13/2014	1
5,10 & 15 Speed Bicycle	1972	4/20/2000	1
Auto	1980	2/28/2000	1
How to Buy a Car	1980	10/20/2010	1
First on the Moon	1970	3/19/2013	1
Colonizing the Planets	1979	5/6/2000	1
Columbia & Beyond	1981	10/11/2004	1
Racing Motorcycles	1973	4/2/2002	1
Auto Repair Fraud	1979	9/26/2006	1
Drive it Forever	1984	5/11/2000	1
		-, ==, =====	-

Miniature Gardens	1976	6/21/1995	1
Prunning	1976	5/15/1998	1
Cacti & Succulents	1976	9/11/2012	1
Gardening Under Lights	1978	3/22/2011	1
Cacti & Succulents	1978 N	ICO	1
Ferns	1977	11/15/2011	1
Hanging Gardens	1974	7/24/1987	1
Winslow the Hampster	1977	3/18/2011	1
Pet Names	1962	9/18/2007	1
Animals Come to My House	1979	9/21/2010	1
Care of Common Pets	1980	2/14/2002	1
All Things Bright & Beautiful	1973	8/4/1999	1
Rounds With a Country Vet	1979	10/11/2004	1
Horses Indians Rode	1974	10/5/2001	1
Horse	1973	9/30/2014	1
Horse in America	1975	5/8/2006	1
Quarter Horse	1972	10/5/2001	1
Morgan Horse	1972	10/5/2001	1
Owning A Horse	1979	1/31/2013	1
Horses of America	1964	2/23/2011	1
Quarter Horses	1972	12/17/2010	1
About Horses	1962	3/23/2010	1
Calf is Born	1976	9/28/2010	1
Calf for Beef	1976	11/3/2008	1
Wonders of Cattle	1981	9/28/2010	1
Canaries	1979	9/15/2008	1
Gardening in Containers	1975	2/5/1999	1
Gardening Indoors Under Lights	1957	1/3/2001	1
How to make cut Flowers Last	1956	7/15/1997	1
House Plants	1975	1/28/1999	1
Orchids	1961	4/19/1999	1
Greenhouse Gardening	1977 N	ICO	1
Foliage House Plants	1972	5/6/2011	1
Flowering House Plants	1972	5/10/2011	1
Bulbs	1971 N		1
Shade Gardens	1979 N	ICO	1
Pests & Diseases	1977 N	ICO	1
Early American Gardens	1970	3/24/2000	1
Tomato Gardening & Cooking	1975	7/21/1999	1
Herbs	1975	5/19/2000	1
Clear & Simple Gardening	1975	10/18/2004	1
Newer & Better Organic Gardening	1976	12/11/2001	1
Sugaring Time	1983	1/25/2011	1

Tractors, Plows & Harvesters	1978	9/11/2009	1
The Robot Book	1978	6/5/1998	1
Robots	1981	1/3/2006	1
Farms for Today & Tomorrow	1979	9/11/2009	1
The Almanac of Rural Living	1976	5/16/2008	1
Toward Distant Suns	1979	4/15/2000	1
All About Bees, Beekeeping & Honey	1976	6/24/1996	1
Freshwater Angelfishes	1979	9/7/1996	1
Aquaculture: Farming in Water	1972	3/9/2005	1
Birds As Pets	1980	2/10/2003	1
Mynans	1983	12/22/1999	1
Encyclopedia of Dogs	1972	10/4/2011	1
Working Dogs	1980	10/5/2011	1
Complete Book of Dog Health	1985	3/11/2012	1
Welsh Corgi's	1980	5/22/2009 Vol. 1-	8
Great Danes	1980	3/2/2010	1
Dachshunds	1981	5/28/2004	1
Complete Kitten & Cat Book	1981	4/12/2011	1
Taking Care of Your Cat	1979	4/14/2005	1
Don't ask Your Waiter	1980	4/18/1986	1
Poisins in Your Food	1969	12/22/1995	1
Long Island Seafood Cookbook	1971	4/6/1988	1
Oven Drying	1979	1/25/1999	1
Home Canning & Freezing	1976	2/5/1999	1
Slapdash Cooking	1979	6/3/1993	1
Fondue	1974	11/28/2007	1
Joy of Cooking	1931	12/21/1999	1
Woman's Day	1966	7/29/2016 Vol. 1-	12
Trapping the Craft of Animals	1947	2/6/2020	1
Fish & Wildlife Management	1973	10/2/2006	1
What Do You Want to Know About Gup	1977	9/28/2004	1
Aquarium Fish	1980	9/28/2004	1
Goldfish	1979	10/25/2005	1
You Are What You Eat	1977	2/22/2000	1
Junk Food, Fast Food, Health Food	1980	1/3/2000	1
The Teen-age Consumers Guide	1975	3/13/1992	1
Greek Cooking	1977	5/15/2000	1
Cooking the Greek Way	19874	5/8/2000	1
The Cooking of Scandanavia	1968	8/4/1998	1
The Art of Spanish Cooking	1963	10/30/2000	1
Cooking the French Way	1982	5/3/2000	1
The French Menu Cookbook	1970	9/27/2010	1
Julia Child: Mastering French Cooking	1970	10/17/2000	1
		-, ,	-

The Cooking of Provincial France	1968	6/7/1999	
Classic French Cooking	1970	2/4/2000	
Hungarian Cooking	1979	10/7/1998	
The Cooking Vienna's Empire	1968	1/26/2009	
Foods & Festivals of the Danube Lands	1969	10/20/2010	
The Cooking of Italy	1968	3/13/2019	
The Cooking of the British Isles	1969	4/10/2006	
Native American Cookbook	1983	2/5/1997	
A Quintet of Cuisines	1970	3/28/2001	
Crockery Cookbook	1978	9/18/2012	
Visions of Sugarplums	1964	12/7/1999	
Nutritious Brown Bag Lunches	1984	2/5/2004	
Food in History	1973	3/30/2000	
The Colonial Cookbook	1976	12/9/1997	
Seven Wonders of the Cooking World	1971	2/11/2002	
Delicious Vegetarian Cooking	1972	7/26/1999	
The Baby Food Book	1977	10/31/1995	
The Diabetic Gourmet	1970	7/20/1998	
Molloy's Live for Success	1981	2/25/1995	
The Winning Image	1982 N	ICO	
Getting a Better Job	1978	11/6/1998	
Whole Child/ Whole Parent	1983	3/23/2004	
The Whole Child- A Source book	1981	11/20/2006	
New Baby Book	1985	10/2/2005	
Life with Working Parents	1976	10/2/2006	
Quick & Easy Housekeeping	1977	2/15/1997	
How to Clean Everything	1952	1/12/1996	
Saloons of the Old West	1979	5/27/2000	
Passport to Europes Small Hotels & Inns	1983	10/1/1995	
Getting Along in Your Family	1976	3/1/1999	
Body Building- the Weider Approach	1981	5/9/2013	
The Complete Book of Haircare	1983	4/27/2010	
About Face	1984	9/25/2015	
Oriental Cooking	1976	5/23/1998	
Cooking the Chinese Way	1982	1/12/2012	
Cooking of China	1968	10/7/1999	
Korean Cookbook	1970	3/1/2011	
Cooking of Japan	1969	10/17/2003	
Cooking of the Carribean	1970	9/18/2012	
Cooking of India	1969	4/24/2000	
Middle Eastern Cooking	1969	10/17/2003	
Pacific & South East Asian Cooking	1970	10/7/1999	

Mexican Way	1982	12/12/2004	1
American Cooking	1968	5/6/2000	1
Red Flannel Hash	1965	11/8/1991	1
CA- Melting Pot	1971	3/19/2013	1
Eatern Heartland	1971	10/2/2012	1
New England	1970	3/26/2013	1
Southern Style	1971	11/15/2014	1
Creole & Acadian	1971	4/13/2012	1
Northwest	1970	2/12/2013	1
Great West	1971	1/23/2013	1
Pickles & Pretzel;s	1981	1/20/1994	1
All- Around Pumpkin Book	1981	10/27/2009	1
Vegetable Cookbook	1965	7/26/1999	1
Vegetable Cookery	1968	2/5/2013	1
Cookies & Candies	1982	10/27/2009	1
Cool & Creamy	1981 N	CO	1
Cake Decorating	1981	3/3/2000	1
Party Planning	1971	10/29/2007	1
Electrical Rep.	1976	10/28/1994	1
Plumbing	1976	3/23/1995	1
Home Remodeling	1976	3/23/1995	1
How to Hide Almost Anything	1975	10/21/2008	1
Outdoor Repairs	1976	4/3/1998	1
Feminine Fix it Handbook	1976	3/1/1991	1
Fix it Yourself	1977 N	CO	1
Home Improvement Manuel	1982 N	CO	1
Painting & Wallpaper	1976 N	CO	1
Dolls to Make	1970	3/2/1998	1
Fashion	1974	1/3/2011	1
Slapdash Alt.	1979	9/12/2008	1
Stage Costumes for Girls	1979	11/5/1995	1
New Colthes from Old	1979	9/12/1986	1
Job Resumes	1980	2/24/2000	1
Word Processing	1982	8/5/1993	1
Data Processing	1975	3/21/1986	1
Typing	1983	4/28/1994	1
Touch Typing	1985	4/28/1994	1
Accounting	1962	1/2/2015	1
Bookeeping	1978	10/24/2006	1
Why Things Go Wrong	1985	5/10/1995	1
Running Your Own Show	1982	10/25/2014	1
Small Business	1982	10/25/2014	1
How Children Learn to Buy	1977	11/30/2011	1
•			

Hand Woodworking Tools	1981	11/26/2003		1
Small Time Operation	1981	8/7/1999		1
Small Business Course	1983	8/7/1999		1
Comp. Your Small Business	1980	5/22/1998		1
Basic Computer Programming	1982	6/1/1994		1
Basic Computer Programming	1980	1/18/1991		1
Marketing Tactics	1982	4/28/2000		1
Coping with Difficult People	1981	NCO		1
Effective Meetings	1981	4/9/1998		1
Using Micro-Comp.	1981	5/2/1994		1
Gregg Shorthand	1963	9/29/2011		1
The Village Blacksmith	1971	10/27/2011		1
This is the Way it Works	1980	5/4/1998		1
The Coal Question	1982	4/10/1995		1
The Best Seller!	1984	5/11/1998		1
How to Predict What People Will Buy	1957	12/31/1997		1
Carpentry	1975	10/1/2013		1
The Woodturners Bible	1979	6/9/1993		1
The 22 Rifle	1973	9/22/2011		1
The Modern Rifle	1975	1/12/2012		1
Modern Metalworking	1976	10/8/2010		1
Fun with Wood	1976	7/30/1998		1
Col. Americans: The Potters	1969	10/28/2009		1
Colonial American Craftsmen: The Glass	1964	1/29/1993		1
Pa's Oil Industry	1959	3/23/1984		1
The Book of Art	1965	2/25/1999	Vol. 1-7	
A History of Art	1959	2/26/2007		1
The Praeger Art	1958	5/21/1999		1
The Encyclopedia of Art	1961	11/2/1999		1
The Visual Experience	1965	11/3/1991		1
Practical Woodturner	1976	NCO		1
Thermal Shutters	1981	11/30/1984		1
Furniture Projects	1977			1
Build-It Book	1971	9/27/1991		1
Cabinet Makers	1966	3/22/1999		1
Amateur Cabinet Maker	1976	3/11/1996		1
Sneakers	1981	2/17/1989		1
The Shoemaker	1967	2/12/1993		1
Outdoorsman Workshop	1977	10/25/2011		1
Budget Backpacker	1977	1/7/1995		1
Garden Const.	1978	1/6/2004		1
Simplified Stair Layout	1976	9/29/1999		1
Birdhouses	1967	9/29/1999		-
		-, -, -, -, -, -, -, -, -, -, -, -, -, -		_

Sportmans Cabinet	1967	10/25/1985	1
Deck's	1975	10/17/1998	1
Chimney Sweep	1981	10/25/1985	1
American Fireplaces	1971	3/28/1996	1
Heat Pumps	1981	8/3/1996	1
Passive Solar	1979	4/30/2002	1
All Color Book of Art Deco	1974	5/4/1994	1
AMERICAN House: Colonial, Classic & Co	1964	10/2/2006	1
Places of Europe	1968	4/18/1996	1
American History Guide to Historic Ame	1971	10/5/1990	1
Cathedral: The Story of Construction	1973	12/10/2004	1
Abbeys of Europe	1968	10/26/1993	1
Hagia Sophia	1972	1/20/1998	1
Baroque Churches	1969	3/7/2001	1
The Medival Legacy	1961	10/19/2004	1
Porches & Terraces	1975	6/8/1989	1
The Taj Mahal	1972	5/4/1997	1
Splendours of the East	1965	3/20/1992	1
Young Ppl's Study of Architecture Guide	1966	11/6/2004	1
Young Ppl's Study of Architecture 3,000	1966	10/18/2004	1
The Kremlin	1972	10/11/1996	1
The Artist's America	1973	2/15/2001	1
The L Theater of Medival Art	1967	1/4/1991	1
The Art of Ancient Egypt	1966	1/12/1998	1
Draw 50 Boats & Trains	1976	10/21/2010	1
Posters	1964	7/8/1997	1
How to Draw Beetles	1963	4/29/1999	1
Perspectives for Sketches	1964	1/28/2000	1
The Poster	1963	11/9/1996	1
How to Draw Reptiles	1962	5/19/2000	1
The Art of Beatrix Potter	1970	5/29/1997	1
Illustrations of Children's Books	1947	5/29/1997	1
Illustrating Childrens Books	1963	9/16/1995	1
Lettering Today	1964	5/21/1999	1
Good Grief Charlie Brown	1980	1/30/2013	1
Here Comes Charlie Brown	1955	4/24/2012	1
Slide, Charlie Brown Slide	1960	4/20/2012	1
Snoopy Stormy Night	1971	5/11/2012	1
There's Charlie Brown	1980	9/11/2012	1
TMNT	1984	10/6/2009	- 1
Garfield at Large	1980	1/23/2013	1
Bride of the Far Side	1980	10/23/2009	1
Needle Point Simplified	1900	10/10/1995	1
	10/1	10, 10, 1000	-

	20,000	1965	4/29/2011		1
Dep. Glass	20,000	1905 1970 N			1
Alhambra		1970 N	3/2/2001		1
Cross-Stitch		1974	8/12/1999		1
Indian Beadwork		1980	3/11/1997		1
American Indian Beadwork Pillow Book		1979 1981	3/11/1997		1 1
Looped & Knotted		1981 1977 N	3/8/1995		1
Needle Point		1977 N 1971	2/23/1981		1
		1971	2/23/1981 2/12/2008		
Crewel Embroidery					1 1
Weaving & Needle Craft American Blown Glass		1971 1973	2/12/2008 9/21/2010		1
Rose Windows					
		1979 1075	9/11/1998		1
American Furniture		1975	9/7/1996		1
Picture Frames		1966	2/27/2009		1
Framing		1974	4/4/1998		1
Book of Collage		1970	4/23/2010		1
Science Fiction		1974	12/21/2010		1
Watercolor Painting		1951	4/25/1986		1
Wonders of the World		1968	1/7/1998		1
Houses		1980	10/25/1995		1
Gargoyles Monster		1972	10/24/1996		1
Make Your Own Chess Set		1976	3/4/1996		1
Statue of Liberty		1971	10/25/2000		1
Wood Carving		1971	8/19/1994		1
Handbook of Woodcarving		1972	2/24/1996		1
Dictionary of Numismatics		1982	2/12/1993		1
Coins of the Ancient World		1975	2/13/2002		1
Coins & Coin Collecting		1981	10/4/2011		1
Jewel's of the Pharaoh's		1971	4/23/2004		1
Peeble Polishing		1974	2/13/1997		1
Quick Sketching		1961	7/26/1995		1
50 Famous Faces		1978	9/22/2008		1
My Crowd		1970	1/13/2011		1
Book of Art		1965	5/2/2005 #8,	9,10	
Young People		1971	5/8/2006		1
50 Centuries		1966	1/29/1993		1
Primitive		1955	11/4/1999		1
7 Wonders		1973	6/25/1999		1
Christian Art	old	N	СО		1
Dark Ages		1975	9/11/2009		1
Art in the 70's		1980	4/14/1999		1
The Pet House Book		1979	9/15/2009		1

Rope Dolls	1977	11/22/1991	1
Make it From Felt	1971	10/2/1997	1
Scrap Savers Stitchery Book	1977	9/25/2012	1
Sticks & Stones & Ice Cream Cones	1973	1/1/2000	1
Snips & Snails & Walnut Whales	1975	7/14/1997	1
Pin It, Tack It, Hang It	1975	1/11/2000	1
H. Book of Designs & Devices	1932	10/14/2014	1
Early PA Arts & Crafts	1964	3/19/1993	1
Nostalgic Treasures from America'sm Pa	1976	1/27/2000	1
PA Dutch American Folk Art	1964	2/24/1998	1
Contemporary American Folk Artists	1975	12/11/1992	1
Contemporary Decorative Arts 1940-Pre	1980	7/20/1998	1
Needlepoint for Everyone	1970	3/24/2004	1
America's Quilts & Coverlets	1974	3/8/2004	1
101 Patchwork Patterns	1962	7/20/1999	1
The Stencil Book	1976	2/20/2006	1
Crawel Embroidery	1974	10/29/1981	1
The Joy of Spinning	1971	12/8/2010	1
Pressed Flower Collages	1971	9/19/1998	1
Holiday Decorating You Can Make	1974	12/17/2003	1
The World of Barbie Dolls	1983	3/6/2000	1
Easy to Make Puppets	1976	7/26/1994	1
The Candlemakers Primer	1973	12/13/2004	1
Leatherwork	1979	10/19/1995	1
The CompleteBook of Handcrafts	1975	12/17/1998	1
Zoom Do	1975	2/17/2000	1
The Craft Book of Decopage	1965	2/27/2009	1
The Paper Book	1970	12/5/1998	1
Paper By Kids	1981	26-Jan	1
Crafting with Newspapers	1979	12/4/2006	1
Scrap Wood Craft	1977	3/22/2000	1
Mexican Painters	1941 N		1
Creative Printmaking	1964	10/27/1994	1
Innovative Printmaking	1977	3/12/1999	1
Masters of Painting	1964	2/7/1995	1
Famous Artists	1964	10/28/2013	1
Painting Portraits	1963	10/28/2013	1
Lanscape Painting	1953	5/1/2003	1
Themes & Subjects	1971	4/7/2000	1
Seven Women	1974	5/10/2000	- 1
Andrew Wyeth	1982	5/19/1995	1
Song From the Earth	1979	4/20/1998	1
Homer	1963	2/2/1990	1
	1000	-, -, -, -, -, -, -, -, -, -, -, -, -, -	Ŧ

The Battles That Changed History	1966	10/29/2003		1
Darkest Hours	1979	4/7/2000		1
Great Survival Adventures	1973 I	NCO		1
The Causes of War	1969	5/4/1998		1
Snowstorms & Avalanches	1979	4/10/2000		1
Floods	1980	11/4/1998		1
Наvос	1961	5/25/1994		1
Dictionary of Battles	1905	2/26/1993		1
The Crusades	1984	10/20/2008		1
Black History Past & Present	1971	10/23/2006		1
World History	1964	3/16/2004		1
Great Events From History	1982	1/22/1988	Vol. 1-3	
The Reformation	1957 I	NCO		1
Our Oriental Heritage	1954 I	NCO		1
Shakespeare-MacBeth	1980	3/10/2017		1
Shakespeare- The Last Phase	1955	2/12/2004		1
Shakespeare Globe Playhouse	1966	5/5/1999		1
W. Shakespeare- The Complete Works	1975	2/12/2009		1
Rebels & Lovers	1979	1/30/2006		1
The Voyages of Ulysses	1959	7/9/1994		1
Classical Drama- Greek& Roman	1959	11/22/2004		1
The Complete Book Of Drama	1966	11/10/1997	Vol. 1&2	
The Greek Way	1966	12/18/1998		1
Greek Literature in Translation	1948	12/6/1995		1
The Oxford C to Class LH	1966	11/22/2004		1
Sophocles- The Theban Plays	1947	11/22/2004		1
Plato- The Republic ?		Dec-98		1
Virgil- The Aeneid	1966	11/1/2012		1
Harpers Dictionary of Classic Literature	1965	11/10/2004		1
The Aeneid- Virgil	1981 I	NCO		1
The Complete Roman Drama	1942	12/20/2011	Vol. 1&2	
The Encyclopedia of World History	1968	4/18/2006		1
What Happened When	1966	9/27/1995		1
The Timetables of History	1979	3/6/2006		1
Who Was When	1976	1/10/2005		1
The Book of Days	1970 I	NCO	Vol. 1&2	
Greece & Rome - Builders of Our World	1968	9/22/2008		1
Civilization	1969	1/24/1997		1
Dostoevsky- Twentieth Century Views	1984	3/14/1986		1
The Odyssey if Homer	1961	2/8/2015		1
The Iliad of Homer (x2)	1981	2/18/2015		2
Historians Handbook	1964 I	NCO		1
Literature of the American Indian	1979	12/19/1997		1

African Poetry	1975 10/30/2000	1
Yevtushenko- Solen Apples	1974 4/3/1998	1
A. Solzhenitsyn- Stories & Prose Poems	1970 5/9/1976	1
Caesar & Christ	1972 NCO	1
The Age of Faith	1950 NCO	1
The Discoverers	1983 NCO	1
My People	1978 1/11/1999	1
15 Battles that Changed the World	1963 12/1/2011	1
The New Classical Geog.	1972 ?	1
Stonehedge Decoded	1965 4/15/1997	1
The Seige & Fall of Troy	1966 11/5/2007	1
Historical Atlas of Religion in America	1979 5/17/1991	1
The Atlas of Jewish History	1962 NCO	1
Atlas of Ancient Civilization	1976 9/30/2004	1
Age of Exploration	1966 4/21/2009	1
Saved	1981 10/2/1999	1
Yet Being Someone Other	1984 2/8/1988	1
Famous Pirates	1968 1/28/2004	1
The Whuda	1977 NCO	1
Ghost Ships of the Great Lakes	1981 8/16/1997	1
The Pirates	1978 12/30/2015	1
Diving for Treasure	1975 8/27/1997	1
Everyday Living A-Saxon Times	1967 5/16/2006	1
Stonehenge of the Kings	1967 NCO	1
Roman London	1974 NCO	1
Voices from the Past	1973 12/4/1998	1
Secrets if the Great Pyramid	1973 11/28/2007	1
Life Under the Pharoahs	1972 11/28/2007	1
Land of the Pharoahs	1960 12/7/1998	1
Ancient Egypt	1965 11/28/2007	1
Ancient China	1967 1/9/1998	1
Ancient Rome ?	5/22/2006	1
The World of the Past	1971 12/7/2000 Vol. 1&2	
American Place Names	1970 7/6/1977	1
First Around the World	1964 4/10/1999	1
A Night to Remember	1955 9/28/2010	1
Kon-Tiki	1950 10/20/2008	1
News Dictionary-1979	1980 9/25/1996	1
News Dictionary-1978	1979 1/24/1995	1
News Dictionary- 1977	1978 10/9/1996	1
News Dictionary-1976	1977 10/18/1991	1
A History of the Twentieth Century	1980 10/7/1999	1
Nostalgia Spotlight- Forties	1977 9/29/1995	1

Nostalgia Spotlight- Fifties	1977 11/2/1995	1
The World 100 Years Ago	1976 8/17/1996	1
Age of Progress	1966 NCO	1
Age of Enlightenment	1966 3/15/1997	1
A History Twentieth Cent.	1980 10/7/1999	1
Nostalgia SpotlightForties	1977 9/29/1995	1
Nostalgia SpotlightFifties	1977 11/2/1995	1
The World 100 years Ago	1976 8/17/1996	1
Age of Progress	1966 nco	1
Age of Enlightenment	1966 3/15/1997	1
American Place Names	1970 7/6/1977	1
First Around the World	1964 4/10/1999	1
A night to remember	1955 9/28/2010	1
Kon-Tiki	1950 10/20/2008	1
News Dictionary 1979	1980 9/25/1996	1
News Dictionary 1978	1979 1/24/1995	1
News Dictionary 1977	1978 10/9/1996	1
News Dictionary 1976	1977 10/18/1991	1
Everyday L A-Saxon Times	1967 5/16/2006	1
Stonehenge of the kings	1967 nco	1
Roman London	1974 nco	1
Voices from the Past	1973 12/4/1998	1
Secrets fo the Great Pymid	1971 11/28/2007	1
Life Under the Pharoahs	1960 12/7/1998	1
Ancient Egypt	1965 11/28/2007	1
Ancient China	1967 1/9/1998	1
Ancient Rome ?	5/22/2006	1
V2 The world of the past	1971 Jan-00	1
V1 The world of the past	1971 12/7/2000	1
The new clasical geography	1972 nco	1
Stonehenge decoded	1965 4/15/1997	1
The Siege and Fall of Troy	1966 11/5/2007	1
Historical Atlas of Religion in America	1979 5/17/1991	1
The Atlas of Jewish History	1969 nco	1
Atlas of Ancient Civilization	1976 9/30/2004	1
The Age of Exploration	1966 4/21/2009	1
Saved	1981 10/2/1999	1
Yet being Someone other	1984 2/8/1988	1
Famous Pirates	1968 1/28/2004	1
The Whigda	1917 nco	1
Ghost Ships of the Great Lakes	1981 8/16/1997	1
The Pirates	1978 12/30/2015	1

Diving for Treasure	1975 8/27/1997	1
Greece and Rome bldrc of our world	1968 9/22/2008	1
Civilization	1969 1/24/1997	1
Dostoevsky-Twentieth Cent. Views	1984 3/14/1986	1
The odyssey of Homer	1981 2/18/2015	1
The Iliad Homer	1981 9/25/2017	1
The Iliad of Homer	1961 2/18/2015	1
Historian's Handbook	1964 nco	1
Lit of the American Indian	1979 12/19/1997	1
African Poetry	1975 10/30/2000	1
Yevtushenko-Stolen Apples	1974 4/3/1998	1
A Solzhenitsyn Stories and Prose Poems	1970 5/9/1976	1
Caesar and Christ	1972 nco	1
the age of faith	1950 nco	1
the discoverers	1983 nco	1
my people vol 1	1978 1/11/1999	1
15 battles that changed the world	1963 12/1/2011	1
The Voyages of Ulysses	1959 7/9/1998	1
Classical drama- greek and roman	1959 11/22/2004	1
the complete break drama v1	1966 2/20/2002	1
the complete break drama v2	1966 11/10/1997	1
the greek way	1966 12/18/1998	1
greek lit in translation	1948 12/6/1995	1
the oxford c to class lit	1966 11/22/2004	1
sophocles the theban plays	1947 11/22/2004	1
plato- the republic ?	Dec-98	1
virgil the aeneid	1966 11/1/2012	1
homer the odyssey	1966 2/27/2015	1
Marper's dictionary of class lit	1965 11/10/2004	1
the aeneid-virgil	1981 nco	1
the complete roman drama v1	1942 12/20/2000	1
the complete roman drama v2	1942 4/20/1970	1
the ency of world history	1968 4/18/2006	1
what happened when	1966 9/27/1995	1
the timetables of mist	1975 3/6/2006	1
who was when	1976 1/10/2005	1
the book of days v1	1970 nco	1
the book of days v2	1970 nco	1
great events from history v1	1972 11/1/1994	1
great events from history v2	1972 1/22/1988	1
great events from history v3	1972 1/10/1992	1
the reformation	1957 nco	1
our oriental heritage	1957 nco	1
		-

shakespeare- macbeth	1980	3/10/2017	1
shakespear the last phase	1955	2/12/2004	1
shakespeare globe playhouse	1966	5/5/1999	1
W Shakespear the comp weeks	1975	2/12/2009	1
Rebels and lovers	1979	1/30/2006	1
the battles that changed history	1966	10/29/2003	1
darkest hours	1979	4/7/2000	1
timespan disasters	1978	3/14/2017	1
great survival adventures	1973 n	со	1
the causes of war	1969	5/4/1998	
snowstorms and avalanches	1979	4/10/2000	1
Floods	1980	11/4/1998	1
Havoc	1961	5/25/1994	1
the crusades	1984	10/20/2008	1
black history past and present	1971	10/23/2006	1
world history	1964	3/16/2004	
west coast story	1977	5/27/1997	1
blue book of broadway musical	1952	10/18/1985	1
the bacharch and david song book	1970	7/28/1989	1
sport shots	1937	3/4/2000	1
wedding	1981	2/13/1999	1
moments-the p. prize photos	1982	11/28/2006	1
witness to our time	1966	3/4/2000	1
what is it? A book of photo puzzles	1974	30-Oct	1
Ansel adams	1972	10/6/2003	1
caught in motion	1982	10/14/1999	1
the joy of photo people	1983	10/1/2007	1
the books of close up photography	1983	4/21/2004	1
picture gallery pioneers	1964	9/25/2000	1
currier and ives	1968	10/2/1998	1
basic steps in photography	1978	1/7/2011	1
ansel adams the camera	1980	10/1/2007	1
the joy of photography	1979	9/24/2010	1
standard handbook of stamp collecting	1965	2/26/2003	1
Encyclopedia of world stamps 1945-197	1976	5/28/2004	1
the golden age of american poster	1975	11/10/2009	1
color treasure of stamp collecting	1972	12/16/1997	1
story of favorite operas	1964	12/20/1991	1
more stories of favorite operas	1965	1/24/1992	1
on stage! How play	1983	4/17/1999	1
christmas music	1950	10/5/1996	1
enjoyment of music	1955	1/26/1995	1

joy of music	1958	5/31/1995	1
romantic era	1972	3/28/2000	1
great cities	1979	1/9/1996	1
composers	1969	5/19/1999	1
renaissance	1972	11/12/2016	1
music in the US	1972	10/10/1996	1
jazz is all about	1967	3/13/2019	1
world of soul	1974	10/13/2011	1
national ballads	1967	10/11/1974	1
Encyclopedia of Jazz	1979	3/28/1998	1
a cry from the earth	1979	1/13/1999	1
captain and tennille	1978	1/27/1997	1
a day rock musician	1980	1/5/2009	1
chicago	1975	2/8/1991	1
mystery train	1976	5/9/2008	1
folk	1976	3/20/1981	1
country	1976	3/27/1999	1
singers of the blues	1969	1/6/2000	1
the american song bag	1927	3/28/1986	1
country is my music!	1980	4/29/2008	1
echoes of africa	1961	9/29/2008	1
folk songs of the world	1966	5/5/2000	1
literature and music	1955	3/30/1993	1
the folk songs of north america	1960	11/30/1993	1
images of american society in pop musi	1982	3/30/1998	1
cowboys and western songs	1982	4/20/1998	1
christmas carols	1963	4/10/2006	1
the treasure of easter music	1963	2/18/1983	1
american folk songs fo christmas	1967	12/4/2006	1
the second treasure of christmas music	1957	1/8/1999	1
panorama of american pop music	1957	12/18/1993	1
rock	1976	12/12/2003	1
jazz	1976 n	СО	1
stories of our american patriotic songs	1940	7/8/1998	1
songs of town and city folk	1967	2/3/1977	1
songs of forest and river folk	1967	10/4/2010	1
songs fo hill and mountain folk	1967	1/6/1984	1
favorite songs of the 1890s	1973	5/12/1998	1
la boheme	1962	12/15/1995	1
aida	1962	9/21/1979	1
encyclopedia of the opera	1961	10/14/2009	1
amt	1978	5/19/2000	1
singing bee	1982	2/23/2010	1

broadways	1981	5/19/2000	1
better foot forward	1979	5/4/1998	1
cats	1984	3/11/2010	1
r and r story	1983	3/30/2004	1
hall and oats	1984	4/2/1985	1
disneyland	1981	2/11/1998	1
rise of blondie	1982	2/16/2010	1
trivia and more	1966	2/13/1999	1
do your ears hang low	1981	2/17/2000	1
favorite american songs	1952	2/5/1996	1
very special people	1973	5/2/1996	1
american heritage song book	1974	11/6/1992	1
musical instruments	1966	9/30/2009	1
rod stewart	1976	4/2/2004	1
circus	1971	6/16/1993	1
baton twirling	1980	8/15/1986	1
science fiction	1980	4/12/1995	1
dixieland	1967	3/4/1981	1
movie monsters	1976	1/9/2003	1
keyboard	1981	12/15/1995	1
funny men	1976	10/5/2009	1
piano music	1947	12/15/1995	1
how to play piano	1981	5/19/1981	1
play guitar	1979	9/11/2012	1
folk guitar	1977	10/4/2010	1
clarinet	1980	5/23/1993	1
family games	1974	10/6/1989	1
games and stunts	1968	1/5/1999	1
auto racing	1981	12/15/2011	1
stunt people	1983	4/11/1996	1
fantastic	1972	10/2/1996	1
science fiction films	1979	nco	1
unfortunate events	1964	nco	2
hollywood stunt people	1980	8/28/1987	1
art of walt disney	1973	9/18/2006	1
parades gone bye	1968	5/2/1973	1
charles chaplin	1975	9/24/2014	1
brian's song	1972	11/30/2007	1
century of sports	5/24/1905	11/13/2006	1
sports firsts	1981	11/12/2006	1
sports lingo	1979	11/5/1998	1
sports in greece and rome	1974	4/28/1994	1
strange and incredible	1975	1/3/2006	1
		, -, -, -, -, -, -, -, -, -, -, -, -, -,	_

strange but true	1979	1/3/2006	1
sports poems	1971	5/31/2005	1
pro sports tirvia	1976	12/20/1998	1
tv guide the first 25 years	1978	2/8/2011	1
the muppet show book	1978	12/12/1995	1
television and american culture	1981	9/27/2017	1
mickey mouse club scrapbook	1975	2/17/2000	1
the filmbook fo the lord of the rings	1978	10/13/1998	1
the mummy	1981	8/29/1997	1
the wolf man	1977	10/20/2004	1
mad scientists	1977	9/10/1996	1
king kong	1977	7/12/1999	1
godzilla	1977	12/9/1999	1
puppet shows	1970	12/2/1993	1
how to make puppets and teach peppet	1966 n	ю	1
the complete enyclopedia of tv program	1976	2/27/1999	1
the complete enyclopedia of tv program	1976	1/12/1989	1
the incredible tv machine	1977	5/23/1993	1
space monsters	1977	5/20/1995	1
the game book	1946	10/16/2015	1
the book of games and entertainment t	1969	6/16/1994	1
simple stage costumes	1968	3/5/1993	1
immortals of the screen	1965	2/17/2009	1
AP history fo the silent screen	1953	5/26/2009	1
world history of the dance	1937	12/21/2009	1
dance classes	1980	9/29/2014	1
exploring mime	1979	10/23/1999	1
shakespear's theater 1916	1944	5/26/2009	1
theatrical set design	1969	10/19/2004	1
theatrical direction	1971	9/27/2017	1
act now!	1975	12/11/2001	1
the best plays of 1975-76	1976	2/12/1988	1
a stage crew handbook	1941	10/19/2004	1
the essential theater	1976	3/13/2019	1
understanding drama	1945	12/11/2001	1
ap history of the american theater	1977	1/28/2005	1
sportsmath how it works	1975	7/10/1992	1
pinball	1977	5/8/1998	1
video invaders	1982	9/19/2011	1
sports illustrated bowling	1981	10/6/2007	1
boardside comp. to trivial pursuit	1984	4/22/1983	1
the chess tutor	1975	9/18/2010	1
ventriloquism	1979	2/9/2007	1

a book puzzlements	1981	1/19/2010	1
the chocolate mashmelephant sundae	1978	9/8/1995	1
which one is different?	1975	1/3/2006	1
sharpen your wits	1971	3/14/2008	1
new math puzzle book	1970	4/16/1996	1
llama beans	1979	5/17/1997	1
the alder book of puzzles and riddles	1962	1/16/1998	1
the country dance book	1976	3/18/2004	1
the complete book of square dancing	1976	2/20/2007	1
disco dance steps	1978	10/19/1993	1
disco	1979	10/18/1993	1
the dance encyclopedia	1949	10/17/2004	1
the complete book of party games	1962	12/3/1999	1
skateboard book	1979	3/23/2004	1
skateboarding	1979	10/10/2008	1
skateboarding	1980	10/1/2009	1
frisbee	1979	6/28/1995	1
world on a string	1980	10/24/1998	1
skateboards and skateboarding	1977	2/11/2010	1
the harlem globetrotters	1976	7/17/1998	1
they were number one	1983	12/7/1998	1
volleyball	1969	10/3/1998	1
volleyball-the game and how to play it	1983	11/4/2008	1
basic volleyball strategy	1979	2/23/1983	1
point, game, and match	1977	nco	1
soccer technology and tactics	1977	9/29/2010	1
better soccer for boys and girls	1978	4/21/2004	1
the basic soccer guide	1975	10/24/2015	1
100 greatest football heroes	1973	9/26/2005	1
soccer tips	1978	9/29/2010	1
pro football's great moments	1983	12/14/2010	1
stan smith's guide tennis	1975	4/14/1999	1
racquetball	1979	3/23/1990	1
table tennis	1973	1/6/2011	1
better tennis for boys and girls	1972	3/27/1995	1
tennis	1971	3/11/2009	1
joe morgan baseball my way	1976	12/2/2004	1
the story of baseball	1983	5/16/2011	1
superbowl VIII	1983	4/29/1999	1
superbowl XVII	1983	9/25/1998	1
superbowl III	1983	9/29/2003	1
the NFL's official encyclopedia fo pro fo	1973	9/25/2015	1
an all-star soccer	1971	1/9/2006	1
		,-, -,-	_

the father and son baseball book	1969	Apr-19	1
baseball's best: the hall of fame gallery	1977	Nov-01	1
go for broke!	1973	Apr-07	1
encyclopedia of golf	1974	Sep-10	1
the little league game	1979	Sep-11	1
baseball- official rules, strategy, equipm	1975	Jan-11	1
maps and compass- the orienteering ha	1955	May-97	1
the majestic rocky mountains	1976	Nov-09	1
camper's and backpacker's bible	1977 î	2000	1
serious runner's handbook: answers to	1978	11/9/2004	1
jog, run, race	1977	Dec-08	1
the complete marathoner	1978	Nov-04	1
jim fixx second book of running	1978	Apr-95	1
gymnastics guide	1978	Nov-08	1
the official cheeleader's handbook	1979	Oct-08	1
go! Fight! Win!	1981	Oct-08	1
the complete book of gymnastics	1978 ?	2004	1
olympic games ancient greece	1976	Sep-06	1
the boston marathon: the incredible, za	1977	Jan-05	1
triathon: a triple fitness sport	1983	May-06	1
highlights of the olympics	1961	Nov-08	1
marathon: the world of the long	1977	Oct-04	1
bike-ways: 101 things to do	1961	May-95	1
ride it! The complete book fo big bike ra	1976	Apr-99	1
the orienteering book	1977	Dec-82	1
the cyclist's manual	1981	Nov-92	1
my greatest race	1974	Sep-09	1
champions of the inianapolis 500	1976	Dec-06	1
formula 1 cars and sports	1970	Sep-11	1
the grand prix	1976	Jul-91	1
the boys of indy	1977	Oct-07	1
indy 500 mechanic	1975	11/12/2007	1
racing cars that made history	1960	9/28/2011	1
american race car drivers	1974	Feb-07	1
international race car drivers	1974	Sep-89	1
motorcycle racing	1973	7/25/1998	1
race car drivers school	1975 r	100	1
racers and drivers	1968	5/10/1998	1
safe riding	1980	4/7/2005	1
practical self-defense for women	1977	5/12/1983	1
defend yourself with kung fu	1976	May-05	1
junior karate	1971	11/20/2005	1
basic self-defense manual	1976	Oct-08	1

basic jujitsu handbook	1976	5/11/2012	2
basic karate handbook	1976	9/29/2010	2
hand fighting	1977	9/1/2013	1
fencing	1982	11/7/2003	1
twenty gallant horses	1965	3/20/2001	1
heads up heels down	1944	5/7/1999	1
fishing secrets	1977	3/24/2008	1
the fisherman's almanac	1970	11/10/2008	1
freshwater fish and fishing	1982	3/30/2004	1
death in the long grass	1977	2/7/1998	1
the winter olympics	1976	3/18/2011	1
manual of snowmobiling	1971	5/15/2003	1
cross- country skiing and snowshoeing	1975	2/19/1988	1
skillful skiing	1982	4/14/1986	1
skiing	1971	3/12/2019	1
white water canoeing	1976	10/7/2008	1
complete beginners guide to canoeing	1977	5/8/1997	1
skydiving	1971	9/23/2014	1
aerobatics	1980	8/27/1997	1
how swimming and diving	1968	1/26/2007	1
the racing yachts	1980	4/25/1996	1
the horseman's enyclopedia	1946	11/27/2012	1
horse and rider from b to show compet	1979	Oct-05	1
my horses, my teachers	1967	8/18/1989	1
horseback riding	1967	12/13/2011	1
the beauty of horses	1972	2/23/2011	1
make the most of your horse	1970	1/6/2012	1
hunter's encyclopedia	1972	11/5/2007	1
a expert shot	1984	11/30/2011	1
art of hunting	1984	12/3/2012	1
guns	1976	9/18/2004	1
english lit and british and amer. Auth.	1965	4/21/1989	2
criticism	1958	1/9/1976	1
critical temper	1969	4/3/1987	1
reader's handbook vol 1 and 2	1972 n	со	2
20th century world literature vol 1-3	1967 n	со	3
dictionary of fictional characters	1963	5/4/1984	1
handbook to lit	1960	11/30/1990	1
major writers fo america	1962	5/9/1986	1
US in lit	1963	9/30/2003	1
simple and direct	1979 n		1
MLA Handbook	1984	10/26/1993	2
fiction writer's handbook	1979	7/17/1999	1

creative writing	1963	3/9/2015	1
books	1979 ı	nco	1
how to write a term paper	1982	5/30/2003	1
news writing	1979	5/28/1999	1
nonsexist writing	1981	1/16/1987	1
pygmalion	1964	11/1/2017	1
writing books for children	1976	7/17/1998	1
1000 english term papers	1978	11/12/1997	1
1,000 ideas for term papers	1969	11/12/1997	1
the member of the wedding	1946	6/1/1985	1
the diary of anne frank	1956	5/24/2012	1
the C.W. of lewis carroll	1966	1/6/2004	1
the plays fo oscar wilde	1977	1/24/1992	1
the g. of n autumn	1972	5/15/2009	1
a treasure of great poems	1955	3/18/2008	1
the forms of poetry	1926	10/26/2001	1
thornton wilder	1971	10/11/2004	1
the home book of verse for young folks	1915	10/30/2003	1
tales fo grotesque and arabesque	1965	2/12/2000	1
poetry and experience	1968	10/26/2001	1
find harvest- e. dickenson's poems	1961	2/13/2007	1
riverside poetry 4	1961	2/12/2007	1
the treasure of golden memories	1964	1/25/1999	1
discovering poetry	1966	12/1/1994	1
poetry handbook	1966	10/6/1997	1
understanding poetry	1960	2/12/2007	1
the oxford book of light verse	1966	5/2/1996	1
a chamber of horrors	1965	10/14/2002	1
the portable machiavelli	1979	10/2/2000	1
the visual encyclopedia of science fictio	1977	3/3/1992	1
the authurian legends	1979	3/19/2002	1
an inheritance fo poetry	1948	9/7/1999	1
the beast in me	1948	4/21/1988	1
roles speakers play	1979	3/6/2006	1
the federalist	1961	2/17/1999	1
the sherlock holmes scrapbook	1974	12/16/1982	1
all the king's men	1960	10/5/2018	1
six plays by rogers and hammerstein ?		5/1/1999	1
great books vol 1-26	1952	5/18/1998	26
great books vol 27-54	1952	1/2/2007	28
beowolf poet	1968	10/31/1998	1
blake	1966	1/15/1992	1
e. e. cummings	1972	10/2/2006	1
		10, 2, 2000	±

dante	1965	12/9/1997	1
stephen crane	1967	4/18/1998	1
samuel beckett	1965	11/16/1994	1
oscar wilde	1969	7/17/1992	1
henry james	1963	1/27/1971	1
lorca	1962	nco	1
wordsworth	1972	5/4/1990	1
matthew arnold	1973	10/17/1995	1
george elliot	1970	11/14/1994	1
who's who in children's books	1975	1/3/1983	1
robert frost	1962	3/10/1989	1
dylan thomas	1966	10/9/1992	1
arthur miller	1969	5/8/1997	1
modern black novelists	1971	4/20/1976	1
virgil	1966	9/14/2009	1
memoirs of a medieval woman	1964	11/5/1997	1
coleridge	1967	3/30/1990	1
melville	1962	4/11/1986	1
јоусе	1974	nco	1
daniel defoe	1976	nco	1
camus	1962	2/19/2002	1
norman mailer	1972	3/20/1992	1
voltaire	1968	2/22/1992	1
treasury of the familiar vol 1-2	1967	4/9/1993	2
magic of black poetry	1974	4/13/1999	1
christmas bells are ringing	1967	12/19/1996	1
of quarks, quarsars	1980	5/15/2003	1
16th century verse	1970	2/1/2000	1
beastly boys and ghastly girls	1970	10/27/1999	1
favorite poems of old and new	1957	6/5/2000	1
contemporary american poetry	1962	3/19/1993	1
lean out of the window	1965	12/16/1999	1
messages	1973	1/21/1999	1
poems of christmas	1982	11/5/1998	1
book of poems	1969	12/6/2005	1
love is like the lion's tooth	1984	3/23/1995	1
whodunits, farces,	1979	9/13/1995	1
christmas plays for young actors	1979	10/23/1992	1
prize contest plays	1974	2/20/1997	1
companion to the theatre	1967	10/5/1987	1
collected plays of neil simon	1981	11/12/1997	1
ladies of horror	1981	4/16/1999	1
world's great speeches	1971	4/10/1999	1
world a great speeches	1972	10/12/1990	1

dictionary of thoughts	1969	10/24/2003	1
dictionary of quotable definitions	1975	2/24/1999	1
6,200 wise cracks, witty remarks	1971	12/3/2008	1
magill's quotations	1967	2/19/1993	1
book of proverbs maxims	1968	2/3/2012	1
cliches	1963	2/24/1995	1
pinter	1972	3/31/1989	1
milton	1966	5/10/1991	1
john donne	1962	10/9/1992	1
o'neill	1964	5/19/1978	1
tolstoy	1967	12/5/1998	1
dante and his comedy	1963	7/2/1997	1
kafka	1962	8/15/1986	1
the brontes	1970	3/13/1999	1
hardy	1963	12/20/1985	1
mioliere	1964	12/21/1990	1
hopkins	1966	11/11/1994	1
ralph ellison	1974	5/24/2001	1
T.S. Eliot	1962	5/16/2011	1
hawthorne	1966	5/3/1991	1
G. B. Shaw	1965	10/12/1990	1
chekhov	1967	2/16/1997	1
edith wharton	1962	4/8/1997	1
dos passos	1974	7/17/1992	1
thurber	1974	4/9/1993	1
authors and illustrators of children's bo	1972	2/12/1993	1
sartre	1962	12/3/2009	1
james baldwin	1974	4/27/1995	1
emerson	1962	2/28/1992	1
marlowe	1964	3/27/1987	1
drelser	1971 n		1
romance and legend of chivalry	1978	1/17/2000	1
shakespeare the comedies	1965	5/12/1989	1
cervantes	1969	12/21/1990	1
whitman	1962	9/26/1994	1
aeschylus	1972	11/8/1997	1
edith wharton	1979	5/31/1985	1
shakespeare's histories	1965	3/9/1990	1
william williams	1966	1/18/1991	1
f. scott fitzgerald	1963	5/10/1997	1
thoreau	1962	1/5/2012	1
swift	1964	4/13/1990	- 1
mark twain	1963	2/2/2011	1
	••	·, _, _•==	-

		- 1 1	
tennessee williams	1977	5/19/1989	1
crisis in american identity	1981	3/26/1993	1
homer	1962	11/13/1998	1
robert frost	1981	4/10/1999	1
dickens	1967	4/21/1997	1
shelley	1965	8/10/1990	1
sinclair lewis	1962	9/28/2011	1
emily dickenson	1981	4/21/1994	1
hesse	1973	3/28/1986	1
byron	1963	5/6/1995	1
jane austen	1963	5/6/1995	1
faulkner	1966	12/23/1988	1
the puritans v1-2	1972	2/24/1994	2
the me nobody know	1969	5/30/2003	1
the penguin comp to amer lit	1971	5/16/1986	1
the C. poems of S. Teasdale	1966	5/28/2004	1
charlotte and emily bronte	1970	2/23/1999	1
the anatomy of satire	1966	7/17/1992	1
science fiction	1956	12/13/1985	1
kurt vonnegut jr.	1972	3/20/1992	1
the modern american theatre	1967	3/2/2018	1
through eyes of wonder	1979	10/14/1983	1
the r. encyclopedia of world drama	1969	4/15/1983	1
on the poet and his craft	1973	11/15/2005	1
our literacy heritage	1956	1/13/1988	1
after the genteel trade	1964 n	СО	1
a second flowering	1973	12/13/1985	1
american liturature	1984	4/13/1993	1
literary history of the US	1966	3/14/1988	1
a library of literary criticism	1964	4/5/1989	1
the literature of the american people	1971	11/9/1995	1
the literature history of the american re	1971	1/30/1987	1
Walt whitman	1972	4/15/1997	1
oh pray my wings are gonna fit me well	1975	4/28/1999	1
homage to mistress bad street	1971	3/8/1994	1
poems of stephen crane	1972	5/13/1996	1
poems of emily dickenson	1984	5/22/2006	1
paul lawrence dunbar	1966	4/3/1996	1
poems of ralph waldo emerson	1965	5/16/2006	1
marianne moore	1968	11/14/1986	1
nippenuce	1969	1/3/2006	1
the women and men	1979	5/3/2001	1
my cat has eyes of sapp. Blue	1981	4/18/1997	1

out in th edark and daylight	1981 9/26/1999	1
don't you turn back	1967 1/21/2000	1
american light verse	1980 5/5/1989	1
the human season	1975 1/28/2000	1
the poems of stanley kunitz	1981 10/8/1998	1
long days journey into night	1975 9/30/2016	1
ariel	1961 5/22/2006	1
the comp. poetical works of james w. ril	1966 5/16/1996	1
complete poems	1950 2/9/2005	1
collected poems of rob service	1981 11/6/1998	1
where the sidewalk ends	1974 9/14/2012	1
now and then	1982 5/7/1997	1
leaves of grass	1926 3/8/2013	1
collected poems of elinor wylie	1966 11/16/1995	1
the comp. poetical works of whittier	1966 2/8/1987	1
postcard poems	1981 5/16/2004	1
carriers fo the dream wheel	1984 5/28/2004	1
the new qfx. Book of american verse	1976 4/28/2008	1
patriotic poems america loves	1968 7/7/1997	1
the now spoon river	1981 1/23/1986	1
we touch the sky	1981 11/14/1998	1
collected poems	1966 2/12/2007	1
see my lovely poisen ivy	1977 10/13/1997	1
the comp. poems of marrianne moore	1967 11/22/1991	1
the old dog barks backwards	1968 3/27/1999	1
collected poems	1961 1/7/2005	1
the poetry of robert frost	1963 5/17/2001	1
poet as sculpter	1964 11/14/1973	1
the road not taken	1977 12/18/2012	1
poems and sketches of E.W. white	1967 2/13/1995	1
a light in the attic	1981 1/27/2012	1
the headless horseman	1980 nco	1
nightmares	1976 nco	1
death of a salesman	1977 2/19/2008	1
miracle worker	1981 5/23/2004	1
a raisin in the sun	1959 9/20/2016	1
the little foxes and another part of the f	1975 nco	1
inherit the wind	1955 3/20/2003	1
the sound of music	1967 10/23/2006	1
prometheus bound	1973 5/16/1998	1
the belle of amhurst	1979 1/30/1987	1
a critical study	1981 nco	1
3 plays: desire under the elms, strange i	1958 nco	1

our town	1981	1/27/2012	1
effect of gamma rays	1970 1	2/22/2010	1
best american plays	1963	1/19/1990	1
the christmas dinner	1968 1	1/17/1977	1
stephen crane	1980	4/26/1996	1
presenting robert cormier	1985	2/28/1997	1
the sound and the fury	1972 1	1/13/1991	1
willa cather	1979	2/12/1985	1
f. scott fitzgerald	1963	3/30/1995	1
ernest hemingway	1985	4/24/1995	1
J.D. Salinger	1979 1	1/15/1979	1
Theodore Dreiser	1964 nco		1
willa cather	1985 nco		1
sinclair lewis	1984	5/17/1985	1
herman melville	1979	4/11/1986	1
7 american women writers	1977	2/2/2005	1
the bibliography fo crime fiction	1979 nco		1
kurt vonnegut	1977	11/6/1987	1
sinclair lewis		1/15/1985	2
Theodore Dreiser	1978 nco		1
a river runs through	1976 nco		1
nathaniel hawthorne	1983	3/27/1987	1
american fiction	1975	5/4/1984	1
the mystery story	1976	2/13/1992	1
mark twain		3/31/1989	1
a faulkner glossary		4/19/1991	1
f. scott fitzgerald	1967	1/4/1991	1
walden	1971 1	0/19/2007	1
the oxf. Anth. of english lit vol 2	1973	9/9/1988	1
the renaissance of wonder	1981	9/5/1998	1
a short history of english lit	1982 nco		1
the literature fo england	1953	3/16/1990	1
the tell-tale heart		2/24/2015	1
comp. tales and poems- E. Allen Poe		3/26/2015	1
herman melville		5/25/1984	1
henry james	1965	4/8/1997	1
the magic of shirley jackson		1/22/1993	1
you can't get here		5/13/2014	1
ring lardner	1979 nco	-,,	1
edward allen poe		1/21/1998	1
the heart of a women	1981 nco	, ,	1
faulkner at west point		4/16/1993	1
gertrude stein		8/26/1988	2
		-,, 1000	-

the recognition of HD Thoreau	1973	5/15/1987	1
the works of washington irving	?	3/17/1982	1
the american reader	1958	4/20/1972	1
treasury of great american speeches	1959	7/12/1979	1
emerson	1983	nco	1
life on the mississippi	1971	1/11/2005	1
the innocents abroad	1911	2/24/1984	1
fables for our time	1940	5/28/2004	1
witcracks, jokes, and jests- american fol	1981	2/2/2005	1
american literary essays	1960	3/13/1992	1
ralph waldo emerson	1982	3/7/2001	1
emerson essays	1966	6/5/1997	1
a streetcar named desire	1957	nco	1
a shakespeare companion	1964	12/19/1995	1
shakespeare in his age	1966	1/17/2001	1
goethe's faust	1951	3/16/2009	1
folklore of shakespeare	1978	2/20/2001	1
shakespeare- modern essays in crit.	1961	6/11/1999	1
the backgrounds plays	1966	12/19/1995	2
shakespeare's holinshed	1966	5/4/1993	1
shakespeare's second globe	1973	12/16/1998	1
the heroine's of shakespeare	?	11/19/2008	1
the reader's shakespeare	1966	4/9/1993	1
shakespeare and his world	1966	4/13/1999	1
the mousetrap and other plays	1978	5/13/2002	1
george bernard shaw	1984		1
the collected playsof wb yeats	1966	4/19/1978	1
the importance of being ernest	1959	2/1/2002	1
the best elizabethan plays	1975	5/17/1992	1
adrocles, overruled, and pygmalion	1930	9/23/2015	1
really rosie	1975	12/17/1999	1
DH Lawrence	1984	10/11/1991	1
the kate greenway treas.	1971	4/29/1998	1
anthology of romaniticism	1948	5/21/1999	1
the penguin comp to amer lit	1974	5/5/1989	1
dictionary of english lit	1969	2/20/1987	1
the concise english lit	1974	5/15/1991	1
british lit- beowulf-sheridan	1951	3/9/1990	1
british lit- blake- p. day	1952	6/12/1993	1
reliques of ancient english poetry v1-3	1966	11/20/1999	1
the oxford english lit v1	1973	3/9/1990	1
walden- civil disobedience	1960	11/18/2014	1
selected w. of gertrude stein	1962	2/12/1981	1
Science w. or gernade stern	1502	2/12/1901	Ţ

walt whitman's america	1966	1/3/1997		1
a man for all seasons	1968	9/18/2006		1
elizabethan poetry	1952	4/21/1981		1
chaucers and the fifteenth century	1947	5/24/2000		1
modern british poetry	1962	2/16/1994		1
the home book of verse for young folks	1967	3/28/1996		1
the oxford book of eighteenth cent. Ver	1971	1/31/1992		1
one thousand poems for children	1946	3/20/2000		1
100 story poems	1951	11/14/2008		1
100 more story poems	1968	9/7/1999		1
the oxford book of modern verse	1966	5/23/1972		1
the c. poems of rupert brooke	1966	10/11/1991		1
a poison tree	1979	7/17/1999		1
come hither	1963	7/13/1990		1
poets of the english language v3-5	1965	4/15/2005		3
poets of the english language v1-2	1950	3/14/1988		2
as I walked out one evening	1976	7/21/1997		1
the oxford book of narrative verse	1983	5/17/1997		1
the norton anthology of poetry	1983 n	со		1
an anthology english and american po	1944	2/26/1998		1
comp. poetic works of tennyson	1966	5/30/2017		1
the poetical works of AL Tennyson	1900	9/17/2009		1
the sonnets (the new shakespeare)	1981	3/9/1990		1
the art of the canterbury tales	1975	9/10/1996		1
alexander pope	1966 nco			1
comp. poetic works of J. Milton	1966	7/21/1995		1
paradise lost	1935	11/1/2017		1
poems- CS Lewis	1972	3/19/2002		1
the owl other nonsense	1981	10/1/2012		1
high points itialian lit	1958	12/11/1992		1
waiting for godot	1954	10/10/2000		1
the oxford comp to french lit	1968	3/10/1980		1
the roman way	1932	3/7/2017		1
latin lit in translation	1942	1/27/1988		1
isben- A D. House, the w duck, the L se	1958	9/20/2016		1
hedda gabler and other plays	1962	Oct-00		1
kafka- shorter wks. V1	1973	11/6/1995		1
selected hoffman v1-2	1969 n	со		2
the german tradition in lit	1975	3/16/1990		1
modern german lit v1-2	1972	4/21/1973		1
thomas hardy	1984	3/25/1996		1
to the lighthouse- v. woolf	1981 n	со		1
beowulf	1966	2/15/2005		1

beowulf	1982	2/15/2005	1
somewhere a cat is waiting	1962	3/31/2008	1
reeder's guide to q. orwell	1980	10/8/1996	1
poems of john keats	1966	5/20/2008	1
comp. poetic works of keats	1966 n	ю	1
pelican guide the age of chaucer	1961	3/31/1989	1
story poems- new and old	1957	4/11/2006	1
poems from ireland	1972 n	ю	1
a taste of chaucer	1964	10/1/2001	1
the canterbury tales	1977	12/17/2007	1
canterbury tales	1934	10/1/2009	1
robert burnes- selections	1972	10/23/1992	1
comp. poetic works of burns	1966	4/12/1995	1
comp. poetic works of browning	1966	11/12/1999	1
pied piper of hamelin	1980	2/12/2001	1
the voice of england	1967	2/5/2002	1
fulton's library of lit. criticism v1-4	1966	5/7/1992	4
the 20th century interp. Of bleak house	1972	12/13/1985	1
the agatha christie who's who	1981	1/20/1989	1
the road to middle earth	1984	3/20/1987	1
bram stoker	1984	4/15/1995	1
wide sargasso sea	1966 n		1
against the night, the stars	1984	5/14/2002	1
1984 revisited	1984	10/8/1996	1
charles dickens	1984	1/7/2002	1
a bend in the river (vs naipaul)	1979 n		1
james joyce	1973 neo		1
william faulkner	1963	11/10/1989	1
7 modern american novelists	1984	4/13/1995	1
carson mccullers	1984	11/15/1985	1
the grapes of wrath	1982	5/14/2002	1
fall of the house of usher	1969	4/9/1993	1
love and death: in the american novel	1966	5/16/1986	1
isaac asimov	1984	4/3/1998	1
S.E. Hinton	76 n		- 1
rob silverberg	1983 n		- 1
james a. michener	1984	9/24/1992	- 1
delta wedding	1974 n		1
bernard malamud	1966	11/15/1995	1
Shakespeare's theatre and the dram. Tr	1958	3/26/1993	1
life in shakespeare's england	1964	12/5/1995	1
w. shakespeare- the tragedies	1985	5/6/2000	1
shakespeare- an illus. dictionary	1981	4/24/1997	1
shakespeare an must dietionary	1.201	7/27/1557	Ĩ

shakespeare without tears	1966	4/12/1996	1
on producing shakespeare	1964	3/1/1994	1
the novel	1963	12/13/1985	1
thackeray	1969 n	со	1
the sci. fi. Of h.g. wells	1981	3/23/1994	1
who's who in shakespeare	1973	12/11/1998	1
the facts about shakespeare	1967	1/17/2001	1
shakespeare and his rivals	1962	1/6/1994	1
doctor faustus	1962	5/19/2009	1
dining with william shakespeare	1979	11/10/1999	1
shakespeare's flowers	1969	3/18/1988	1
shakespeare's europe	1967	12/5/1995	1
shakespeare's england	1964	4/24/1997	1
20th century int. of gulliver's travels	1972	4/6/1990	1
charlotte bronte	1979	3/13/1999	1
contemporary dramatists	1977	4/12/1983	1
rosencrantz and guildenstern are dead	1967 n	со	1
the atlas of the middle earth	1981	10/5/2015	1
the world of defoe	1977	3/19/1996	1
shylock	1964 n	со	1
Athens	81	5/19/2000	1
Finland	83	4/14/1998	
Moscow	79	10/14/1999	
Daily Life in Russia	67	5/2/1996	
The Union of Soviet Socialist Republics	84	9/30/1997	
Russia the Soviet Union Today	77	9/30/1997	
Life in Russia- Catherine the Great	72	3/21/1998	
Russia The People & the Power	79	12/20/2000	
Life in Medieval France	72	5/3/2005	
The Book of France	80	11/27/1991	
The Great places of France	82	5/9/1996	
The Greatest Cities in London	76	10/14/1999	
Life in Norman England	67	1/10/1999	
Life in Victorian England	67	1/10/1999	
A History of everday things in England	70	10/23/1992 V1	
и	71	4/3/1996 V2	
н		NCO V3	
н	71	4/28/1989 V4	
п	71	2/16/1999 V5	
American Album	69	3/24/1999	
WhatWere your age?	76	10/26/1993	
Nicknames of US Cities/States	70	5/19/1989	
Everyday thing in American Life	74 41	1/20/1984	
Lici yuay timig in American Life	41	1/20/1904	

The Human Side of American History	68	11/30/1988
Enchantment of the world Mexico	84	2/10/2004
Great Hist. Places	67	10/16/2012
Canada's Wilderness Lands	82	5/7/2012
Ench. Of the World-Egypt	82	5/7/2012
Bangladesh	75	12/20/2001
Historic India	71	4/24/2000
The Bedouins	75	10/28/1983
Ench. Of World Japan	83	11/30/2001
" of Rep of china	84	6/8/1999
Marco Polo's Adv in China	64	2/1/2001
East Asia- The great tradition	71	9/23/2009
The Great Divide	81	12/14/1993
The Badlands	84	3/9/1984
Moonshine the Hist & Folklore	1	4/5/2010
The Foxfire Book	72	10/17/2012
Colonial Williamsburg	66	3/6/1995
Above Washington	80	11/30/2000
The Old South	72	10/18/2001
The Susquehanna	64	2/16/2010
New York	79	11/10/2009
Man, Land and Time	77	6/13/1998
The Young United States	70	10/9/1987
Travels w/ charteyAmerica	61 N	
ABC Book of Early America	63	3/29/1985
Clues to America's past	76	2/10/2011
The Glory & the Dream	73 N	
Amer. Traveler's Treasury	79	2/9/1990
Everyday Things in Americian Life	37	3/25/1995
The Grand Canyon	81	6/1/2011
The High Sierra	76	8/7/1981
Canyons & Mesas	76	8/17/1984
My first Summer in the Sierra	44 N	СО
The Northwest Coast	76	12/18/1976
Coming into the Country	76	12/23/1999
Alaska High Roads to Adv	76	2/4/2010
Ench. Of the World- Brazil	81	1/17/2003
Antarctia	80	2/9/2000
Superstars of Rock	81	3/26/2010
Ency.of Jazz in the sixties	73	11/16/1995
The unpopular Ones	68	9/5/1996
Roots	74	1/5/1996
How to climb your family tree	83	12/6/2000

Pseudonyms: TheNames	79	9/9/1984
Webster's Dict of proper names	79	5/19/1994
Sobriquets & Nicknames	69	1/28/1998
A Dict of and Surnames	69 N	
Gibbon's the Decline Roman Empire	60	1/4/2016
Imperial Rome	65	5/24/2001
The Dark ages	68	4/17/2007
Cradle of Civilizations	67	1/23/1997
Revolt in Judea: the Road to Masada	72	1/2/2007
Tutankhamun	78	11/13/2006
Mysteries of the Mummies	71	11/29/2006
The Ancient World V2	65	5/1/2006
Splendors of the Past	81	7/30/1998
Your State Flag	73	12/14/1995
Flags of the USA	66	2/19/1998
Flags of Amer. History	62	1/25/1998
Looking at Heraldry	62	3/5/1996
Flags of the World	70	4/18/1996
Heraldry	65	3/15/1996
History of christian Names	71	5/1/1992
Girl's Christian Names	71	1/7/1999
Amer. Given Names	81	9/24/1996
Dict of american Family names	70	12/19/1998
The Story of surnames	65	8/5/1988
Great Events from History v1	73	4/8/1999
v2	73	4/9/1996
v3	73 N	ICO
The Age of Great Kings	76	3/21/1994
Zakros	71	1/9/1996
The Athenians	63	5/19/2000
The Parthenon	73	3/23/2009
The Life of Greece	66	2/20/2015
The Greeks	80	11/17/1999
Classical Greece	65	2/20/2015
Rome on the Euphrates	66	4/25/2006
The Crusades	62	3/25/2010
When Knights Were Bold	67	9/15/2006
The Middle Ages	67	5/22/2006
Castle	79	1/21/2016
The Crusades	67	1/5/2009
Chivalry Knight	63	4/12/1998
Castles	67	9/20/2005
Castle, Abbey & Town	67	3/2/1996

The Castle Book	77	10/19/2004
Kings, BishopsPawns	63	1/4/2000
The Age of Louis XIV		NCO
The Age of Courts and Kings	70	5/10/1991
The Renaissance Man	70	1/15/2002
The Renaissance Man living past	79	5/13/2000
The Renaissance Great Man	65	10/11/2000
The Age of Capital	75	1/8/2001
The Age of Voltaire	65	NCO
Hist of Western Civ since 1500	66	3/23/2004
The Age Reason Begins	61	NCO
The Battle of Austerlitz	75	2/13/2006
The Age of Enlightenment	76	1/5/2005
Age of Kings	67	1/16/2003
The Age of Chivalry	69	5/19/2004
Knights of Crusades	62	9/14/2007
The Crusades	54	1/24/2005
The Barbarian West Early Middle Ages	75	5/23/2006
The Rise of Christian Europe	67	5/22/2006
The Age of Napoleon	63	1/5/2007
Over There	64	12/21/2011
Wilson at versailles	69	4/6/2000
Over Here	80	10/4/2004
The Many Faces of WW1	67	4/27/2017
The First Book of WW1	58	1/16/1998
The Taste of Courage	60	NCO
Their Finest Hour	67	4/23/1993
The Gathering Storm	67	4/16/1993
The Atomic Bomb	79	9/10/2009
White Heat1914-18	83-84	7/20/1998
The Battle of Belleau Wood	75	10/2/2012
Fighter Pilots of WW1	79	5/1/1997
Summation Strategic Leadership	67	10/12/1976
The War in the Air	67	12/5/1999
Triumphs & Tragedies	67	3/10/1977
1914: The B in the East	67	4/28/1999
1918: The German Offensives	67	11/7/1974
The Campaigns on the Turkish Fronts	67	1/24/1979
Campaigns in S. Europe	67	1/24/1979
1918 Decision in the west	67	7/20/1998
1914 The Battles in the West	67	4/28/1999
The Lusitania Disaster	81	6/8/1998
Partisans & Guerillas	84	5/28/1998

The Resistance	84	12/21/2011
The Home Front USA	84	1/22/2008
The Yalta Conference	69	3/11/2003
Revolutionary Meds	80	4/28/2000
Turncoats, Traitors and Heros	68	1/24/2000



#### PSBA POLICY MAINTENANCE PROGRAM

## **PARTICIPATION AGREEMENT**

This Agreement sets forth the terms and conditions of participation by the school entity named below (YOU) in the Policy Maintenance Program and if selected in the Administrative Regulations Program ("the programs") of the Pennsylvania School Boards Association (PSBA). YOUR agreement to these terms and conditions is required in order for YOU to continue participating in one or both of these programs.

# School Entity (YOU): Jersey Shore Area School District

# Effective date: July 1, 2021

This Agreement is effective for the July 1, 2021 – June 30, 2022 program year and shall remain in effect for subsequent program years until such time as YOU elect to discontinue YOUR participation in the Policy Maintenance Program or YOUR participation is otherwise terminated as provided for in this Agreement. YOUR election to continue participating in the Policy Maintenance Program and if selected, the Administrative Regulations Program, is indicated annually when YOU select them from among optional programs and services listed on the PSBA membership dues invoice and pay the associated fees specified on the invoice. Such fees are non-refundable except as may be expressly provided for in this Agreement.

# 1. Program Description and Components

## Summary

The PSBA Policy Maintenance Program and Administrative Regulations Program are offered as tiered policy and administrative regulations management available to PSBA member school entities that choose to participate at a desired level of service. Among other features, PSBA provides participants with access to policy guides and administrative regulation templates, distributes updates thereto and related instructions and newsletters, provides assistance to participants in customizing, supplementing and further tailoring their local policies and processing administrative regulations as well as in maintaining their local policy and administrative regulations manuals. A web-based platform allows participants to access designated policy guides and administrative regulation templates, to review, edit and circulate drafts of the participant's own content in a restricted access back-end view, and to publish to the general public final versions of their officially adopted content currently in effect via a link to a public access view of only that selected content.

#### **Policy Guides**

At the core of the Policy Maintenance Program are the policy guides, which include hundreds of templates setting forth recommended policy language developed by PSBA to assure that the governmental responsibilities of school entities can be fulfilled in a manner that reflects recommended practices and complies with legal standards and limitations. Assembled together, the policy guides form a comprehensive policy manual addressing all common aspects of school entity operations and responsibilities for which local policies are recommended, and they exist in multiple versions specific to the three standard types of Pennsylvania public school entities (school district, intermediate unit and career and technical school). Built into many policy guides are optional provisions and alternatives among which participants may choose as a means of tailoring policies to local needs and preferences. Further local customization by participants is encouraged and supported by PSBA.

Policy guides are updated and revised as deemed appropriate by PSBA to reflect changes in legal mandates and other parameters due to new legislation, regulations, court decisions or non-regulatory guidance pronouncements of state and federal agencies. Policy guides contain footnotes indicating the sources of law necessitating various provisions, with hyperlinks to those sources of law when available online.

Participants in the Policy Maintenance Program receive all new and newly-updated policy guides that are published by PSBA in the course of a program year and upon request will be provided with up to ten (10) additional policy guides per program year. The governing board of a school entity that has separately engaged PSBA for a comprehensive policy development service will have before it for adoption a complete set of the most current policy guides customized for that particular school entity. An entity that has separately engaged PSBA for a comprehensive policy review service, based on the need to bring an existing but substantially outdated local policy manual up to date, will be provided all necessary policy guides customized for that particular school entity. The policy development and policy review services are separate fee-based services that are not included in the Policy Maintenance Program or Administrative Regulations Program.

#### **Policy News Network**

Policy News Network (PNN) is an electronic newsletter published several times annually to all participants in the Policy Maintenance Program. Its function is to alert participants when new policy guides are available or existing policy guides have been updated and to deliver the new or updated guides, with explanations of why PSBA considers each update or new policy guide to be necessary or recommended, and what steps participants should take in order to incorporate the changes into their local policy manual. In addition to the new or updated policy guides and related explanations, PNN issues frequently contain additional information about related developments that may have an impact on a school entity's policy-related decisions and implementing actions. Participants may receive approximately four issues of PNN per year each including multiple new or updated policies, but the PNN is published on an as-needed basis only and there is no guaranteed minimum number of annual PNN issues.

## **Administrative Regulations Templates**

Entities that participate in the Policy Maintenance Program may choose also to participate in the Administrative Regulations Program, which provides them access to administrative regulation templates having a function similar to that of policy guides, but which are typically approved by school entity administration to provide more detailed guidance that operationalizes and directs the implementation by staff of functions and responsibilities established in corresponding board policies. Participation in the Policy Maintenance Program is required in order to participate in the Administrative Regulations Program.

Like policy guides, administrative regulations templates are updated and revised as deemed appropriate by PSBA to reflect changes in legal mandates and other parameters due to new legislation, regulations, court decisions or non-regulatory guidance pronouncements of state and federal agencies.

Participants in the Administrative Regulations Program receive all new and newly-updated templates that are published by PSBA in the course of a program year, and upon request will be provided with up to twenty-five (25) additional templates per year. Participants have the option of purchasing a complete set of templates when they begin participating for an additional one-time fee, as an alternative to gradually building a manual of administrative regulations with what is included annually in the Administrative Regulations Program.

#### Policy News Network+ (PNN+)

Participants in the Administrative Regulations Program receive an enhanced version of the PNN electronic newsletter titled "Policy News Network+" or "PNN+", which contains all information published in and with the PNN, plus additional information about new administrative regulations templates and updates to existing templates, which like the policy guides are published and made available to participants via periodic PNN+ issues.

## Web-Based Policy Management System

Most components of the Policy Maintenance Program and Administrative Regulations Program are available to participants only through an internet-based, password-protected platform that provides a system enabling participating entities to efficiently manage, process, maintain and publish their local policies and (if also participating) administrative regulations. Participating entities may designate up to three (3) individuals as "authenticated users" who will be provided user names and passwords ("access credentials") enabling them to log into the secure back-end system elements dedicated exclusively to their school entity.

Access to the web-based system is the exclusive means of receiving the PNN and associated policy guides, or the PNN+ and associated administrative regulations templates if also participating in the Administrative Regulations Program. When additional guides and templates are requested pursuant to the annual supplementary allocation, they are provided via this platform. The system provides features for internally managing the local customization and eventual drafting of local policies and administrative regulations, as well as for making the entity's finally adopted policies and administrative regulations available to the general public on a publicly accessible system layer that can be reached via a link on the entity's regular public

website. Participants also are able to use the system to draft, manage and publish locally developed polices and administrative regulations that do not originate with a PSBA policy guide or administrative regulations template.

The online platform for the web-based policy system is the "BoardDocs Policy Management" application, a proprietary product of the Diligent Corporation ("Diligent"), which is made available to participants pursuant to a contract between Diligent and PSBA. The platform includes a feature allowing participants to search for and view sample policies that have been finally adopted and made public by other school entities elsewhere in Pennsylvania or outside the state that use the BoardDocs web-based platform to manage their local policies.

Participating entities pay no fee in addition to applicable program participation fees for use of the BoardDocs Policy Management application. However, access to these features on BoardDocs does not include the BoardDocs paperless meeting application unless the school entity has separately subscribed to that service, for which PSBA is the reseller for designated school entities in Pennsylvania. When participants also subscribe to the BoardDocs paperless meeting service, the paperless meeting features and the policy maintenance features both are accessed through the same online interface. The issuance of access credentials to participants that also subscribe to a BoardDocs paperless meeting service is governed by the BoardDocs End User Agreement applicable to that service and is not subject to the three (3) authenticated user limit mentioned above.

#### **Policy and Administrative Regulation Support**

As part of the Policy Maintenance Program, PSBA's Policy Services team provides quality control and administrative support for use of the web-based system and other elements of policy management needs. When PSBA is notified that a participant intends to adopt a policy not originating with a PSBA policy guide, PSBA non-lawyer policy coordinators review the content for clarity and organization and to ensure consistent formatting. PSBA does not provide legal review by attorneys of locally-developed policies or substantive changes made to PSBA policy guides, other than assistance adding links to relevant legal authorities where appropriate, but if potential problems are noted, policy coordinators will notify the participant and encourage consultation with the entity's local solicitor. Once draft policies are finally adopted, regardless of origin, PSBA coordinators remind participants to ensure that they are properly moved from the draft policy area to the active policy area of the system where the public may have access, and that prior policies no longer in effect are properly moved to the retired policy area for historical purposes. Support for administrative regulations is limited to assistance with formatting and use of the web-based system. Online training resources, periodic web-based policy system training webinars and, upon request, individual web-based training sessions are provided for participants at no additional fee. In order to provide quality control, assistance, training and other support, selected PSBA employees have continuing online access to each participating entity's secure back-end policy management area.

#### 2. Copyright Acknowledgment and Permissions

YOU hereby acknowledge that the PSBA policy guides, administrative regulations templates, PNN and PNN+, including but not limited to text, formatting, style, design, numbering system and editorial enhancements (the "PSBA copyrighted materials") are works of authorship subject to copyright owned by PSBA, and as to which PSBA reserves all rights pertaining and appurtenant to such copyright. YOU agree that you will treat the PSBA copyrighted materials in a manner consistent with such copyright and the permissions provided to YOU in this Agreement. YOU are not permitted to reproduce, distribute, republish, share, circulate, transmit, display, adapt or permit access to the PSBA copyrighted materials except in accordance with the provisions of this agreement.

PSBA grants you the following permissions for the duration of your participation in the Policy Maintenance Program and if applicable in the Administrative Regulations Program:

- (a) YOU may circulate the PSBA copyrighted materials internally to YOUR solicitor and individuals within YOUR organization having a role in YOUR adoption and management of policies and as applicable administrative regulations, including making copies as necessary in the course of those functions, provided that such copies are not circulated, distributed or otherwise provided to persons or organizations outside YOUR organization other than your solicitor or other retained counsel;
- (b) In the course of YOUR adoption process YOU may add YOUR organization's identifying information and otherwise modify, adapt, customize and tailor the policy guides and as applicable the administrative regulations templates to suit YOUR local needs and preferences;
- (c) When YOUR governing body has finally adopted a policy based upon a policy guide or YOUR superintendent, chief school administrator or governing board has finally approved an administrative regulation based upon an administrative regulation template, YOU may make such finally adopted policies and administrative regulations currently in effect available to the general public on a continuing basis via the webbased policy management system or by other means of YOUR choosing, and copies may be made of them by others;
- (d) When versions of the policy guides or as applicable administrative regulations templates that have been modified by YOU are at the stage of your adoption process where they will be presented to YOUR governing board or committees thereof for consideration, deliberation, adoption or other official action at a public meeting, YOU may make such recommended drafts available to the public as part of meeting agenda-related materials and limited to that purpose, provided that after any policy or administrative regulation is finally adopted and becomes in effect there is no further publication of such drafts except to the extent and in the form that they constitute finally adopted policies or administrative regulations as provided in (c) above;
- (e) Only for so long as YOU maintain your participation in the Policy Maintenance Program or as applicable the Administrative Regulations Program, YOU may use the formatting, style, design, numbering system, editorial enhancements and content originating with a

PSBA policy guide or administrative regulation template in maintaining your policies and administrative regulations, including use of that formatting, style, design, numbering system and editorial enhancements in the development and maintenance of locally developed policies and administrative regulations not otherwise based upon or originating with PSBA policy guides or administrative regulations templates;

(f) In the event that YOU receive a request for public records pursuant to the Pennsylvania law known as the "Right-to-Know Law" or its successor seeking access to the PSBA copyrighted materials, other than policies or administrative regulations having reached the stage where they constitute recommended drafts or finally adopted documents that may be made public as addressed in (c) and (d) above, and YOU have not denied the request for reasons other than PSBA copyright protection, YOU may grant access to the PSBA copyrighted materials, provided that such access shall be limited to permitting the requester to view the materials in person on YOUR premises, and shall not include the furnishing of any electronic or paper copies of the materials nor electronic display or transmission of the materials except as displayed on a device owned and controlled by YOUR organization under the supervision of an employee of YOUR organization.

# 3. Notification of Right-to-Know Law Requests

In the event that YOU receive a request for public records pursuant to the Pennsylvania law known as the "Right-to-Know Law" or its successor seeking access to the PSBA copyrighted materials, other than policies or administrative regulations having reached the stage where they constitute recommended drafts or finally adopted documents that may be made public as addressed in (c) and (d) of the second paragraph of Section 2 above, AND such PSBA copyrighted materials become a subject of an appeal by the requester to the Office of Open Records or successor agency, YOU shall promptly notify PSBA of such appeal so as to enable PSBA, at PSBA's option, to participate in the appeal as an interested third party. Such notice to PSBA is NOT necessary if the request or appeal are limited only to materials that may be made public as provided in (c) and (d) of the second paragraph of Section 2 above.

# 4. Acceptance of BoardDocs Policy Management Acceptable Use Policy, Service Level Agreement and End User Agreement Required by Diligent Corporation.

YOUR use of the web-based policy management system via Diligent's BoardDocs Policy Management application is subject to the terms of the BoardDocs End User Agreement for PSBA policy participants, and BoardDocs Acceptable Use Policy, Service Level Agreement, End User Agreement, Privacy Policy and Cookie Policy, each of which is available for review online at:

BoardDocs End User Agreement:

https://www.psba.org/wp-content/uploads/2019/08/End-User-Agreement.pdf

Acceptable Use Policy and Service Level Agreement: https://go.boarddocs.com/Home.nsf/legal

Privacy Policy: https://boarddocs.com/privacy-policy/ Cookie Policy: https://diligent.com/cookie-policy/

Terms of Use:

https://diligent.com/terms-of-use

By using the web-based policy management system YOU accept the terms and conditions of those documents. If YOU do not wish to accept those terms and conditions, YOU are not permitted to use the system and YOU must promptly notify PSBA of your non-acceptance. Such terms and conditions shall be supplementary to those set forth in an End User Agreement applicable to a BoardDocs paperless meeting service to which YOU subscribe and shall not be construed to supersede conflicting terms and conditions.

# 5. Protection of Access Credentials and System Security

The number of usernames and passwords ("access credentials") provided for the use of YOUR organization is limited to three (3), other than by exception provided for in PSBA's contract with Diligent. This limit does not apply to participants who also subscribe to a BoardDocs paperless meeting service, for which an End User Agreement applicable to that service governs the issuance of access credentials. Designated individuals of YOUR organization to whom access credentials have been given are prohibited from sharing such credentials to other individuals within or outside of YOUR organization. No person other than designated users possessing their own access credentials shall be permitted to have access to or use of any part of the web-based policy management system that requires access credentials to use or view. Requests to terminate access credentials and/or establish new access credentials based on changes in designated users must be made to PSBA.

## 6. Participant Data Export

Upon YOUR request made to Diligent, Diligent will export YOUR data from the BoardDocs service database in its native format at no charge to YOU. Except as may be otherwise provided in the End User Agreement applicable to a BoardDocs paperless meeting service to which YOU subscribe, if YOU desire Diligent to convert the data into any format other than its native format, Diligent will charge YOU two-hundred and fifty dollars (\$250) per hour for such conversion services, which YOU are solely responsible for paying to Diligent. Requests for data export must be made no later than thirty (30) days after termination of YOUR participation.

## 7. Payment Terms

Annual fees for participation in the programs shall be in the amounts stated on the annual PSBA dues invoice, and unless participation commences partway through a program year, payment of such fees shall be made in full no later than July 15 of each year or other designated deadline printed on the PSBA dues invoice, the deadline for PSBA annual dues. Participation in the programs is limited to PSBA members in good standing, and PSBA reserves the right to suspend YOUR participation or access to the web-based policy management system in the event payment of fees or membership dues has become delinquent. Applicable annual program fees are due in their entirety on account of participation for any portion of a program year, whether or not YOUR participation is later terminated due to non-payment of fees or PSBA dues or due

to YOUR withdrawal otherwise from PSBA membership. Payment of any fees that may remain due and owing on account of prior participation is required in order to resume participation.

# 8. Program Modifications or Discontinuation

PSBA reserves the right at its sole discretion to modify the prices, features included or offered, and other terms of participation in the programs applicable to future program years, and to require eligible entities desiring to continue participating for ensuing program years to execute amendments to this Agreement reflecting any such modifications. PSBA further reserves the right at any time to discontinue offering the programs entirely, in which case PSBA will provide YOU a pro-rata refund of fees previously paid for the program year during which the programs are discontinued by PSBA.

# 9. Termination Rights

YOU may voluntarily terminate your participation in the programs subject to this Agreement at any time by providing written notice to PSBA. If PSBA receives notice that YOU are terminating YOUR participation after the program year has commenced, the applicable fees for the full program year shall remain due and payable in their entirety. Fees previously paid on account of participation in such programs are not refundable in whole or part when YOU choose to terminate your participation.

YOUR participation in the programs shall be terminated without refund in whole or part of fees previously paid if YOUR organization terminates its membership in PSBA, or otherwise fails to pay the annual PSBA dues or additional fees required for participation in the programs.

PSBA may, at its option, terminate YOUR participation in the programs without refund in whole or part in the event YOU violate the terms of this Agreement or those referred to in Section 4 above.

Upon notice of termination by YOU or PSBA, YOU will be provided with official notice that access to the PNN and policy guides or administrative regulations templates will be immediately terminated, and access to the web-based policy system containing YOUR data will be terminated in 30 days. Participants that subscribe to a BoardDocs paperless meeting service will retain access to YOUR data in accordance with the terms of the BoardDocs End User Agreement.

# 10. Disclaimer of Warranty

The services, features, content and functionality of any component of the programs subject to this Agreement are offered and provided without warranty of any kind, express or implied.

## 11. Limitation of Liability

Liability of any nature arising out of this agreement other than for infringement of PSBA's copyright or other intellectual property, regardless of cause or theory of liability, shall not exceed the amount of fees paid for participation. In no event will PSBA be liable for any special, consequential, incidental, direct or indirect damages (including without limitation loss of profit) whether or not PSBA has been advised of the possibility of such loss, regardless of cause or theory of liability, whether to YOU or to any third party claiming against YOU or PSBA.

# 12. Force Majeure

Neither PSBA or YOU shall be liable for any delay or failure to perform any obligations under this Agreement (other than obligations of payment) if such delay or failure arises from any cause(s) beyond the reasonable control of such party, including but not limited to third party labor disputes, third party strikes, other third party labor or industrial disturbances, public health emergency, act of God, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, new or changed regulations or orders of any governmental agency or subdivision thereof.

# 13. Choice of Law

This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of law provisions) and the decisions of the Pennsylvania courts. The application of ancillary agreements and terms as identified in Section 4 above shall be governed in accordance with the choice of law provisions contained therein.

## 14. Integration

The terms set forth in this Agreement constitute the entire agreement between the parties. No modifications, alterations, changes, or waiver to such terms shall be valid or binding unless accomplished by a written amendment or supplement signed by properly authorized representatives of both parties.

## 15. Pronouns and Plurals

Reference in this Agreement to the singular shall be meant to include reference to the plural and vice versa. Reference to the masculine gender shall be meant to include the female and neuter and vice versa.

## 16. Headings

The headings of any section or paragraph are for reference purposes only and shall not in any way affect the meaning or interpretation thereof.

## 17. Severability

The provisions of this Agreement are severable. In the event any provision is held by a court to be unenforceable, the validity and enforceability of the remaining provisions shall not be affected. Any court construing this Agreement is expressly granted the authority to revise any invalid or unenforceable provision hereof to the extent reasonably necessary to render such provision effective and enforceable.

## **18.** Provisions Surviving Termination

The following provisions shall survive termination of YOUR participation and continue to be binding upon YOU and PSBA:

(a) Section 2, first paragraph and subparagraphs (c) and (f) of second paragraph (relating to copyright).

- (b) Section 3 (relating to Right-to-Know Law requests).
- (c) Section 6 (relating to export of YOUR data).
- (d) Section 7 (relating to payment terms).
- (e) Sections 10 through 17 (pertaining to disclaimer of warranty, limitation of liability, force majeure, choice of law, integration, pronouns and plurals, headings and severability).
- (f) This Section 18 (provisions surviving termination).

#### 19. Authority

All persons signing this Agreement on behalf of PSBA and YOU hereby personally covenant and warrant that they are duly authorized to do so with binding effect.

For:		For:	
Jersey Sh	ore Area School District	Pennsylva	ania School Boards Association
Signature	::	Signature:	
Name:	Craig Allen	Name:	Christina Griffiths
Title:	Board President	Title:	Chief Operating Officer
Date:	April 12, 2021	Date:	
Signature	::		
Name:	Benjamin Enders		
Title:	Board Secretary		
Date:	April 12, 2021		



BookBoard Policy ManualSection100 Programs

Title Trauma-Informed Approach

146.1

Code

Status

Legal

1. 24 P.S. 102 2. 24 P.S. 1311-B 3. Pol. 204 - Attendance 4. Pol. 113.1 - Discipline of Students with Disabilities 5. Pol. 113.2 - Behavior Support 6. Pol. 218 - Student Discipline 7. Pol. 233 - Suspension and Expulsion 8. Pol. 105 - Curriculum 9. Pol. 107 - Adoption of Planned Instruction 10. Pol. 112 - Guidance Counseling 11. Pol. 113 - Special Education 12. Pol. 114 - Gifted Education 13. Pol. 146 - Student Services 14. Pol. 209 - Health Examinations/Screenings 15. Pol. 236 - Student Assistance Program 16. Pol. 333 - Professional Development 17. Pol. 824 - Maintaining Professional Adult/Student Boundaries 18. Pol. 917 - Parent/Family Involvement 19. Pol. 918 - Title 1 Parental Involvement 20. Pol. 246 - School Wellness 21. Pol. 805 - Emergency Preparedness 22. Pol. 805.1 - Relations with Law Enforcement Agencies 23. Pol. 805.2 - School Security Personnel 24. Pol. 806 - Child Abuse 25. Pol. 819 - Suicide Awareness, Prevention and Response 26. Pol. 602 - Budget Planning 27. Pol. 701 - Facilities Planning 28. Pol. 832 - Educational Equity 29. Pol. 100 - Comprehensive Planning 30. 24 P.S. 328 31. Pol. 004 - Membership 32. 24 P.S. 1205.7 33. Pol. 818 - Contracted Services 34. Pol. 916 - Volunteers 35. Pol. 235.1 - Surveys 36. Pol. 103.1 - Nondiscrimination - Qualified Students with Disabilities 37. Pol. 113.3 - Screening and Evaluations for Students with Disabilities PA Commission on Crime and Delinquency, School Safety and Security Committee - Model Trauma-Informed Approach Plan

#### <u>Purpose</u>

The Board recognizes the impact that trauma may have on the educational environment of the schools, individual student achievement, and the school community as a whole. The Board desires to address the effects of trauma in order to meet the academic, behavioral and professional needs of students and staff. The purpose of this policy is to direct district staff to develop and implement a plan for trauma-informed approaches to education throughout the district.

#### **Definitions**

Trauma - for purposes of this policy, includes effects of an event, series of events or set of circumstances that is experienced by an individual as physically or emotionally harmful or threatening and that has lasting adverse effects on the individual's cognitive functioning and physical, social, emotional, mental or spiritual well-being.[1]

Trauma-informed approach - for purposes of this policy, includes a school-wide approach to education and a classroom-based approach to student learning that recognizes the signs and symptoms of trauma and responds by fully integrating knowledge about trauma into policies, professional learning, procedures and practices for the purposes of recognizing the presence and onset of trauma, resisting the reoccurrence of trauma and promoting resilience tailored to the district's culture, climate and demographics and the community as a whole.[1]

Secondary trauma - the impact of working with students experiencing trauma on a regular basis, which may cause traumatic responses and/or burnout on the individual providing support and care.

#### <u>Authority</u>

The Board directs district staff to develop and implement a trauma-informed approach plan that uses evidence-based practices and reflects the needs and resources of the district and school community.[2]

The Board shall review current district resources, programs, school climate measures, partnerships with outside agencies, procedures and Board policies through a trauma-informed lens, and shall make revisions or determinations as necessary to facilitate implementation of the district's trauma-informed approach plan.

This shall include, but not be limited to:

- 1. Student attendance policy and practices that focus on reasons for absence and school attendance improvement.[3]
- 2. Student disciplinary policies, practices and a Code of Student Conduct that incorporate restorative practices.[4][5][6][7]
- 3. Curriculum and planned instruction that embed social and emotional learning.[8][9]
- 4. Student services policies and programs that focus on development and support of students. [10][11][12][13][14][15]
- 5. Policies and training that focus on building and maintaining appropriate, supportive relationships between adults and students in the school community.[16][17][18][19]
- 6. School wellness policy, instruction and practices that promote healthy behaviors.[20]
- 7. Policies and practices that promote student safety and security, and build positive relationships with law enforcement agencies.[21][22][23][24][25]
- 8. Review of the annual budget to ensure fiscal resources for training and programs related to the trauma-informed approach plan.[26]

- 9. Review of the facilities and future facilities planning to provide environments that are attentive to the needs of students and staff with transition and sensory sensitivities.[27]
- 10. Culturally responsive practices that focus on identifying, valuing and integrating the cultures, languages, heritage and experiences of all students and staff to ensure a supportive school climate and community.[28]

#### **Delegation of Responsibility**

The Board designates the Superintendent or a designee of the Superintendent to oversee the implementation of the district's trauma-informed approach plan and integrate the coordination of services and professional development into the district's comprehensive plan. The Assistant Superintendent shall serve as a member of the district's Student Assistance Program team.[2] [13][15][16][21][29]

The Board directs the Superintendent or designee to research and apply for available funding opportunities for implementation of the district's trauma-informed approach plan aligned with the provisions of law.[2]

The Board directs the School Safety and Security Coordinator to include information regarding the district's implementation of the trauma-informed approach plan into the annual report to the Board on school safety and security practices.[23]

#### **Guidelines**

## <u>Training</u>

The district's trauma-informed approach plan shall include provisions for evidence-based training and professional development, based on assigned roles and responsibilities, including but not limited to:[2]

- Required training for newly elected/appointed or re-elected/appointed school directors on best practices related to trauma-informed approach, in accordance with applicable law and Board policy.[30][31]
- Required training on trauma-informed approach for certificated administrative and professional employees as part of the professional education plan, in accordance with applicable law and Board policy.[16][32]
- Training on trauma-informed approach and trauma-related topics for all district staff and contracted service personnel to increase knowledge and understanding of trauma's impact on students and staff.[16][33]
- 4. Training on trauma-informed approach for all school security personnel employed or contracted by the district, as well as invitation to training for local law enforcement agencies with which the district maintains a Memorandum of Understanding to increase knowledge and awareness in interacting with students who may have experienced trauma.[22][23]
- Opportunities for volunteers, parents/guardians and other community members to obtain resources or attend training or information sessions on trauma-related approach and traumarelated topics impacting the school community.[18][19][34]

## **Screening**

The Board directs district staff to identify and implement evidence-based screening tools for students and the school community based on the trauma-informed approach plan, and in accordance with applicable law and regulations, including obtaining parental consent where appropriate or required. Screening tools may include, but are not limited to, those identifying the prevalence of Adverse Childhood Experiences (ACEs), social-emotional needs, and school climate indicators. Screening shall be conducted by qualified district staff or community agencies with which the district has a contract or other agreement.[13][15][35]

The trauma-informed approach plan shall require that screening results are reviewed by appropriate district staff or other contracted providers, and referrals for individual educational and behavioral services or evaluation for such services are made when indicated by individual or universal screening. Identification and referrals for special education and related services evaluations shall comply with applicable state and federal laws and regulations, and Board policy.[11][12][36][37]

#### **Services**

The district's trauma-informed approach plan shall include provisions for identification of student needs, a referral system for individual assessments and coordination of services among the student and student's family, the school, and county-based services, community care organizations, public health entities, nonprofit youth service providers, community-based organizations, before-school or after-school care providers, or other similar community groups.[2]

Coordinated student services shall be based on the district's approved trauma-informed approach plan, which shall address recognition and response to the effects of trauma on education and instruction, absenteeism and school completion, and the secondary impact of trauma on school employees.[2]

The district's trauma-informed approach plan shall be implemented within the current framework for Positive Behavioral Interventions and Support (PBIS).

The trauma-informed approach plan shall address coordination with designated district staff and teams responsible for implementing the district's approved plan for K-12 student services and other district programs including, but not limited to, special education and related services, gifted education, guidance counseling, Student Assistance Program, health services, and home and school visitor services.[10][11][12][13][14][15][29][36]

Parental notification and consent may be required prior to referral for or implementation of student services, in accordance with applicable law and regulations.[13][14][15]

The district shall develop partnerships with community-based services and organizations, public health entities, nonprofit youth service providers and other community groups to implement the trauma-informed approach plan and provide referrals and/or services to address and mitigate the impact of trauma for students and staff in accordance with the district's approved plan and framework for support.

The Board shall, where appropriate, review and approve a Memorandum of Understanding or other agreement with each partnering organization or entity for the provision of services, in accordance with the resources of the district and the approved trauma-informed approach plan.

#### **Education**

The district's trauma-informed approach plan shall integrate age-appropriate instruction for students related to trauma-informed topics and social-emotional learning as part of the district's approved curriculum. Instructional topics may include, but not be limited to resilience; self-awareness, self-management, responsible decision-making, relationship skills and social awareness; safe and healthy choices and behaviors; coping strategies; seeking help for self or others. [8][25]

#### **Staff Wellness and Support**

The district shall monitor and address the impact of trauma, including secondary trauma, on school employees as part of the trauma-informed approach plan. The plan shall include training and resources to identify the warning signs of trauma and provide confidential support and services to promote staff wellness, including but not limited to work environment that provides space for separation and self-regulation.

# **Data Collection and Plan Review**

The district shall review and revise the trauma-informed approach plan as part of the district's K-12 student services plan, based on a review of relevant data, district resources and programs, and the needs of students and staff. Such data may include, but not be limited to:

- 1. Aggregate data from evidence-based screening tools administered as part of the traumainformed approach plan.
- 2. Anecdotal information from staff and students related to trauma and secondary trauma impact in the school environment.
- 3. Feedback from parents/guardians and the community on the district's implementation of trauma-informed approach to education.
- 4. Results of school climate surveys and other student or staff surveys on school environment.
- 5. Aggregate data on student absences, Student Assistance Program referrals, health and school nurse services, student removal discipline and graduation rates.
- 6. Office for Safe Schools reports.
- 7. Safe2Say Something aggregate data.
- 8. PBIS inventories and surveys.



Book	Board Policy Manual
Section	200 Pupils
Title	Attendance
Code	204

Status

Legal

1. 22 PA Code 11.41
2. 22 PA Code 11.23
3. 22 PA Code 11.25
4. 22 PA Code 12.1
5. 24 P.S. 1327
6. 24 P.S. 1329
7. 24 P.S. 1330
8. 22 PA Code 11.13
9. 24 P.S. 1326
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 510.2
12. 24 P.S. 1332
13. 24 P.S. 1339
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 113 - Special Education
17. Pol. 115 - Career and Technical Education
18. Pol. 116 - Tutoring
19. Pol. 117 - Homebound Instruction
20. Pol. 118 - Independent Study
21. 22 PA Code 11.34
22. 22 PA Code 11.32
23. 22 PA Code 11.5
24. 22 PA Code 11.31
25. 22 PA Code 11.31a
26. 24 P.S. 1327.1
27. Pol. 137 - Home Education Programs
28. 22 PA Code 11.21
29. 22 PA Code 11.26
30. Pol. 251 - Homeless Students
31. Pol. 255 - Educational Stability for Children in Foster Care
32. 24 P.S. 1546
33. 24 P.S. 1333
34. 24 P.S. 1333.1
35. 24 P.S. 1333.2
36. Pol. 103.1 - Nondiscrimination - Qualified Students with Disabilities
37. Pol. 113.3 - Screening and Evaluations for Students with Disabilities
38. Pol. 114
22 PA Code 11.24
22 PA Code 11.8

Adopted January 26, 2009

Prior Revised Dates 09/26/2016

# <u>Purpose</u>

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

### <u>Authority</u>

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations. [2][3][4][5][6][7]

### **Definitions**

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[9]

Person in parental relation shall mean a: [9]

- 1. Custodial biological or adoptive parent.
- 2. Noncustodial biological or adoptive parent.
- 3. Guardian of the person of a student.
- 4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law. [10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency, and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[1][11]

The Superintendent shall require the signature of the person in parental relation confirming that the

policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements, through the use of the student handbook.

The Superintendent or designee, in coordination with the building principals and Attendance Officer shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

- 1. Govern the maintenance of attendance records in accordance with law. [12][13]
- 2. Detail the process for submission of requests and excuses for student absences.
- 3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
- 4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
- 5. Ensure that students legally absent have an opportunity to make up work.

### **Guidelines**

### Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[5]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[2][5][14][15][16][17][18][19][20]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

- 1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[6][7][21]
- 2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[5][22]
- 3. Students attending college who are also enrolled part-time in district schools.[23]
- 4. Students attending a home education program or private tutoring in accordance with law.[5] [18][24][25][26][27]
- 5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[5]
- Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
- 7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during

the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment. [7][15]

### Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

- 1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
- 2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]
- 3. Quarantine.
- 4. Family emergency.
- 5. Recovery from accident.
- 6. Required court attendance.
- 7. Death in family.
- 8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]
- 9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[6]
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
- 10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]
- 11. Nonschool-sponsored educational tours or trips, if the following conditions are met: [6][29]
  - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
  - b. The student's participation has been approved by the Superintendent or designee.
- 12. College or postsecondary institution visit, with prior approval.
- 13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.[3][6][30][31]

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

### Temporary Excusals -

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

- 1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[5][14][18]
- 2. Students participating in a religious instruction program, if the following conditions are met: <a>[28]</a>[32]
  - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
- School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[21]

### Parental Notice of Absence –

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

### Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence. [9]

### Parental Notification -

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

### Enforcement of Compulsory Attendance Requirements

### Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[33]

The notice shall: [33]

- 1. Be in the mode and language of communication preferred by the person in parental relation;
- 2. Include a description of the consequences if the student becomes habitually truant; and
- 3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[33]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[33]

School Attendance Improvement Conference (SAIC) -

District staff shall notify the person in parental relation in writing, email and/or by telephone of the SAIC.[33]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the SAIC, which may be held in person, virtually or by phone: [9]

- 1. The student.
- 2. The student's person in parental relation.
- 3. Other individuals identified by the person in parental relation who may be a resource.
- 4. Appropriate school personnel.
- 5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[33]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[33]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[33]

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff: [34]

- 1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
- 2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student. [34]

When a student fifteen (15) years of age or older is habitually truant, district staff shall: [34]

- 1. Refer the student to a school-based or community-based attendance improvement program; or
- 2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and

youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[34]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[34]

Filing a Citation -

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[35]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[35]

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][37][38]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][38]

#### **Discipline**

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[33]



Book	Board Policy Manual
Section	300 Employees
Title	Employment Contract/Board Resolution
Code	308
Status	
Legal	1. 24 P.S. 406
	2. 24 P.S. 510
	3. 24 P.S. 1089
	4. 24 P.S. 1109.2
	5. 24 P.S. 1121
	6. 24 P.S. 1101
	7. 24 P.S. 1108
	8. Pol. 313 - Evaluation of Employees
	24 P.S. 1073
Adopted	October 26, 2009

## **Authority**

The Board has the authority under law to prescribe employment conditions for district personnel. [1][2][3][4][5]

For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:

- 1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law.[6][5]
- 2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.[7][8]
- 3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution.[2][3]

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

BoardDocs® Pro



Book	Board Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	
Legal	1. 24 P.S. 508
	2. 24 P.S. 510
	3. 23 Pa. C.S.A. 6344.3
	4. 23 Pa. C.S.A. 6344.4
	5. 24 P.S. 111
	6. Pol. 317 - Conduct/Disciplinary Procedures
	7. 20 U.S.C. 6312
	22 PA Code 8.1 et seq
	23 Pa. C.S.A. 6301 et seq

Adopted October 26, 2009

## <u>Authority</u>

The assignment and transfer of administrative, professional and classified employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.

The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a move to a position requiring a certificate or credentials other than those required for the employee's present position. [1][2]

Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee and the applicant's official child abuse clearance statement is current.[3][4]

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution. **[5][6]** 

### **Delegation of Responsibility**

The Superintendent or designee shall provide a system of assignment or reassignment for district

employees that includes consideration of requests for voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[7]

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Employees shall be informed of their assignments preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.



Book	Board Policy Manual
Section	300 Employees
Title	Reduction of Staff
Code	311
Status	
Legal	1. 22 PA Code 4.4
	2. 24 P.S. 1106
	3. 24 P.S. 406
	4. 24 P.S. 1124
	5. 24 P.S. 1125.1
	6. 24 P.S. 524
	7. 24 P.S. 1123
	8. Pol. 313 - Evaluation of Employees
	9. 2 Pa. C.S.A. 551 et seq
Adopted	February 8, 2010

## <u>Authority</u>

The Board is responsible for maintaining appropriate numbers of administrative, professional and support employees to effectively manage and operate the district and its schools. This policy establishes the manner in which necessary reductions of staff shall be accomplished. [1][2][3]

In the exercise of its authority to reduce staff through suspensions (furloughs) and elimination of positions, the Board shall give primary consideration to the staffing needs of the district, the effect upon the educational program and the financial stability of the district, and shall ensure compliance with law, regulations, collective bargaining agreements, individual contracts and Board resolutions. [4][5][6]

The Board shall not prevent any professional employee from engaging in another occupation during the period of suspension.[5]

Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended.[5]

### **Delegation of Responsibility**

The Superintendent shall be responsible for the continuous review of the efficiency and effectiveness of district organization and staffing, and shall present recommendations for reduction in staff for Board consideration when such actions are deemed to be in the best interests of the district.

The Superintendent shall consult with the district solicitor as necessary to ensure that reduction of staff is implemented in accordance with applicable laws. [4][5]

## **Guidelines**

### Employees Other Than Professional Employees and Temporary Professional Employees

The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the school district, subject to limitations and procedures provided for in collective bargaining agreements, if any.

### Temporary Professional Employees

The employment status of a temporary professional employee may be nonrenewed when the employee's position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any.

### Professional Employees

The necessary number of professional employees may be suspended for the following reasons: [4]

- 1. Substantial decrease in student enrollment in the district.
- 2. Curtailment or alteration of the educational program as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Pennsylvania Department of Education. Such curtailment or alteration must be recommended by the Superintendent, agreed to by the Board, and approved by the Pennsylvania Department of Education. If not prevented by an existing or future provision of a collective bargaining agreement or employment contract, such a suspension may be effectuated without approval of the Pennsylvania Department of Education provided that, where an educational program is altered or curtailed, the district shall notify the Pennsylvania Department of Education.
- 3. Consolidation of schools, whether within the district, through a merger of districts, or as a result of Joint Board agreements, when such consolidation makes it unnecessary to retain the full staff of professional employees.
- 4. When new school districts are established as the result of reorganization of school districts and such reorganization makes it unnecessary to retain the full staff of professional employees.
- 5. Economic reasons that require a reduction in professional employees; however, the district is prohibited from using an employee's compensation in the suspension determination. A Superintendent knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in his/her permanent employee record.

### Economic Suspension Requirements -

The Board may suspend professional employees for economic reasons if all of the following apply: [4]

- 1. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting.
- 2. No later than sixty (60) days prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:
  - a. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed suspensions, including:

- i. The total cost savings expected from the proposed suspensions.
- ii. A description of other cost-saving actions taken by the Board, if any.
- iii. The projected district expenditures for the following fiscal year with and without the proposed suspensions.
- iv. The projected total district revenues for the following fiscal year.
- b. The number and percentage of employees to be suspended who are:
  - i. Professional employees assigned to provide instruction directly to students.
  - ii. Administrative staff.
  - iii. Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.
- c. The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on student achievement.

### Professional Employees Assigned to Provide Instruction Directly to Students -

Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Board only if the Board also suspends at least an equal percentage proportion of administrative staff, except when all of the following apply: [4]

- 1. The Secretary of Education determines that the district's operations are already sufficiently streamlined or that the suspension of administrative staff would cause harm to the school stability and student programs.
- 2. The Secretary of Education submits the determination to the State Board of Education.
- 3. The State Board of Education approves the determination by a majority of its members.

The Board may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or another staff member with the primary responsibility of managing the district's business operation. [4]

#### Order of Suspensions

Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions.[7][8]

#### Performance Evaluation Rating -

Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations: [5][7][8]

- 1. Consecutive unsatisfactory ratings.
- 2. One (1) unsatisfactory rating and one (1) satisfactory rating.

- 3. Consecutive satisfactory ratings which are either consecutive ratings of proficient, or a combination of one (1) proficient or distinguished rating and one (1) needs improvement rating.
- 4. Consecutive satisfactory ratings which are consecutive distinguished, or a combination of one (1) rating of proficient and one (1) rating of distinguished.

### Seniority -

When the number of professional employees within each certification area receiving the same performance rating is greater than the number of suspensions, professional employees with the least seniority within each certification area shall be suspended before employees with greater seniority having the same performance rating.[5]

In addition, professional employees shall be realigned to ensure that employees with more seniority have the opportunity to fill other positions within the district for which they are certificated and which are currently filled by less senior employees with the same or lower overall performance rating.

Seniority shall continue to accrue during a suspension and all approved leaves of absence. [5]

When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation. [5]

### **Reinstatement**

Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the district, in the inverse order by which they were suspended and on the basis of their seniority within the district.[5]

No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certificated to fill such vacancy. [5]

Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.[5]

To be considered available, suspended professional employees shall annually report in writing to the Board their current address and intent to accept the same or similar position when offered.[5]

A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester. [5]

### Local Agency Law Hearings

The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law, and a professional employee subject to such a decision shall have the right to a Local Agency Law hearing before the Board, if a hearing is requested within ten (10) days after being notified of suspension. [5][9]

A decision to nonrenew the employment of a temporary professional employee whose position has been eliminated or who is being nonrenewed for reasons for which professional employees may be suspended, shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be entitled to a Local Agency Law hearing, if a hearing is requested within ten (10) days after being notified of the decision to nonrenew.[9]



Book	Board Policy Manual	
Section	200 Pupils	
Title	Educational Stability for Children in Foster Care	
Code	255	
Status		
Legal	1. 20 U.S.C. 6311	
	2. 20 U.S.C. 6312	
	3. 42 U.S.C. 675	
	4. 45 CFR 1355.20	
	5. Pol. 200 - Enrollment of Students	
	6. Pol. 206 - Assignment Within District	
	7. Pol. 202 - Eligibility of Nonresident Students	
	8. 20 U.S.C. 1232g	
	9. Pol. 113.4 - Confidentiality of Special Education Student Information	
	10. Pol. 216 - Student Records	
	11. Pol. 810	
	12. 34 CFR 299.13	
	34 CFR Part 99	

## **Authority**

To ensure the educational stability of children in foster care, the Board requires the district to collaborate with the local children and youth agency and other school districts. [1][2][3]

## **Definitions**

**Additional costs** means the difference between what the district spends to transport a resident student to his/her assigned school and the cost to transport a child in foster care to his/her school of origin.

**Foster care** means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.[4]

**School of origin** is the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

### **Delegation of Responsibility**

The Board designates the Director of Pupil Services to serve as the district's point of contact for children in foster care.

The district's point of contact shall coordinate with: [1]

- 1. Local children and youth agency to:
  - a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements.
  - b. Develop a protocol on how to make best interest determinations; and
  - c. Develop and coordinate transportation procedures.
- 2. Other school districts on issues of transfer of records, transportation and other inter-district activities.

## **Guidelines**

### Enrollment/Placement

A child in foster care shall continue to be enrolled in his/her school of origin unless there is a determination that it is not in his/her best interest to attend the school of origin.[1]

### Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders, and established local procedures.[1]

In determining whether it is in a child's best interest to remain in his/her school of origin, all factors relating to a child's best interest shall be considered, including the appropriateness of the current educational setting and proximity of foster care placement.[1]

Documentation related to the best interest determination shall be kept in the student's education record.

### Enrollment -

When a child in foster care is placed in the district and seeks enrollment in district schools, the district's point of contact shall: [1][5]

- 1. Ensure the child is immediately enrolled and attending school, even if the records normally required for enrollment pursuant to district policies are not available.
- 2. Immediately contact the school last attended by the child to obtain relevant academic and other records.

### Dispute Resolution -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in his/her school of origin, pending resolution of the dispute.

### Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[6]

### Student Who Has Exited Foster Care -

A student who exited foster care may be permitted to finish the school year in this district, if appropriate, with payment of tuition. [7]

### Education Records

The district may disclose personally identifiable information from the education records of a student without written consent of the parent(s) or the eligible student if the disclosure is:[10][8][9]

- 1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
- 2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

#### **Transportation**

The district shall ensure that children in foster care needing transportation to their school of origin will promptly receive transportation in a cost-effective manner.[11][2]

To ensure that transportation for children in foster care is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan. [2]

The transportation plan shall address the following: [2]

- 1. The procedure the district and local children and youth agency will follow to:
  - a. Promptly provide transportation for children in foster care;
  - b. Promptly arrange transportation for children in foster care; and
  - c. Ensure transportation is funded in a cost-effective manner and in accordance with Section 475(4)(A) of the Social Security Act.
- 2. How transportation costs will be covered if additional costs are incurred. Options include: [2]
  - a. The local children and youth agency agrees to reimburse the district;
  - b. The district agrees to pay for the cost;
  - c. The district and the local children and youth agency agree to share the costs; or
  - d. The district of origin, the district of current residence, and the placing children and youth agency agree to share the costs.

3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.[12]

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students. [1][2]

### <u>Training</u>

The district's point of contact for children in foster care shall provide professional development and training to school staff on the Title I foster care provisions and education needs of children in foster care, as needed.



Book	Board Policy Manual	
Section	300 Employees	
Title	Creating a Position	
Code	301	
Status		
Legal	1. 24 P.S. 1001	
	2. 24 P.S. 1106	
	3. 24 P.S. 1107	
	4. 22 PA Code 4.4	
	5. Pol. 328 - Compensation Plans/Salary Schedules	
	6. Pol. 104 - Discrimination/Title IX Sexual Harassment Affecting Staff	
	24 P.S. 1075	
Adopted	October 26, 2009	

# **Authority**

Positions for administrative, professional and classified employees shall be established by the Board in order to provide **the** effective leadership and management **necessary** to operate district schools **and to provide quality educational programs and services**, consistent with the needs of the schools and the resources of the community.

The need for creating positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of **staff** positions deemed necessary for effective management of the district and operation of the schools. [1][2][3][4]

The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Superintendent and supporting documentation.[5]

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:

- 1. Effective management of district programs.
- 2. Number of students enrolled.
- 3. Special needs of students.
- 4. Operational needs of the district.

5. Financial resources of the school community.

The Superintendent shall be responsible for recommending a new or additional administrative, professional or classified position.

## **Delegation of Responsibility**

Recommendations for a new or additional position shall include:

- 1. Job description **clearly** stating the duties for which the position was created.
- 2. Title that conforms with the appropriate certificate if certification is required.
- 3. Supporting data and other rationale relevant to the recommendation.

The Board may, through the Superintendent, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

The Superintendent **or designee** shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.[6]



Book	Board Policy Manual
Section	300 Employees
Title	Employment of Superintendent/Assistant Superintendent
Code	302

Status

Legal

1. 24 P.S. 1001
2. 24 P.S. 508
3. 24 P.S. 1071
4. 24 P.S. 1073
5. 24 P.S. 1076
6. 24 P.S. 1077
7. 24 P.S. 1079
8. Pol. 104 - Discrimination/Title IX Sexual Harassment Affecting Staff
9. 22 PA Code 49.41
10. 22 PA Code 49.42
11. 24 P.S. 1002
12. 24 P.S. 1003
13. 24 P.S. 1078
14. 24 P.S. 111.1
15. 23 Pa. C.S.A. 6344
16. 24 P.S. 111
17. 24 P.S. 1004
18. Pol. 314 - Physical Examination
19. 24 P.S. 1073.1
20. 24 P.S. 1081
21. 24 P.S. 1082
22. Pol. 003 - Functions
23. Pol. 312 - Performance Assessment of Superintendent/Assistant Superintendent
24. 24 P.S. 1075
25. 24 P.S. 1007
26. 24 P.S. 1008
27. 2 Pa. C.S.A. 551 et seq
28. 24 P.S. 1080
18 Pa. C.S.A. 9125
22 PA Code 49.171
22 PA Code 49.172
22 PA Code 8.1 et seq
23 Pa. C.S.A. 6301 et seq
24 P.S. 108
24 P.S. 1418
28 PA Code 23.43
28 PA Code 23.44
28 PA Code 23.45
42 U.S.C. 12101 et seq

Adopted October 26, 2009

Prior Revised Dates 08/10/2015

# <u>Purpose</u>

The Board places the primary responsibility and authority for the administration of the district in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the district.[1]

# <u>Authority</u>

During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, the Board shall meet to appoint, by a majority vote of all members of the Board, a properly qualified district Superintendent. The appointed Superintendent shall enter into a written contract with the Board for a term of three (3) to five (5) years.[2][3][4]

At a public Board meeting occurring at least ninety (90) days prior to the expiration date of the Superintendent's or an Assistant Superintendent's term of office, the Board meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her or that other candidates will be considered for the office. If the Board fails to take such action, the term of office which the Superintendent or Assistant Superintendent is serving shall be extended one (1) time for a one-year period. Prior to the end of the one-year extension, the Board shall take action necessary to retain the Superintendent or Assistant Superintendent. If no action is taken prior to the conclusion of the one-year extension, the term of office for the current Superintendent or Assistant Superintendent shall terminate.[4][6]

Anytime the Board votes to retain a Superintendent or Assistant Superintendent, the Superintendent may be retained for a term of three (3) to five (5) years, and the Assistant Superintendent may be retained for a term of three (3) to five (5) years or for a term extending through the term of the Superintendent. [4][6]

Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment.[7]

In the event the Board appoints an acting Superintendent or Assistant Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.

## **Guidelines**

## Recruitment and Assessment of Candidates

The Board shall actively seek candidates who meet the qualifications and requirements for the position of Superintendent and/or Assistant Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.

When undertaking a search to fill the position of Superintendent or Assistant Superintendent, recruitment procedures shall be prepared and may include the following:

• Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.[8]

- Preparation of written qualifications, in addition to applicable state requirements, for all applicants.[9][10][11][12][13]
- Preparation of informative materials describing the school district, the Superintendent/Assistant Superintendent position, and the district's educational goals.
- Opportunity for selected applicants to visit the district schools, meet with internal staff and external stakeholders at the Board's invitation.

Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.[8]

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school district.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

#### Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[14]

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[15][16]

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution. [16]

Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by law.[<u>17</u>]

After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require at the candidate's expense. [18]

### **Employment Contracts**

An individual shall not be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall: [4]

- 1. Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment.
- Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.[19][20][21][22][23]
- 3. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent or Assistant Superintendent.[6][24]

- 4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to extend automatically as required by law.[4]
- 5. Specify the termination, buyout and severance provisions, including all postemployment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely.
- 6. Contain provisions relating to outside work that may be performed, if any. [25][26]
- 7. State that any modification to the contract must be in writing.
- 8. State that the contract shall be governed by the laws of the Commonwealth.
- 9. Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.
- 10. Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents and/or Assistant Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent.
- 11. Specify post retirement benefits and the period of time in which the benefits shall be provided.

### Removal/Severance

A Superintendent or Assistant Superintendent may be removed from office and have their contracts terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent or Assistant Superintendent. [27][28]

Any negotiated severance of employment prior to the end of the term of the Superintendent's or Assistant Superintendent's specified contract term shall be limited to either: [4]

- 1. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or
- 2. The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.

Book

Title

Code

Status

Legal

Section



	Denvel Dellas Mensel
	Board Policy Manual
1	300 Employees
	Employment of Summer School Staff
	306
	1. 24 P.S. 406
	2. 24 P.S. 508
	3. 24 P.S. 1109
	4. 24 P.S. 1146
	5. 24 P.S. 1901
	6. Pol. 124 - Alternative Instruction
	7. 24 P.S. 111.1
	8. 23 Pa. C.S.A. 6344
	9. 24 P.S. 111
	10. 22 PA Code 49.1 et seq
	11. 24 P.S. 1201
	12. 24 P.S. 2070.2
	22 PA Code 8.1 et seq
	23 Pa. C.S.A. 6301 et seq
	24 P.S. 108
	Pol. 104 - Discrimination/Title IX Sexual Harassment Affecting Staff

## **Authority**

The Board directs that qualified and competent professional and classified employees be employed to provide the district's summer school program.

When a summer school program is authorized by the Board, the Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each individual employed in the district summer school program.[1][2][3][4][5][6]

Approval shall normally be given to the candidates recommended by the responsible administrator and approved by the Superintendent.

Approval shall be given to those candidates for employment chosen by the Board from a group selected by the administrative staff.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

# **Pre-Employment Requirements**

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[7]

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[8][9]

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[9]

A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[3][10][11][12]

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations or procedures to recruit, screen and recommend candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, as determined by the administration, shall be recommended.

Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.

Recommendations from former employers and others may be sought to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.



Book	Board Policy Manual
Section	300 Employees
Title	Student Teachers/Interns
Code	307
Status	
Legal	1. 24 P.S. 510
	2. 24 P.S. 111
	3. 23 Pa. C.S.A. 6344
	4. 24 P.S. 1418
	5. 28 PA Code 23.43
	6. 28 PA Code 23.44
	7. 28 PA Code 23.45
	8. Pol. 314 - Physical Examination
	9. 23 Pa. C.S.A. 6344.3
	10. Pol. 907 - School Visitors
	22 PA Code 8.1 et seq
	23 Pa. C.S.A. 6301 et seq
Adopted	August 10, 2015

## **Authority**

The Board encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.

The Board establishes that district schools shall accept student teachers and interns from accredited institutions with which the district has a cooperative agreement approved by the Board. [1]

The Board directs that student teachers and interns shall not be accepted into district schools unless they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.[2][3]

## **Delegation of Responsibility**

The Superintendent or designee shall be responsible to assign student teachers and interns to the schools.

Recommendations for selection of cooperating teachers shall be made by the building principal and department head, with the agreement of the college or university supervisor.

The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.

Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to district staff. [4][5][6][7][8]

While serving in district schools, student teachers and interns shall be responsible for their conduct to the supervising teacher/administrator and building principal.

## Arrest or Conviction Reporting Requirements

Prior to being accepted into district schools, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. [2]

While serving in district schools, student teachers and interns shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[2]

While serving in district schools, a student teacher or intern shall be required to report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[9]

A student teacher or intern shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the student teacher or intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Superintendent or designee. [2]

Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution. [2][9]

## **Guidelines**

### **Observers**

Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal or designee.[10]