EAST PENN SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

REGULAR BOARD MEETING

AGENDA

Board Room
800 Pine Street
Emmaus, PA 18049

August 28, 2017
7:30 p.m.

2017 School Board Meeting Schedule

January 9 & 23
February 13 & 27
March 13 & 27
April 10 & 24
May 8 & 22
June 12 & 26
July 10
August 14 & 28
September 11 & 25
October 9 & 23
November 13
December 4 (Organization) & 11

Vision Statement: The East Penn School District will empower students to maximize their individual potential and become lifelong learners and contributors to a global society.

Mission Statement: The East Penn School District will provide a learning environment in which students become effective problem solvers, collaborators, critical thinkers, and communicators.

EAST PENN ANONYMOUS STUDENT TIP LINE
EAST PENN WEB PAGE
(610) 966-8400
www.eastpennsd.org
EAST PENN SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR BOARD MEETING
August 28, 2017
7:30 P.M.
ORDER OF BUSINESS

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE

2. REQUESTS TO ADDRESS THE BOARD

3. APPROVAL OF MINUTES
   Motion by ______________________, Seconded by ______________________
   RESOLVED, That the Board of School Directors of East Penn SD approve the minutes of the August 14, 2017 Regular Board Meeting.

4. REPORT OF THE SUPERINTENDENT OF SCHOOLS – Dr. Michael Schilder
   a. District Day 2017 Video
   b. District Update

5. PERSONNEL
   Motion by ______________________, Seconded by ______________________
   RESOLVED, That the Board of School Directors of East Penn SD approve the following personnel items, as recommended by the Superintendent:
   a. Resignation(s) (Exhibit #1)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Cramsey</td>
<td>Staff Assistant</td>
<td>EHS</td>
<td>8/22/17</td>
</tr>
<tr>
<td>Diane DiRado</td>
<td>Instructional Assistant</td>
<td>Eyer MS</td>
<td>8/15/17</td>
</tr>
<tr>
<td>Nicole Hazelwood</td>
<td>Sp. Ed. Full-time Substitute</td>
<td>EHS</td>
<td>8/22/17</td>
</tr>
<tr>
<td>Brian Huber</td>
<td>Instructional Assistant</td>
<td>Lincoln ES</td>
<td>8/11/17</td>
</tr>
<tr>
<td>Justin McNicholas</td>
<td>Biology Teacher</td>
<td>EHS</td>
<td>9/12/17 (or sooner)</td>
</tr>
<tr>
<td>Tina Mondovich</td>
<td>Food Service Support Staff</td>
<td>EHS</td>
<td>8/13/17</td>
</tr>
<tr>
<td>Mary O’Connell</td>
<td>Staff Assistant</td>
<td>Willow Lane ES</td>
<td>8/25/17</td>
</tr>
<tr>
<td>Jessica Polster</td>
<td>Instructional Assistant</td>
<td>EHS</td>
<td>8/22/17</td>
</tr>
<tr>
<td>Christine Quier</td>
<td>Staff Assistant</td>
<td>Eyer MS</td>
<td>8/15/17</td>
</tr>
<tr>
<td>Carolyn Skekel</td>
<td>Remedial Assistant</td>
<td>Lincoln ES</td>
<td>8/28/17</td>
</tr>
<tr>
<td>Donna Waterman</td>
<td>Staff Assistant</td>
<td>EHS</td>
<td>8/10/17</td>
</tr>
</tbody>
</table>
b. General Leave of Absence(s) per CBA

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Kukitz</td>
<td>Art Teacher</td>
<td>Eyer MS</td>
<td>8/21/17 - 10/6/17</td>
</tr>
<tr>
<td>Alma Ritter</td>
<td>Gr. 2 Teacher</td>
<td>Lincoln ES</td>
<td>Correction to start date: 8/31/17 - 11/10/17</td>
</tr>
</tbody>
</table>

c. General Leave of Absence(s) Per Board Policy 339 – Uncompensated Leave

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building</th>
<th>Correction to start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Dahms</td>
<td>Instructional Assistant</td>
<td>Wescosville ES</td>
<td>10/17/17 - 8/27/18</td>
</tr>
<tr>
<td>Debora Smoker</td>
<td>Instructional Assistant</td>
<td>Shoemaker ES</td>
<td>9/12/17 - 8/27/18</td>
</tr>
</tbody>
</table>

d. Temporary Professional Employee Appointment(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Education Level</th>
<th>Undergraduate School</th>
<th>Graduate School</th>
<th>Assignment</th>
<th>Certification</th>
<th>Experience</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Fenstermaker</td>
<td>B.A. Degree; M.S. Degree</td>
<td>Temple University</td>
<td>Bloomsburg University</td>
<td>Speech and Language Therapist/EHS</td>
<td>Instructional I: Speech and Language Impaired PK-12</td>
<td>May 2016 – Present: Carbon Lehigh IU; Speech Therapist</td>
<td>$61,458; Year 2; M</td>
<td>October 27, 2017 (or sooner)</td>
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</table>


e. Full-time Substitute Appointment(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Education Level</th>
<th>Undergraduate School</th>
<th>Graduate School</th>
<th>Assignment</th>
<th>Certification</th>
<th>Experience</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Maner</td>
<td>B.S. Degree; M.S. Degree</td>
<td>Pennsylvania State University</td>
<td>East Stroudsburg University</td>
<td>Speech and Language Therapist/Wescosville ES</td>
<td>Instructional II: Speech &amp; Language Impaired K-12; Elementary K-6</td>
<td>Aug. 1996 – April 2002 : Bethlehem Area SD; Elementary Teacher</td>
<td>$61,037; Year 1; M</td>
<td>August 21, 2017</td>
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</tbody>
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f. Support Staff Appointment(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Salary/Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dominique Ficara</td>
<td>Instructional Assistant – Wescosville ES (Resignation of T. Coulomb)</td>
<td>$14.81/hr 29 hrs/wk</td>
<td>8/28/17</td>
</tr>
<tr>
<td>Kathleen Hosking</td>
<td>Health Room Nurse – EHS (Resignation of P. Deysher-Blacker)</td>
<td>$21.16/hr 29 hrs/wk</td>
<td>8/28/17</td>
</tr>
</tbody>
</table>
### Support Staff Transfer of Assignment(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Buss</td>
<td>Staff Assistant</td>
<td>Staff Assistant</td>
<td>8/28/2017</td>
</tr>
<tr>
<td>Macungie ES</td>
<td>Macungie ES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.5 hrs/wk</td>
<td>17.5 hrs/wk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suzanne Ferrel</td>
<td>Instructional Assistant</td>
<td>Instructional Assistant</td>
<td>8/28/2017</td>
</tr>
<tr>
<td>Shoemaker ES</td>
<td>Alburtis ES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 hrs/wk</td>
<td>29 hrs/wk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cynthia FitzMaurice</td>
<td>Instructional Assistant</td>
<td>Instructional Assistant</td>
<td>8/28/2017</td>
</tr>
<tr>
<td>Willow Lane ES</td>
<td>Jefferson ES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 hrs/wk</td>
<td>27 hrs/wk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wendy Frye</td>
<td>Staff Assistant</td>
<td>Staff Assistant</td>
<td>8/28/2017</td>
</tr>
<tr>
<td>EHS</td>
<td>EHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 hrs/wk</td>
<td>29 hrs/wk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Katherine Mikovich</td>
<td>Staff Assistant</td>
<td>Staff Assistant</td>
<td>8/28/2017</td>
</tr>
<tr>
<td>Macungie ES</td>
<td>Wescosville ES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.5 hrs/wk</td>
<td>22 hrs/wk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2017-2018 Per Diem Substitute List

- Michelle Doster: Instructional/Staff Assistant
- Brian Huber: Instructional/Staff Assistant
- Mary Hyson: Library Science K-12
- Katelyn Long: Elementary K-6, Sp. Education N-12, ML Math 6-9
- Robert McGraw: Guest Teacher
- Mary O'Connell: Staff Assistant
- Amanda Ruch: Grades PK-4
- Susan Souerwine: Reading Specialist, ML Citizenship 7-9, ML English 7-9
- Sandra Teplitz: English/Reading K-12, ESL PK-12

### 2017-2018 Annual Academic Position Appointments – Schedule A (Correction)

<table>
<thead>
<tr>
<th>School</th>
<th>Name</th>
<th>Position</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMMS</td>
<td>Janet Spence</td>
<td>National Junior Honor Society</td>
<td>$1,606.00</td>
<td>Amended amount from 8/14/17</td>
</tr>
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</table>
j. 2017-2018 Co-Curricular Appointments - Schedule B

<table>
<thead>
<tr>
<th>School</th>
<th>Name</th>
<th>Position</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyer</td>
<td>Denise Brosky</td>
<td>Girls on Track</td>
<td>$335.00</td>
</tr>
<tr>
<td>Eyer</td>
<td>Karen Shade</td>
<td>Yoga Club - Volunteer</td>
<td>$0.00</td>
</tr>
<tr>
<td>LMMS</td>
<td>Sarah Vaeth</td>
<td>Field Hockey Volunteer Assistant</td>
<td>$0.00</td>
</tr>
<tr>
<td>EHS</td>
<td>Marcos Villaman</td>
<td>Football Volunteer Assistant</td>
<td>$0.00</td>
</tr>
<tr>
<td>EHS</td>
<td>Brittney Ruggieri</td>
<td>Soccer Assistant Coach (Girls)</td>
<td>$3,292.00</td>
</tr>
</tbody>
</table>

k. 2017-2018 New Teacher Induction Mentors

- Mike Carolla
- Diane DiDona
- Danny Fox
- Ann Johnson
- Deb Kaplan
- Nikol Kushma
- Zach LaBar
- Melissa Saylor
- Tony Semler
- Sharawn Valentine
- Alexis Williams
- Ryan Williams

6. BUSINESS OPERATIONS

a. Approval of the Bill List

**Motion** by __________________, Seconded by __________________

RESOLVED, That the Board of School Directors of East Penn SD approve the attached bill list and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated, as per Exhibit #2.

b. Natural Gas and Electricity Fixed Pricing Agreements Resolution

**Motion** by __________________, Seconded by __________________

RESOLVED, That the Board of School Directors of East Penn SD enters into fixed pricing agreements for the purchase of natural gas and electricity in order to mitigate the risks of pricing fluctuations; and,

Whereas, time is of the essence when entering into fixed pricing agreements due to volatility in natural gas and electricity markets; and,

RESOLVED, That the Board of School Directors of East Penn SD, in order to obtain fixed pricing at desirable market prices, authorizes the Superintendent or designee, to sign fixed pricing agreements with natural gas and electricity suppliers not to exceed a period of four years into the future.
c. Contracts/Agreements

1) **Motion** by __________________, Seconded by __________________
RESOLVED, That the Board of School Directors of East Penn SD approve the following contract/agreement, as per Exhibit #3:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Type of Contract/Agreement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Therapy Bridges</td>
<td>Occupational Therapy Services</td>
<td>$90/hr – OT</td>
</tr>
<tr>
<td></td>
<td>2017-2018 school year</td>
<td>$350/evaluation</td>
</tr>
</tbody>
</table>

2) **Motion** by __________________, Seconded by __________________
RESOLVED, That the Board of School Directors of East Penn SD approve the following contract/agreement, as per Exhibit #4:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Type of Contract/Agreement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pennsylvania School for the Deaf</td>
<td>Personal Care Assistance (1-1)</td>
<td>$37,800</td>
</tr>
<tr>
<td></td>
<td>2017-2018 school year</td>
<td></td>
</tr>
</tbody>
</table>

3) **Motion** by __________________, Seconded by __________________
RESOLVED, That the Board of School Directors of East Penn SD approve the following contract/agreement, as per Exhibit #5:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Type of Contract/Agreement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pennsylvania School for the Deaf</td>
<td>Vision Services - Student</td>
<td>$110/hr</td>
</tr>
<tr>
<td></td>
<td>2017-2018 school year</td>
<td></td>
</tr>
</tbody>
</table>

4) **Motion** by __________________, Seconded by __________________
RESOLVED, That the Board of School Directors of East Penn SD approve the following contract/agreement:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Type of Contract/Agreement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>K. S. &amp; S. S.</td>
<td>Parent/Guardian Transportation Contract</td>
<td>IRS Standard Mileage Rate</td>
</tr>
<tr>
<td></td>
<td>10 miles round trip</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2017-2018 school year</td>
<td></td>
</tr>
</tbody>
</table>

5) **Motion** by __________________, Seconded by __________________
RESOLVED, That the Board of School Directors of East Penn SD approve the following contract/agreement:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Type of Contract/Agreement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12 miles round trip</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2017-2018 school year</td>
<td></td>
</tr>
</tbody>
</table>

7. CURRICULUM

a. Educational Conferences

**Motion** by __________________, Seconded by __________________
RESOLVED, That the Board of School Directors of East Penn SD approve the estimated expenses for the individuals attending educational conferences, as per Exhibit #6.
8. POLICY

a. Board Policy Review (Exhibit #7)
   - Second Reading
     • Series 800 – Operations: Part 2 of 2 - Policy #812 - #830 & #138.1
     • Series 200 – Pupils: Policy #203, #204 & #246

9. LEGISLATIVE

a. Report - Mr. Ballard

b. 2018 PSBA Slate of Candidates

   Motion by __________________, Seconded by __________________
   RESOLVED, That the Board of School Directors of East Penn SD vote for one candidate for each of the following elected positions:

   • President-elect (one year term)
     - David Hutchinson*
     - Otto W. Voit*

   • Vice President (one year term)
     - Eric Wolfgang*
     - Gary Michael Smedley

   • Treasurer (three year term)
     - Mike Gossert*

   • PSBA Insurance Trust Trustee (term ends 12/31/20)
     - Michael Faccinetto
     - Marianne L. Neel

* ENDORSEMENT is noted in compliance with PSBA Bylaws, Section 5 C – Nominations

10. ANNOUNCEMENTS

a. Executive Sessions: Monday, August 28, 2017 - Immediately following Board Meeting

b. Next Board Meeting: Monday, September 11, 2017 – 7:30 p.m.

11. ADJOURN
EXHIBITS

August 28, 2017
To Whom it may concern,

I will not be returning as a Staff Assistant for the 2017/2018 school year at Emmaus High School. I would like to be put on the Substitute list for a Staff Assistant if possible. Thank you

Sincerely,

Cynthia Cramsey
Dear Jessica:

This letter is to inform you that I must resign my position as Instructional Assistant at Eyre Middle School. I have truly enjoyed working for the East Penn School District and will miss working with the students, faculty, and staff at Eyre.

Sincerely,

Diane M. DiRado

Diane M. DiRado
Dear East Penn School District:

It is with regret that I submit my resignation to East Penn School District. The past year working at Emmaus High School has been a wonderful learning experience and I am grateful for the opportunity I had to work with your students. Your staff is innovative, collaborative, and student centered and taught me lessons that will be invaluable in my career. However, I have received contracted, full-time employment within another public school district.

My last day at East Penn will be August 21, 2017.

Sincerely,

Nicole Hazelwood
Long-Term Substitute Special Educator
Emmaus High School
Hello Jessica,

I would like to submit my resignation as an Instructional Assistant at the East Penn School District. I would like to be transferred to the position of Substitute Instructional Assistant/Staff Assistant. I really enjoy my position as an IA; however, at this time, I need more flexibility regarding time off during the school year.

Sincerely,

Brian D. Huber
IA Lincoln Elementary
August 17, 2017

East Penn School District
800 Pine Street
Emmaus, PA 18049

East Penn School District Central Administrator(s):

Today, August 17, 2017 I announce my resignation from the East Penn School District. I would like to thank the district for the opportunity to touch the lives of young people during my time here. In addition, I would like thank the administration both school-wide and district-wide for their help and support throughout the years. I wish the students and the employees of East Penn School District much success in the future

Sincerely,

Justin McNicholas
Science Teacher
Emmaus High School
Dear Ms Afflerbach,

Please accept this letter as my formal notice of my resignation.

I am resigning from my position of support staff for the Food Service department as of August 18, 2017.

I have enjoyed my time with East Penn School District for the past 15 years and will deeply miss the students, staff, and families I've had the privilege of serving.

Sincerely,

Tina Mondovich
August 15, 2017

EPSD Human Resources  
800 Pine Street  
Emmaus, PA 18049

Dear Ms. Afflerbach,

I am writing to let you know that I wish to resign my position as Staff Assistant (teacher's aide) at Willow Lane Elementary School effective Friday, August 25th, 2017.

I would like to become a Substitute Staff Assistant as I wish to continue my employment with the East Penn School District. Could you please let me know what my next steps would be in this regard?

Looking forward to hearing from you soon.

Sincerely,

Mary O'Connell
August 22, 2017

Dear Human Resources,

This letter is to inform you that I will not be returning from my current leave of absence. Please accept this as notification of my intent to resign from my position as an instructional assistant. If at all possible, I would like to stay on the sub list for the 2017-18 school year.

Thank you,

Jessica Polster
From: Christine Quier
Sent: Tuesday, August 15, 2017 9:21 AM
To: White, Christine; Hitch, Amy; Afflerbach, Jeanne
Subject: Letter of Resignation

Good Morning,

I am writing to officially give notice of my resignation from East Penn School District. I am sad to leave Eyer Middle School, as I truly enjoyed my time there as a Staff Assistant. I loved working in the office, and will miss Lynn and Jess a lot!

I was just offered a position as an Instructional Aide in Salisbury School District, which is where my family and I recently moved (Dec. 2016). This way, I'll be on the same schedules as my daughters, and will be very close to home as well.

If there's anything further I need to do, please let me know. I already notified Mike Kelly and Erin Murphy, so they are aware I am leaving.

Thanks so much and enjoy the rest of your summer,
Christine Quier
Dear Dr. Schilder and School Board Members;

Please accept my resignation from my position as a staff assistant, 29 hours/week, at Emmaus High School effective August 10, 2017.

Thank you for the opportunity you have provided me for the past 9 years. I am very happy to have been a part of the East Penn School District family, for the wonderful memories and for all the friends I have made in the district.

Sincerely yours,

Donna M. Waterman

cc:
Dr. Katherine Kieres, Principal
Mr. Josh Miller, 9th Grade Assistant Principal
Mrs. Jessica Afflerbach, Human Resources Manager
### Fund Accounting Check Summary

**FIRST NIAGARA-GENFUN** - From 07/01/2017 To 06/30/2018

Note: Output selection limited to transactions dated between 08/11/2017 and 08/28/2017

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor Name</th>
<th>Description Of Purchase</th>
<th>Description Of Purchase</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
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<td>00035583</td>
<td>US POSTMASTER</td>
<td>COMMUNICATIONS</td>
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<td>293.14</td>
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<td>00035584</td>
<td>A &amp; B LOCK &amp; SAFE CO INC</td>
<td>SUPPLIES</td>
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<td>2,213.50</td>
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<td>00035585</td>
<td>ACHIEVEMENT HOUSE CYBER CHARTR</td>
<td>TUITION TO PA CHARTER</td>
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<td>881.91</td>
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<td>SCHOOL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00035586</td>
<td>ACT, INC</td>
<td>TECH SUPPLIES &amp; FEES</td>
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<td>250.00</td>
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<td>00035587</td>
<td>AGGRA CYBER CHARTER SCHOOL</td>
<td>TUITION TO PA CHARTER</td>
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<td>14,723.60</td>
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<td>00035588</td>
<td>ALLSTATE SIGN &amp; PLAQUE CORP</td>
<td>PRINTING &amp; BINDING</td>
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<td>00035589</td>
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<td>SUPPLIES</td>
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<td>00035590</td>
<td>THE AMERICAN PROSPECT</td>
<td>BOOKS AND PERIODICALS</td>
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<td>19.95</td>
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<td>APPLE TEXTBOOKS</td>
<td>BOOKS/PERIODICALS</td>
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<td>SUPPLIES</td>
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<tr>
<td>00035593</td>
<td>ASCD</td>
<td>DUES/FEES</td>
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<tr>
<td>00035594</td>
<td>ASSA ABLOY ENTRANCE SYSTEMS</td>
<td>REPAIRS &amp; MAINTENANCE SVC OF BUILD</td>
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<td>BATTERIES PLUS BULBS 954</td>
<td>SUPPLIES</td>
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* Denotes Non-Negotiable Transaction

# - Payables within Check  P - Prenote  d - Direct Deposit  c - Credit Card Payment

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Page 1
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* Denotes Non-Negotiable Transaction

# - Payables within Check  P - Prenote  d - Direct Deposit  c - Credit Card Payment

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EAST PENN SCHOOL DISTRICT  Page 2

Note: Output selection limited to transactions dated between 08/11/2017 and 08/28/2017
## Fund Accounting Check Summary

**FIRST NIAGARA-GENFUN** - From 07/01/2017 To 06/30/2018

*Note: Output selection limited to transactions dated between 08/11/2017 and 08/28/2017*

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* Denotes Non-Negotiable Transaction

# - Payables within Check  
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c - Credit Card Payment
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**FIRST NIAGARA-GENFUN** - From 07/01/2017 To 06/30/2018

Note: Output selection limited to transactions dated between 08/11/2017 and 08/28/2017

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* Denotes Non-Negotiable Transaction

# - Payables within Check
P - Prenote
d - Direct Deposit
C - Credit Card Payment

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EAST PENN SCHOOL DISTRICT

Page 4
### Fund Accounting Check Summary
FIRST NIAGARA-GENFUN - From 07/01/2017 To 06/30/2018

Note: Output selection limited to transactions dated between 08/11/2017 and 08/28/2017

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* Denotes Non-Negotiable Transaction

# - Payables within Check  P - Prenote  d - Direct Deposit  c - Credit Card Payment

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### Fund Accounting Check Summary

**FIRST NIAGARA-GENFUN** - From 07/01/2017 To 06/30/2018

Note: Output selection limited to transactions dated between 08/11/2017 and 08/28/2017

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor Name</th>
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<th>Description Of Purchase</th>
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* Denotes Non-Negotiable Transaction

# - Payables within Check  P - Prenote  d - Direct Deposit  c - Credit Card Payment

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### Fund Accounting Check Summary

**FIRST NIAGARA-GENFUN** - From 07/01/2017 To 06/30/2018

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<th>Check #</th>
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<th>Description Of Purchase</th>
<th>Check Amount</th>
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#### 10-GENERAL FUND

- Grand Total Manual Checks: 2,688,660.06
- Grand Total Regular Checks: 4,278,001.66
- Grand Total Direct Deposits: 306,968.16
- Grand Total Credit Card Payments: 0.00
- Grand Total All Checks: 7,273,629.88

* Denotes Non-Negotiable Transaction

# - Payables within Check
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08/24/2017 10:57:15 AM

EAST PENN SCHOOL DISTRICT
# Fund Accounting Check Summary

ATHLETIC FUND - From 07/01/2017 To 06/30/2018

Note: Output selection limited to transactions dated between 08/16/2017 and 08/28/2017

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<th>Vendor Name</th>
<th>Description Of Purchase</th>
<th>Check Amount</th>
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<td>STEPHEN GERKOVICH</td>
<td>VARSITY FOOTBALL SCRIMMAGE OFFICIA</td>
<td>37.50</td>
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<td>00005592</td>
<td>TED IOBST</td>
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<td>GREG KESSLER</td>
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<td>DUSTIN ZELLERS</td>
<td>VARSITY FOOTBALL SCRIMMAGE VS. CCH</td>
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**10-GENERAL FUND**

Grand Total Manual Checks : 0.00
Grand Total Regular Checks : 6,262.50
Grand Total Direct Deposits: 0.00
Grand Total Credit Card Payments: 0.00
Grand Total All Checks : 6,262.50

* Denotes Non-Negotiable Transaction

# Payables within Check

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

08/24/2017 11:00:58 AM

EAST PENN SCHOOL DISTRICT
Between: East Penn School District located at 800 Pine Street, Emmaus, PA 18049 and Therapy Bridges, LLC located at 5940 Hamilton Boulevard, Suite B, Allentown, PA 18106

1 Provider Expectations:
   a. Provide OT (Occupational Therapy) and Services to East Penn School District students as determined by the child's IEP or 504 plan.
   b. Submit all reports and necessary paperwork directly to East Penn School District (school) representatives as requested.
   c. Work closely with Regular and Special Education Teachers to ensure service rendered in accordance with student’s IEP or 504 plan.
   e. Include recommendations and goals on the Evaluation Report that are educationally and instructionally relevant.
   f. Participate in Individual Educational Program meetings in person or via phone when appropriate.
   g. Establish new educational therapy goals on an annual basis or as required.
   h. Submit copies of all certifications for all therapists who will provide service to East Penn School District upon request.
   i. Submit copies of child abuse/criminal background check for all therapists who will provide service to East Penn School District students upon request.
   j. Submit a copy of current Professional Liability Insurance to East Penn School District upon request.

2 Provider Responsibilities:
   a. Contact the teacher to schedule therapy times, after receiving the request from East Penn School District.
   b. Evaluate student (only if requested) and submit written Evaluation Report, within 60 calendar days from the date of the signed PTE or PTRE via email.
   c. Ensure all reports are properly authorized and signed.
   d. Initiate therapy services (only if requested) within 10 calendar days from the IEP meeting date.
3 Termination of Service:
   a. All services will cease on the last day of school, unless an East Penn School District student will participate in Extended School Year (ESY) or compensatory services. Notification in writing to Provider of such instance will occur.
   b. All services will cease in the event the student withdraws from East Penn School District. Notification in writing to Provider of such instance will occur.

4 School District Responsibilities:
   a. Submit appropriate service requests as follows to families and treating therapists:
      i) Evaluation/Re-Evaluation form
         (a) Request for Evaluation/Re-Evaluation form
         (b) Signed Permission to Evaluation/RE-Evaluate (PTE/PTRE)
      ii) Therapy Session Requests:
           (c) Student's IEP
           (d) Student's Evaluation Report for requested services
   b. Provide listing of students requiring ESY or compensatory services. For school year 2017-2018, this notification will take place on or before May 1st, 2018.

5 Allowable Billing:
   i). East Penn School District will pay: Cost for the delivery of OT services at the agreed to rates of $90.00 per hour (22.50 per 15 minutes) of individual occupational therapy (direct therapy only time). This includes all time with the student.
   ii). East Penn School District will pay: Cost for the delivery of OT services at the agreed to rates of $90.00 per hour (22.50 per 15 minutes) of indirect services for occupational therapy. This includes IEP/504 meetings, written input for IEP, teacher consultation, prep time, and weekly/quarterly progress notes.
   iii). East Penn School District will pay: Cost for the delivery of OT evaluations at the agreed to rates of $350.00 per evaluation and re-evaluation which includes 1.5 hours for administering standardized assessments, observation, and parent/teacher interview along with up to a 5 page written report including goals, objectives, and SDI. Any administration time beyond 1.5 hours will be reimbursed at a rate of 90.00 per hour. Any report pages required beyond 5 pages will be reimbursed at a rate of $90.00 per hour.

6 Billing:
   a. The provider is responsible for submitting the following billing information
      (a) Name of student, grade and service provided
      (b) Delivery date of service/evaluation
      (c) Therapist/Evaluator name
   b. East Penn School District will pay for services within forty-five days of receipt of invoice.
7. Conflict of Interest

East Penn School District agrees NOT to solicit or hire in any capacity a therapist/contractor/sub-contractor of Therapy Bridges during or at any time within 2 years of his or her provision of services to East Penn School District students or Therapy Bridges, LLC. East Penn School District agrees to pay for any legal fees and compensation to Therapy Bridges, LLC for lost revenue or other costs associated with the hiring or soliciting of said therapist/contractor/sub-contractor identified above.

This agreement confirms the provider expectations, provider responsibilities and East Penn School District responsibilities. If accepted, the duration of this agreement shall not exceed the current school year.

Please sign a copy of this agreement where indicated below and return to Therapy Bridges. You will receive an executed contract for your records.

Therapy Bridges, LLC Signatures:

Heather M. Staudfer
Managing Member of Therapy Bridges

Managing Member of Therapy Bridges, LLC

8/15/17

East Penn School District Representative:

Print Name

Date

Signature

Date
THE PENNSYLVANIA SCHOOL FOR THE DEAF

CONTRACT AGREEMENT

AGREEMENT dated this September 5th, 2017, between EAST PENN SCHOOL DISTRICT (hereinafter referred to as the “SENDING DISTRICT”) and The Pennsylvania School for the Deaf (PSD), an approved private school in the Commonwealth of Pennsylvania (hereinafter referred to as “PSD”).

WITNESSETH

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

1. The SENDING DISTRICT agrees to purchase a full day 1-1 Personal Care Assistance (PCA) for the following students:

the pupils from the SENDING DISTRICT attending PSD.

2. This AGREEMENT shall be in effect for the 2017-2018 school year commencing September 5th, 2017 and terminate on the last day of school. The last day of school can be changed due to inclement weather and other unforeseen circumstances.

3. The SENDING DISTRICT agrees to pay the daily 1-1 Personal Care Assistance (PCA) fees of $210 per day for 180 school days (pro-rate of Thirty Seven Thousand and Eight Hundred [S37,800] Annual 1-1 PCA Fees).

4. PSD agrees to record the pupil’s attendance.

5. The AGREEMENT may be terminated by the SENDING DISTRICT or by PSD upon 30 calendar day’s written notification to the other party. The SENDING DISTRICT shall be responsible for tuition during this notification period.

6. The continued need for this educational program will be carefully monitored and, if when a child in placement is appropriate, the IEP team will re-convene to discuss such changes.

7. In the event that any dispute arises out of this AGREEMENT the parties will seek to resolve the dispute as expeditiously as possible. The interests of this pupil shall be of the foremost concern in resolving such disputes.
8. In the event the approval status of PSD is discontinued by the Pennsylvania Department of Education, this AGREEMENT may be terminated. The SENDING DISTRICT shall be responsible for tuition for the days the pupil is enrolled.

9. PSD agrees not to assign this contract or any portion thereof to any other entity.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this 5th day of September 2017.

______________________________

Dario Bellot
Chief Financial Officer
The Pennsylvania School for the Deaf

Title: ___________________________

District: EAST PENN SCHOOL DISTRICT
Contractual Agreement between the

Pennsylvania School for the Deaf (PSD)
And
East Penn School District

For the fiscal year ending: 6/30/18

Terms of the contract are as follows:

1) Description of the nature of the services to be performed:
   Provide Vision services to an East Penn School District student attending PSD

2) Date and frequency of the service to be performed:
   According to the student's Individualized Education Plan

3) Individual or program that will receive direct benefits from the services:
   East Penn School District student

4) Payment Terms:
   $110 per hour of service including direct, indirect, consultative, collateral and travel

5) Method of invoicing/billing:
   PSD will send a monthly invoice with payment due in 30 days.

6) Method of contract termination:
   Automatic at the end of the fiscal year – June 30, 2018

7) Name of administrator/employee who is responsible for this contract:
   Dario Bellot

Signature for East Penn School District ___________________________ Date ____________

Signature for The Pennsylvania School for the Deaf ___________________________ Date ____________
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<th>Conference Title:</th>
<th>Read 180/System 44 Training</th>
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<tr>
<td>Location:</td>
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<tr>
<td>Date(s):</td>
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NSTA National Conference
New Orleans, LA
November 30 – December 3, 2017
Laura Witman (Presenting: “National Parks America’s Best Idea and Best Classroom”)
Supervisor Secondary Level C & I/Administration
$1,419.00 (Title II Funds)

NSTA National Conference
New Orleans, LA
November 30 – December 3, 2017
Michael Mihalik (Presenting: “National Parks America’s Best Idea and Best Classroom”)
Science Teacher/EHS
$1,319.00 (Title II Funds)
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Key:  
S = Superintendent  
AS = Assistant Superintendent  
BS = Board Solicitor  
AI = Administrative Input
Purpose
The Board recognizes its responsibility under law to insure the real and personal property of this school district.

Authority
The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests in its buildings and properties. Such coverage shall insure for actual cost value and/or replacement cost.[1]

Delegation of Responsibility
In securing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.

The Board authorizes the Superintendent or designee is authorized to consult with an insurance advisor(s), and/or a broker(s), of record to review the insurance needs of the district and make financial recommendations to the Board.

In the event that the Superintendent or designee does consult with an insurance advisor(s) and/or a broker(s) of record, they the insurance advisor(s)/broker(s) shall have no disclose financial interest in the purchase of insurance.

Last Modified by Dr Denise Torma on August 22, 2017
Proper school district operation requires that adequate, basic insurance programs be provided for the protection of the district and its employees.

**Authority**

The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests.\(^{[1]}\)\(^{[2]}\)

The Board shall offer insurance coverage to administrators and regularly employed staff members in accordance with state and federal laws, and provisions of any applicable administrative compensation plan, individual contract, collective bargaining agreement, employee handbook, or Board resolution.\(^{[1]}\)\(^{[2]}\)\(^{[3]}\)

**Delegation of Responsibility**

In securing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.

*The Board authorizes* The Superintendent or designee *is authorized* to consult with an insurance advisor(s), and/or a broker(s), of record to review the insurance needs of the district and make financial recommendations to the Board.

In the event that the Superintendent or designee does consult with an insurance advisor(s) and/or a broker(s) of record, *they the insurance advisor(s)/broker(s) shall have no disclose* financial interest in the purchase of insurance.

Last Modified by Dr Denise Torma on August 22, 2017
Authority

The Board emphasizes recognizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Board acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine.[1]

Definition

Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be met:

1. Purpose And Character Of The Use – The use must be for such purposes as teaching or scholarship and must be nonprofit.

2. Nature Of The Copyrighted Work – Employees may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.

3. Amount And Substantiality Of The Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if appropriate guidelines are followed.

4. Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.

Delegation of Responsibility

Employees may make copies of copyrighted school district materials that fall within the established administrative regulations. Where there is reason to believe the material to be copied does not fall within the administrative regulations, prior permission shall be obtained from the principal.

Violations by employees of this policy may result in disciplinary action, up to and including termination. Employees who fail to adhere to this policy may also be held personally liable for copyright infringement to the holder of the copyright.

Employees shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.
The Board supports the use of technology, information systems and the Internet in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Intranet/Internet access, whether wired or wireless, or by any other means.
The use of the district's technology resources must be consistent with the educational and administrative objectives of the school district.

**Definitions**

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[4]

**Authority**

The Board declares that access to the district's computing facilities, network, electronic communications, informational systems and other technology resources is a privilege, not a right. The district's technology resources, user accounts and information are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Intranet/Internet, computers or network or technology resources, including personal files or any use of the district's Intranet/Internet, websites, computers or network or technology resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space, processor and system utilization by district users; maintain email and fileserver quotas; or deny access to prevent unauthorized, inappropriate or illegal activity or use and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's technology systems.[6][7][8]

Employee and student use of personal technology devices brought onto school property that are connected to the district's network or contain district or student data or district-procured software programs shall comply with this policy and other applicable Board policies to protect the district's resources and to comply with law. Users may not use their personal technology devices to access the district's Intranet, Internet or any other technology resources unless approved by the Superintendent or designee. The district intends to strictly protect its technology systems against outside and internal risks and vulnerabilities.[6][8][20][23][24]

The Board requires all technology users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[4]

1. Defamatory.
2. Lewd, vulgar, or profane, or sexually explicit.
3. Threatening.
4. Harassing or discriminatory.[9][10][11][12][13]
5. Bullying.[14]
6. Terroristic.[15]

The district reserves the right to restrict access to any Intranet/Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Intranet/Internet access.[3][4][16]

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Intranet/Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[16]
Upon request by students or staff, building administrators may authorize the temporary disabling of Intranet/Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Intranet/Internet blocking/filtering software for a student's use. If a request for temporary disabling of Intranet/Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[3][17]

Delegation of Responsibility

The district shall make every effort to ensure that this the district's technology resources, electronic communication, and information systems resource is are used responsibly by students and staff technology users.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[16]

Upon hire, Users of district networks or district-owned equipment shall, prior to being given access to the district's network or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use.

Student user agreements shall also be signed by a parent/guardian.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: [3][4][18]

1. Utilizing a technology protection measure that blocks or filters Intranet/Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

2. Maintaining and securing a usage log.

3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[4]

1. Interaction with other individuals on social networking websites and in chat rooms.

2. Cyberbullying awareness and response.[14][19]

The Superintendent or designee shall be responsible for ensuring the security of personal and confidential data maintained in employee or student information management systems in accordance with Board policy.[25]

The Director of Technology or designee shall serve as the coordinator to oversee the district's technology systems and will work with district, regional or state organizations to educate employees, approve activities, provide leadership for proper training in the use of the systems and the requirements of this policy, establish a system to ensure adequate supervision of the technology systems, maintain executed user agreements, and interpret and enforce this policy.

The Director of Technology or designee shall maintain procedures for creating and assigning individual and class accounts, set quotas for disk usage on the system, establish a data file retention schedule,
and maintain the school district virus protection process.

**Guidelines**

All users are expected to adhere to the requirements of this policy. All users are responsible for respecting the rights of other users within the district and district technology systems, to abide by the rules published by the district and its Internet Service Provider (ISP) and to obey local, state and federal laws.

**Limitation of Liability**

The district makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the district's systems will be error-free or without defect.

The electronic information available to users does not imply endorsement of the content by the district. The district shall not be responsible for material that is retrieved through the Internet or the consequences that may result from them.

The district is neither responsible for nor guarantees the accuracy or quality of the information obtained when using the district's systems.

The district shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed or unavailable when using the district's computers, network and electronic communications systems.

The district shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the district's systems. In no event shall the district be liable to the user for any damages whether direct, indirect, special or consequential, arising from the use of the district's systems.

**Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or an administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

**Intranet/Internet**

Safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Intranet/Internet and World Wide Web.

2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

3. Prevention of unauthorized online Intranet/Internet access by minors, including "hacking" and other unlawful activities.

4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

5. Restriction of minors' access to materials harmful to them.

**Prohibitions**

The use of the district's technology resources, electronic communication and information systems for illegal, inappropriate or unacceptable purposes as designated by this policy is prohibited. Specifically, all users are prohibited from using these school systems to:

https://www.boarddocs.com/pa/epen/Board.nsf/Private?open&login#
1. Send, receive, view, download, access, or transmit inappropriate matter and material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, obscene, sexually explicit, lewd, hateful, harassing, discriminatory, violent, vulgar, rude, inflammatory, threatening, profane, pornographic, terroristic and/or illegal.

2. Bully/Cyberbully.[14][19]


4. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials.

5. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (online, real-time conversations).

6. Facilitate any illegal activity.

7. Mass mail noneducational or nonwork-related information (for example: the use of the "everyone" distribution list, building level distribution lists, or other email distribution lists to offer personal items for sale).

8. Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable Board policies) or conduct unauthorized fundraising or advertising on behalf of the district or nonschool district organizations.

9. Political lobbying for the purpose of electing public officials.

10. Install, distribute, reproduce or use copyrighted software not licensed by the district on district computers, or copy district software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright.[21]

11. Install computer hardware, peripheral devices, network hardware or system hardware.

12. Encrypt messages using encryption software that is not authorized by the district from any access point on district equipment or school property.

13. Access, interfere with, possess, or distribute confidential or private information unless within the scope of the position's responsibility.

14. Use the **district's technology resources, electronic communication and information systems** to send any district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the district's business or educational interests.

15. Post personal or professional web pages without administrative approval.

16. Post or transmit anonymous messages.

17. Utilize district equipment for conducting denial of service attacks on the district or other systems.

**Access and Security**

Users must immediately notify the Director of Technology or designate an administrator if they have identified a possible security problem or inadvertently accessed inappropriate material. The following activities related to access to the district's technology systems and information are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of another user.

3. Altering a communication originally received from another person or computer with the intent to deceive.

4. Disabling, circumventing or attempting to defeat any district security measure, program or device, including, but not limited to, anti-spyware, anti-spam, and virus protection software or procedures.

Operational Prohibitions

The following operational activities and behaviors are prohibited:

1. Interfering with or disrupting, or attempting to interfere or disrupt the technology systems, network accounts, services or equipment of the district or others, including, but not limited to, the propagation of computer worms and viruses, Trojan Horse and trapdoor program code, and the sending of electronic chain mail. The user may not hack or crack, or attempt to hack or crack, the district's computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) or others' computers, whether by hardware, software, parasiteware, viruses and worms or other hardware or software designed to obtain information or damage the technology systems or any component of the network, and may not strip or harvest information, or take control of any computer without permission.

2. Altering or attempting to alter other users' or system files, system security software or the systems themselves, except for Information Technology staff in the performance of their duties.

3. Scanning of the technology systems for security vulnerabilities without authorization.

4. Failing to comply with requests from teachers or district administrators to discontinue activities that the teachers or administrators believe threaten the operation or integrity of the district's technology resources, electronic communication, and information systems.

Copyright Infringement and Plagiarism

Federal laws, cases and guidelines pertaining to copyright will govern the use of material accessed through district resources. Employees will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements.

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies and established administrative regulations.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate, Unauthorized and/or Illegal Use
The user shall be responsible for damages to the network, equipment, systems, and software resulting from deliberate or willful acts.[16]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to law enforcement authorities for possible prosecution.

General rules for behavior and communications apply when using the **Intranet/Internet**, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user *(including non-district users)* by means such as uploading or creating computer viruses, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Violations of this policy or inappropriate or unlawful use of the technology systems may result in loss of technology access, disciplinary actions, up to and including termination, position reassignment, and/or legal proceedings on a case-by-case basis.[6][7][8]

Last Modified by Dr Denise Torma on August 22, 2017
The East Penn School District supports the use of technology, information systems, and the Internet for educational purposes and in the performance of job responsibilities. The use of technology resources must be consistent with the educational and administrative objectives of the school district. Personal or unacceptable use of technology resources as hereinafter defined is prohibited and may result in the cancellation of use and appropriate disciplinary actions.

**Purpose**

The East Penn School District supports the use of technology, information systems, and the Internet for educational purposes and in the performance of job responsibilities. The use of technology resources must be consistent with the educational and administrative objectives of the school district. Personal or unacceptable use of technology resources as hereinafter defined is prohibited and may result in the cancellation of use and appropriate disciplinary actions.

**Authority**

The school district's systems must be used solely for education-related purposes and performance of school district job duties. Unacceptable use includes intentionally accessing inappropriate material, defined as, but not limited to, visual, graphic, text and any other form of obscene, sexually explicit, child pornographic, or other material that advocates the destruction of property or is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability) violent, bullying, or terroristic.

Access to the school district’s computing facilities, network, electronic communications, informational systems and other technology resources is a privilege, not a right. Technology resources, user accounts and information are the property of the school district, which reserves the right to access any user accounts at any time to ensure compliance with this policy and to deny access to prevent unauthorized, inappropriate or illegal activity or use, and may revoke those privileges and/or administer appropriate disciplinary action. The school district will cooperate to the extent legally
required with the Internet Service Provider (ISP) and local, state and federal officials in any investigation concerning or related to the use or misuse of the technology systems, and/or violation of applicable laws or regulations.

Employees’ and students’ personal technology devices brought onto the school district’s property or that are present at school district events or connected to the school district’s network or containing school district or student data, or school district procured software programs may also be inspected and/or accessed to ensure compliance with this policy and other school district policies, to protect the school district’s resources, and to comply with the law. Users may not use their personal computers to access the school district’s intranet, Internet or any other technology resources unless approved by the Superintendent of Schools or his/her designee, either individually, by policy, or by written procedure. The school district intends to strictly protect its technology systems against outside and internal risks and vulnerabilities. Consequently, users are required to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent of Schools or his/her designee.

The Director of Information Technology or his/her designee may access user accounts in order to perform routine maintenance and security tasks. Users have no privacy expectation in the contents of their personal files or any of their use of the school district’s systems. The school district has the responsibility to monitor, track and/or log system use to maintain security and to allocate fileserver space.

Measures designed to restrict adults’ and minors’ access to material harmful to minors may be temporarily disabled to enable an adult or student to access bona fide research, not within the prohibitions of this policy, or for another lawful purpose, with permission of the Superintendent.

**Delegation of Responsibility**

School District –

The Superintendent of Schools or his/her designee has the responsibility to provide for systems and procedures to monitor, track, log, access and report sufficient aspects of its systems technology, and related systems may be inspected pursuant to provisions of applicable law, to ensure compliance with this policy and other school district policies, to protect the school district’s resources, and to comply with the law. The systems may include personal computers, network, Internet, electronic communication systems, and media brought onto the school district’s property or at school district events, potentially containing school district programs or school district or student data (including images, files, and other information).

The Superintendent of Schools or his/her designee is responsible for defining and setting usage limits or quotas to ensure optimal use of the system according to the following priorities:

1. Uses that directly support the academic activities of the students.

2. Uses that indirectly benefit the education of the student, such as researching college information.

The Superintendent of Schools or his/her designee is responsible for ensuring the security of personal and confidential data maintained in employee or student information management systems. In systems not maintained by the district on district equipment, the Superintendent is responsible for periodic auditing to ensure adequate security measures are in place. It is the express responsibility of all users to be aware of confidentiality rights governing such data, and to protect the data. All such data not stored on servers shall be encrypted.

The Superintendent of Schools or his/her designee additionally reserves the right to:

1. View and monitor network traffic, fileserver space, processor and system utilization, and all applications provided through the network and communications systems, including e-mail.
2. Maintain e-mail and fileserver quotas.

3. Revoke user privileges, remove user accounts, or refer to legal authorities when violation of this and/or any other applicable school district policies occur or state or federal law is violated, including, but not limited to, those governing network use, copyright, security, privacy, employment, and destruction of school district resources and equipment.

4. Determine which technology services will be provided through school district resources.

The Director of Information Technology or his/her designee will serve as the coordinator to oversee the school district's technology systems and will work with district, regional or state organizations to educate employees, approve activities, provide leadership for proper training in the use of the systems and the requirements of this policy, establish a system to ensure adequate supervision of the technology systems, maintain executed user agreements, and interpret and enforce this policy.

The Director of Information Technology or his/her designee will maintain a procedure for creating and assigning individual and class accounts, set quotas for disk usage on the system, establish a data file retention schedule, and maintain the school district virus protection process.

User –

All users are expected to adhere to the requirements of this policy. All users are responsible for respecting the rights of other users within the school district and school district technology systems, to abide by the rules published by the school district and its Internet Service Provider (ISP) and to obey local, state and federal laws.

Users shall abide by generally accepted rules that include but are not limited to the following:

1. Be polite. Do not become abrasive in messages to others. General school district discipline code rules and policies for behavior and communicating apply.

2. Use appropriate language in network communications. Do not swear or use vulgarities or other inappropriate or harassing language.

3. Do not reveal the personal addresses or telephone numbers of others.

4. Recognize that e-mail is not private or confidential. Do not transmit private or confidential information via e-mail unless the information is encrypted before transmission.

5. Do not use the technology resources in any way that would interfere with or disrupt its use by other users.

6. All non-copyrighted communications and information placed by the author on the district web site become the property of the school district. Copyrighted material shall not be placed on the district web site without permission of the author.

7. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

Guidelines

Access to the System

System accounts will be made available according to school district procedures developed by the Director of Information Technology or his/her designee.

This policy, as well as other relevant school district policies, will govern use of the school district's technology systems.

https://www.boarddocs.com/pa/epen/Board.nsf/Private?open&login#
Parental/Guardian Notification and Responsibility

The school district shall provide a copy of this policy at the beginning of each school year to parents/guardians, students, and employees. The school district encourages parents/guardians to review this policy and discuss with their child(ren) what material is and is not acceptable for their child(ren) to access in school through the school district's technology systems. Users are required to sign and agree to the district’s acceptable use policy and Internet Access Acknowledgement Form.

School District Limitation of Liability

The school district makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school district's systems will be error-free or without defect.

The school district does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the school district. The school district shall not be responsible for material that is retrieved through the Internet or the consequences that may result from them.

The school district is neither responsible for nor guarantees the accuracy or quality of the information obtained its systems.

The school district shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed or unavailable when using the computers, network and electronic communications systems.

The school district shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the school district's systems. In no event shall the school district be liable to the user for any damages whether direct, indirect, special or consequential, arising from the use of the systems.

Prohibitions

The use of the school district's systems for illegal, inappropriate, or unacceptable purposes as designated by this policy by anyone is prohibited. The Superintendent of Schools or his/her designee reserves the right to determine if any activity constitutes an acceptable or unacceptable use of the technology systems. The prohibitions on unacceptable use are in effect at all times.

Students are prohibited from using their personal computers on school district premises and property, at school district events, or through connection to the school district technology systems, unless permission has been granted by the Superintendent of Schools or his/her designee.

Students who are performing volunteer fire company, ambulance or rescue squad functions, or need such a computer due to their medical condition, or the medical condition of a member of their family, with prior notice and the approval of the Superintendent of Schools or his/her designee, may qualify for an exemption of this prohibition.[1]

All users are prohibited from using school systems to:

1. Send, receive, view, download, access, or transmit inappropriate matter and material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, terroristic and/or illegal.

https://www.boarddocs.com/pa/epen/Board.nsf/Private?open&login#
2. Gamble.

3. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.

4. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (online, real-time conversations).

5. Facilitate any illegal activity.

6. Mass mail non-educational or non-work related information (for example: the use of the "everyone" distribution list, building level distribution lists, or other e-mail distribution lists to offer personal items for sale).

7. Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable school district policies) or conduct unauthorized fundraising or advertising on behalf of the school district or non-school district organizations. Commercial purposes are defined as offering or providing goods or services or purchasing goods or services for personal use. School district acquisition policies will be followed for school district purchase of goods or supplies through the school district system.[2]

8. Political lobbying for the purpose of electing public officials.

9. Install, distribute, reproduce or use copyrighted software not licensed by the district on school district computers, or copy school district software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright (see the section on copyright infringement in this policy).

10. Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on school district computers is restricted to the Director of Information Technology or his/her designee.

11. Encrypt messages using encryption software that is not authorized by the school district from any access point on school district equipment or school district property.

12. Access, interfere with, possess, or distribute confidential or private information unless within the scope of the position's responsibility. Example: Accessing other students' accounts to obtain their grades.

13. Use the systems to send any school district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the school district's business or educational interests.

14. Post personal or professional web pages without administrative approval.

15. Post or transmit anonymous messages.

16. Utilize district equipment for conducting denial of service attacks on the district or other systems.

Access and Security

Users must immediately notify the Director of Information Technology or his/her designee if they have identified a possible security problem or inadvertently accessed inappropriate material. The following activities related to access to the school district's technology systems and information are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of another user.

3. Altering a communication originally received from another person or computer with the intent to deceive.

4. Using school district resources to engage in any illegal act, including but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, or being involved in a terrorist threat against any person or property.

5. Disabling, circumventing or attempting to defeat any school district security measure, program or device, including, but not limited to, anti-spyware, anti-spam, and virus protection software or procedures.

**Operational Prohibitions**

The following operational activities and behaviors are prohibited:

1. Interfering with or disrupting the technology systems, network accounts, services or equipment of others, including, but not limited to, the propagation of computer worms and viruses, Trojan Horse and trapdoor program code, and the sending of electronic chain mail. The user may not hack or crack the network or others' computers, whether by hardware, software, parasiteware, viruses and worms or other hardware or software designed to obtain information or damage the technology systems or any component of the network, and may not strip or harvest information, or take control of any computer without permission.

2. Altering or attempting to alter other users' or system files, system security software or the systems themselves, except for Information Technology staff in the performance of their duties.

3. Scanning of the technology systems for security vulnerabilities without authorization.

4. Attempting to alter any school district computing or networking components (including, but not limited to fileservers, bridges, routers, or hubs) without authorization.

5. Using routers or switches, or configuring wireless technology, attempting to create network connections, or extending any computer, telephonic device, electronic communications systems, or network services, whether wired, wireless, cable, or by other means, without authorization.

6. Failing to comply with requests from teachers or school district administrators to discontinue activities that the teachers or administrators believe threaten the operation or integrity of the technology systems.

**Content Guidelines**

Information electronically published on the school district's technology systems shall be subject to the following guidelines:

1. Published documents, including but not limited to audio and video clips or conferences, may not include a child's phone number, street address, box number, or name (other than first name) when associated with other identifying information, such as a picture or the names of other family members, without parent/guardian consent in writing.

2. Documents, web pages, electronic communications, or video conferences may not include personally identifiable information that indicates the specific physical location of a student at a given time without parent/guardian consent in writing.

3. Documents, web pages and electronic communications must conform to all school district policies and guidelines.

**Expectation of Privacy**

https://www.boarddocs.com/pa/epen/Board.nsf/Private?open&login#
Users’ violations of this policy, any other school district policy, or the law may be discovered by routine maintenance and monitoring of the school district systems. Users waive all expectation of privacy in their usage of the systems.

Copyright Infringement and Plagiarism

Federal laws, cases and guidelines pertaining to copyright will govern the use of material accessed through school district resources. Employees will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements.[3][4]

Selection of Material

When using the Internet or other technology resources for class activities, teachers shall select material that is appropriate to the age of the students and is relevant to the course objectives. Teachers must preview the materials and web sites they require or recommend students to access to determine the appropriateness of the material contained on or accessed through the web site. Teachers shall provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.

Safety and Privacy

The school district will take reasonable measures to protect users from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately inform the Superintendent of Schools or his/her designee.

Students will not post personal contact information about themselves or other people on the technology systems. District systems and devices shall not be used to invade the privacy of any person.

District system users may not disclose, use or disseminate confidential or personal student or employee information including, but not limited to, grades, social security numbers, home addresses and telephone numbers, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the school district unless authorized to do so.

Consequences for Inappropriate, Unauthorized and/or Illegal Use

Students and employees are hereby made aware that violations of this policy or other related policies or unlawful use of the technology systems may result in loss of technology access and a variety of other disciplinary actions, including, but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis.[5][6][7][8][9]

This policy incorporates all other relevant school district policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policies, curriculum policies, and improper conduct policies.

The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be financially responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy, which may result in cancellation of access to the school district’s technology systems and resources, and is subject to discipline.

Illegal usage of district systems or equipment will be reported to law enforcement authorities.
Deleted district's policy on criminal background checks, which was last revised in 1995. Language is out-of-date with current laws, and background checks relative to employees is covered under various employment policies in the 300 section of the policy manual. For up-to-date language relative to independent contractors and their employees, see new draft policy 818 Contracted Services.

Last Modified by Kristin Ehrhart on March 31, 2017
Purpose

In its effort to provide cost-effective programs, the Board may need to utilize contracted services. The district Superintendent or designee shall monitor and evaluate such services to assure their effectiveness. This policy is adopted to assist the Board in procuring and maintaining qualified and legally certified services.

Definition

Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[4]

Authority

The Board is required by law to ensure that independent contractors and their employees comply with the mandatory state and federal background check requirements for criminal history and child abuse.[2][3]

Guidelines

Independent contractors shall conduct an employment history review, in compliance with state law, prior to issuing an offer of employment to a candidate or prior to assignment of a current employee to perform work for the district. Failure to accurately report required information shall subject the candidate or employee to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate or employee to civil and criminal penalties. The independent contractor may use the employment history information for the purpose of evaluating an applicant’s fitness to be hired or for continued employment of a current employee and may report the information as permitted by law.[4]

Independent contractors and their employees shall not be employed until each 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.[2][3]
Independent contractors and their employees shall report, on the designated form, all arrests and convictions as specified on the form. Independent contractors and their employees 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/contract, termination if already hired/contracted, and/or criminal prosecution.[2]

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the district, and who have direct contact with children, to notify the contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Employees shall also be required to report to the contractor, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[2][5]

If the contractor receives notice of such an arrest or conviction or notification such that the employee has been listed as a perpetrator in the Statewide database, from either the employee or a third party, the contractor shall immediately report, in writing, that information to the school district.

Mandatory background check requirements for criminal history and child abuse shall be included in all bidding specifications for contracted services.[6]

Language shall be included in all bidding specifications for contracted services notifying independent contractors that failure to comply with this policy and the requirements for background checks and reporting of employee misconduct by an independent contractor shall lead to cancellation of the contract.

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[1]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[7]
3. District policy related to reporting of suspected abuse and sexual misconduct.[8]
4. Maintenance of professional and appropriate relationships with students.

Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.[1]

Last Modified by Dr Denise Torma on August 21, 2017
The Board is committed to providing a safe and healthy environment for the school community.

Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the schools enables responders to deliver early defibrillation and resuscitation to victims.

Authority

Except in extenuating circumstances, each school shall have one (1) person certified in the use of cardiopulmonary resuscitation (CPR) during regular school hours when school is in session and students are present.[1]

The automated external defibrillator (AED) units are owned by the district and shall be properly maintained and located in secure and accessible locations.

The automated external defibrillator (AED) units shall be used in accordance with approved district procedures.

Guidelines

A core team shall be trained in CPR and AED procedures by completing a training program offered by approved providers. Members of the team shall be provided opportunities for annual training and retraining.

Written guidelines for medical emergencies related to the use of automated external defibrillator (AED) units shall be provided to all members of the core team at the time of the biannual training.

Responders’ use of automated external defibrillator (AED) units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

Delegation of Responsibility

The Superintendent or designee shall develop and disseminate administrative regulations that detail the use of automated external defibrillator (AED) units that support this policy.
Automated external defibrillator (AED) units may be used by all members of the district’s core team who have successfully completed training and any trained volunteer who has a valid course completion card.

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This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as adults. The term adults as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and

https://www.boarddocs.com/pa/epen/Boards/2017-08-22/0824-NEW
procedures.[1]

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Definition

For purposes of this policy, legitimate educational reasons include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student’s physical injury or other medical needs, school administration or other purposes within the scope of the adult’s job or volunteer duties.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy. [2]

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student’s age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[19][20]

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.

2. Romantic flirtation, propositions, or sexual remarks.

3. Sexual slurs, leering, epithets, sexual or derogatory comments.

4. Personal comments about a student’s body or personal characteristics.

5. Sexual jokes, notes, stories, drawings, gestures or pictures.

6. Spreading sexual or romantic rumors.

7. Touching a student’s body or clothes in a sexual or intimate way.

8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.

9. Restricting a student’s freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.

2. Exchanging notes, emails or other communications of a personal nature with a student.

3. Giving personal gifts, cards or letters to a student without written approval from the building principal.

4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).

5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.

6. Taking a student out of class without a legitimate educational reason.

7. Being alone with a student behind closed doors without a legitimate educational reason.

8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.

9. Sending or accompanying a student on personal errands.

10. Inviting a student to the adult’s home.

11. Going to a student’s home without a legitimate educational reason.

12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.

13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.

14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.

15. Telling a student personal secrets or sharing personal secrets with a student.

16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.

17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.

18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[3][4][5]

Electronic Communications -
For purposes of this policy, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures.[6]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, building principal or any other administrator.[5]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[7][8]
An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent or any other administrator, within fifteen (15) days of discovery of such misconduct.[9][10]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[7][9][11][12][13][14][15][10][16][8]

It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.[5][17]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If, as the result of an investigation, any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and district policies. Obstruction includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[18]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

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The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the district's resources. The Board is entrusted with public funds, and no one connected with the district shall do anything to erode that trust.

**Definitions**

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of district information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
8. Destruction, removal, or inappropriate use of district records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement authorities.
11. Other dishonest or fraudulent acts involving district monies or resources.

**Delegation of Responsibility**

The Superintendent or designee shall be responsible to implement and maintain a system of internal controls designed to prevent and detect potential risks, fraud, financial impropriety, or fiscal
irregularities within the district;

District administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The Superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the district.

Reporting

All employees shall be alert for any indication of fraud, financial impropriety or irregularity within their area of responsibility.

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent.

If the report involves the Superintendent, the employee shall report his/her suspicions to the Board President who shall be responsible to conduct an investigation in place of the Superintendent.

Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.[1][2][3]

Investigation

The Superintendent shall investigate reports of fraudulent activities in a manner that protects the confidentiality of all parties and the facts, in cooperation with appropriate individuals and agencies.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall issue a report to the Board and designated individuals.

The final disposition of the matter regarding employee discipline and decision to file a criminal complaint or refer the matter to law enforcement authorities and/or a regulatory agency for independent investigation shall be determined by the Board and Superintendent in consultation with legal counsel.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, unless and until the results are made public.
Purpose

With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Board is concerned about the risk of a breach in the district’s electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

Authority

The Board directs that the Superintendent or designee shall provide appropriate notification of any computerized system security breach to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.[1]

Definitions

Breach of the system’s security - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of the database of personal information regarding multiple individuals and that the district reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the school district for the lawful purposes of the district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district purposes and is not subject to further unauthorized disclosure.[2]

Individual - any natural person, not an entity or company.

Personal information - includes an individual’s first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:[2]

1. Social security number.
2. Driver’s license number or state identification card number issued instead of a driver’s license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual’s financial account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.[3]
**Records** - any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.[2]

**Delegation of Responsibility**

The Superintendent or designee shall ensure that the district provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the district in writing that the notification would impede a criminal or civil investigation, or the district must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The district will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.[4]

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In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians and district staff. [1][2]

**Definitions**

**Certificate of Immunization** - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school
Medical Certificate - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[3]

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[1][2][4]

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[5]

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.[1][4][6][7]

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.[1][4][5][6][7]

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.[5][8][9]

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.[5][10]

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the school nurse.[1]

The Superintendent or designee shall:

1. Ensure that parents/guardians are informed prior to a student's admission to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.[1][5][6][7][8][11]

2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.[3][5]

3. Annually review state standards for immunization and direct the responsible district personnel accordingly.

The Superintendent or designee shall report immunization data electronically to the Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the Department of Health by December 15.[12]
Communicable Diseases

The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.[13][14][15]

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.[16][17][18]

The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.[19]

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases.[19][20][21]

Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[22][23]

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.[24]
Purpose

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. 115
17. Pol. 116
18. Pol. 117
19. Pol. 118
20. 22 PA Code 11.34
21. 22 PA Code 11.32
22. 22 PA Code 11.5
23. 22 PA Code 11.31
24. 22 PA Code 11.31a
25. 24 P.S. 1327.1
26. Pol. 137
27. 22 PA Code 11.21
28. 22 PA Code 11.26
29. 24 P.S. 1546
30. 24 P.S. 1333
31. 24 P.S. 1333.1
32. 24 P.S. 1333.2
33. Pol. 103.1
34. Pol. 113
35. Pol. 113.3
36. Pol. 114
37. 22 PA Code 11.8
38. 22 PA Code 11.24

https://www.boarddocs.com/pa/epen/Board.nsf/Private?open&login#
The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

**Authority**

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[2][3][4][5][6][7]

The Board **Superintendent or designee** shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

**Definitions**

**Compulsory school age** shall mean - the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child 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 child 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 child subject to compulsory school attendance.[9]

**Person in parental relation** shall mean a:

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

This definition 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 child'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, parents/guardians, staff, local children and youth agency, and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.[1][11]

The Superintendent or designee, in coordination with the building principal or designee, Attendance Officer and Home and School Visitor, 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.

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 judge.

4. Ensure that students legally absent with an excused absence 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.

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; or the student is receiving approved homebound instruction.

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.

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.

3. Students attending college who are also enrolled part-time in district schools.

4. Students attending a home education program or private tutoring in accordance with law.

5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.

6. Students fifteen (15) years of age, who are engaged in farm work or private domestic service under duly issued permits and 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 fourteen (14) years of age, who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.

8. Students sixteen (16) years of age, regularly employed during the school session and holding a lawfully issued employment certificate.

**Excused 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.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.

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.

9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.

10. Nonschool-sponsored educational tours or trips, if the following conditions are met:

   a. The parent/guardian submits a written request for excusal prior to the absence.
   b. The student's participation has been approved by the Superintendent or designee.
   c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

11. College or postsecondary institution visit, with prior approval.

12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

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.

2. Students participating in a religious instruction program, if the following conditions are met:

   a. The parent/guardian 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 parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. 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.[20]

**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.[12]

A maximum of twenty (20) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond twenty (20) cumulative days shall require an excuse from a licensed practitioner of the healing arts.[37]

**Unexcused/Absence**

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

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

**Parental Notification**

District staff shall provide 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.[30]

The notice shall:[30]

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 child'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.[30]

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.[30]

**School Attendance Improvement Conference**

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[30]

The purpose of the School Attendance Improvement Conference 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 School Attendance Improvement Conference:[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 School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[30]

The outcome of the School Attendance Improvement Conference 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.[30]

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[30]

**Student is Habitually Truant**

When a student under fifteen (15) years of age is habitually truant, district staff:[31]

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 judge against the person in parental relation who resides in the same household as the student.[31]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[31]

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 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.[31]

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 judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[31]

**Filing a Citation**

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[32]

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.[32]

**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.[33][34][35][36]

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. [33][34][36]

**Discipline**

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[30]

Last Modified by Dr Denise Torma on August 22, 2017
Purpose

East Penn School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.
Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.\cite{1}\cite{2}\cite{3}

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.\cite{2}\cite{3}

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.\cite{3}

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. Assessment of school environment regarding school wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:\cite{2}\cite{3}

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.

3. A description of the progress made by the district in attaining the goals of this policy.

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[2][3]

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.

2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.

3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.

4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[2]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[3]

Advisory Health Council

An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow-up programs.[5]

The Advisory Health Council may examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues.
The Advisory Health Council may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

The Advisory Health Council shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.[5]

**Nutrition Education**

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[6][7][8]

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education lessons and activities shall be age-appropriate.

School food service and nutrition education classes shall cooperate to create a learning laboratory.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

**Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District schools shall promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.

District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

**Physical Activity**

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.
Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Before and/or after-school programs shall provide developmentally appropriate physical activity for participating children.

District schools shall promote physical activity through encouragement of walking and biking as a means of transportation to and from school.

Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

**Physical Education**

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[7][8][9]

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.

**Other School Based Activities**

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[10][11]

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations. [12][13][14][15]

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.
Students shall be provided a clean and safe meal environment.

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[10]

Students shall have access to hand washing or sanitizing before meals and snacks.

Nutrition content of school meals shall be available to students and parents/guardians.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

The district shall maintain a healthy school environment, including but not limited to indoor air quality, in accordance with the district's healthy learning environment program and applicable laws and regulations.

**Nutrition Guidelines for All Foods/Beverages at School**

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[10][11][13][14]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

**Competitive Foods**

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[3][16][17]

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.[3][16]

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[3][16]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[16]

**Fundraiser Exemptions**

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[18]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[16]
The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:
   a. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).

2. Classroom Parties and Celebrations:
   a. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
   b. Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
      i. Fresh fruits/vegetables; and
      ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
   c. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.

3. Shared Classroom Snacks:
   a. Ingredients of shared classroom snacks will be reviewed by the classroom teacher to ensure that no ingredients are contained which have been identified as allergens outlined in the individual student 504 plans or contained in the Allergy List provided by the school nurse.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[3][16]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[19]

Management of Food Allergies in District Schools

https://www.boarddocs.com/pa/pen/Board.nsf/Private?open&login#
The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

Last Modified by Kristin Ehrhart on August 21, 2017
EAST PENN SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

AUGUST 28, 2017

ADDENDUM

5. PERSONNEL

Motion by _____________________, Seconded by _____________________

RESOLVED, That the Board of School Directors of East Penn SD approve the following personnel items, as recommended by the Superintendent:

e. Full-time Substitute Appointment(s)

Name: Barbie Vergamini
Education Level: B.S. Degree
Undergraduate School: Kutztown University
Assignment: Autistic Support Teacher/Wescosville ES
            (Leave of absence of J. Abrams)
Certification: Instructional I: Elementary K-6; Mentally/Physically Handicapped K-12
Experience: Aug. 1999 – Sept. 2003: Souderton Area SD; Special Ed. Teacher
Salary: $52,062; Year 1; B
Effective: August 28, 2017

f. Support Staff Appointment(s)

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<th>Assignment</th>
<th>Salary/Hours</th>
<th>Effective Date</th>
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<td>Kaitlyn Frey</td>
<td>Health Room Nurse – Shoemaker ES</td>
<td>$21.16/hr</td>
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<td>Junie Laurore</td>
<td>Instructional Assistant – Macungie ES</td>
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<td>(Position transfer from Shoemaker ES due to student needs)</td>
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<td>Sarah Murphy</td>
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<td>Helen Hartill</td>
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