## 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<br>Policy 204 - Attendance<br>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<br>(20A) | Budgeted<br>(20B) | Projected  | Budgeted<br>(21B) | Budgeted<br>(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<br>Actual | 2017-18<br>Actual | 2018-19<br>Actual | 2019-20<br>Actual | 2019-20<br>Budgeted | 2020-21<br>Discreted | 2020-21<br>Budgotod | 2021-22<br>Budgotod | ~         | Variance  |           | ^         |
| Revenue Type               | Actual            | Actual            | Actual            | ACUUAI<br>(20A)   | Duugeteu<br>(20B)   | LIUJected            | Duugeteu<br>(21B)   | Duugeteu<br>(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<br>(22B) | 18,533,519    | 23,447,806    | 782,917         | 5,000         | 42,769,243                                  |
| 2020-21  | buagetea<br>(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<br>(20B) | 18,429,071    | 23,559,904    | 636,421         | 5,000         | 42,630,396                                  |
| 2019-20  | Actual<br>(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<br>DISTRICT<br>POLICE COMMISSION   | JERSEY      | SHORE       | AREA       | SCHOOL      |
|---|-------------|-------------|------------|-------------|
| Chairman  | President,  | Board of Di | rector     |             |
| ATTEST:<br>COMMONWEALTH OF PENNSYLVA<br>Subscribed and sworn to before me by<br>TVR POLICE COMMISSION and<br>President, this day of,2 | <br>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<br><u>Debt Service</u>     | Fiscal Year<br><u>Debt Service</u> |
|----------------------------------|----------------------|-------------------------|-----------------------------------|--|------------------------------------|
| 9/1/2021<br>3/1/2022             | 451,000              | 0.800<br>0.800          | 18,648.36<br>30,472.00            | 469,648.36<br>30,472.00                | 500,120.36                         |
| 9/1/2022<br>3/1/2023             | 2,237,000            | 0.800<br>0.800          | 30,472.00<br>21,524.00            | 2,267,472.00<br>21,524.00              | 2,288,996.00                       |
| 9/1/2023<br>3/1/2024             | 2,254,000            | 0.800                   | 21,524.00<br>12,508.00            | 2,275,524.00<br>12,508.00              | 2,288,032.00                       |
| 9/1/2024<br>3/1/2025<br>9/1/2025 | 2,271,000<br>856,000 | 0.800<br>0.800<br>0.800 | 12,508.00<br>3,424.00<br>3,424.00 | 2,283,508.00<br>3,424.00<br>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<br>Registry | Name of Registered Owner     | Registrar<br>(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)<br>Day by Day (50's)  | 1977 NA<br>1979 NA |            | 1<br>1 |
| Day by Day (50's)                       | 1973 NA            | Vol. 1&2   | T      |
| Webster's New Geographic Dictionary     | 1973 NA<br>1972 NA | VUI. 102   | 1      |
| Webster's New College Dictionary        | 1972 NA<br>1979 NA |            | 1      |
| Webster's New College Dictionary        | 1975 NA<br>1977 NA |            | 1      |
| Webster's 2nd New Riverside University  | 1977 NA<br>1984 NA |            | 1      |
| American Authors                        | 1984 NA<br>1938 NA |            | 1      |
| Biographical Encyclopedia of Scientists | 1938 NA<br>1981 NA | Vol. 1&2   | T      |
|   | 1951 NA<br>1952 NA | VUI. 102   | 1      |
| British Authors (before 1800)           |                    |            | 1<br>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   |
| ,<br>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   |
| ,<br>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<br>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<br>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 |
| ,<br>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 .<br>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<br>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<br>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<br>Pillow Book        |        | 1979<br>1981   | 3/11/1997              |      | 1<br>1 |
| Looped & Knotted                               |        | 1981<br>1977 N | 3/8/1995               |      | 1      |
| Needle Point                                   |        | 1977 N<br>1971 | 2/23/1981              |      | 1      |
|  |        | 1971           | 2/23/1981 2/12/2008    |      |        |
| Crewel Embroidery                              |        |                |                        |      | 1<br>1 |
| Weaving & Needle Craft<br>American Blown Glass |        | 1971<br>1973   | 2/12/2008<br>9/21/2010 |      | 1      |
| Rose Windows                                   |        |                |                        |      |        |
|  |        | 1979<br>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   |
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| 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 |
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| 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 |
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| 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 |
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| 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 |
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| 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 |
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| Nostalgia Spotlight- Fifties            | 1977 11/2/1995  | 1 |
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| The World 100 years Ago                 | 1976 8/17/1996  | 1 |
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| 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 |
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| Voices from the Past                    | 1973 12/4/1998  | 1 |
| Secrets fo the Great Pymid              | 1971 11/28/2007 | 1 |
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| 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 |
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| plato- the republic ?                  | Dec-98          | 1 |
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| homer the odyssey                      | 1966 2/27/2015  | 1 |
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| the book of days v2                    | 1970 nco        | 1 |
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| great events from history v2           | 1972 1/22/1988  | 1 |
| great events from history v3           | 1972 1/10/1992  | 1 |
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| shakespeare globe playhouse           | 1966   | 5/5/1999   | 1 |
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| darkest hours                         | 1979   | 4/7/2000   | 1 |
| timespan disasters                    | 1978   | 3/14/2017  | 1 |
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| Floods                                | 1980   | 11/4/1998  | 1 |
| Havoc                                 | 1961   | 5/25/1994  | 1 |
| the crusades                          | 1984   | 10/20/2008 | 1 |
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| world history                         | 1964   | 3/16/2004  |   |
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| blue book of broadway musical         | 1952   | 10/18/1985 | 1 |
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| the golden age of american poster     | 1975   | 11/10/2009 | 1 |
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| christmas music                       | 1950   | 10/5/1996  | 1 |
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| joy of music                            | 1958   | 5/31/1995  | 1 |
|---|--------|------------|---|
| romantic era                            | 1972   | 3/28/2000  | 1 |
| great cities                            | 1979   | 1/9/1996   | 1 |
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| renaissance                             | 1972   | 11/12/2016 | 1 |
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| 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 |
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| stories of our american patriotic songs | 1940   | 7/8/1998   | 1 |
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| broadways                   | 1981      | 5/19/2000                                | 1 |
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| musical instruments         | 1966      | 9/30/2009                                | 1 |
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| movie monsters              | 1976      | 1/9/2003                                 | 1 |
| keyboard                    | 1981      | 12/15/1995                               | 1 |
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| how to play piano           | 1981      | 5/19/1981                                | 1 |
| play guitar                 | 1979      | 9/11/2012                                | 1 |
| folk guitar                 | 1977      | 10/4/2010                                | 1 |
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| 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 |
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| 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 |
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| sports in greece and rome   | 1974      | 4/28/1994                                | 1 |
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| the complete enyclopedia of tv program | 1976   | 1/12/1989  | 1 |
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| 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 |
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| 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 |
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| 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  |
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| 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   |
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| 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 |
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| 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<br>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.

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| 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]