

*Coatesville Area School District  
Education Committee*



Members

Deborah Thompson, Chair  
James Hills  
Ann Wuertz

March 15, 2017

**Education Committee Agenda**  
*Coatesville Area Senior High School Auditorium*  
**March 14, 2017 - 6:00 PM**  
*(1<sup>st</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** Deborah Thompson  
**BOARD MEMBERS:** James Hills and Ann Wuertz  
**ADMINISTRATION:** Dr. Cathy Taschner, Ronald Kabonick and Judy Shopp, Esquire  
**CALL TO ORDER:** \_\_\_\_\_

**APPROVAL of MINUTES**

Approval of the February 14, 2017 Education Committee meeting minutes. (*Enclosure*)

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**AGENDA ITEMS**

- A. **2017-2018 Special Education Professional Development and Training**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the contract with Dr. Richard Villa for the 2017-18 school year, as presented. (*Confidential Enclosure*)
  
- B. **Cyber Academy Field Trip to Washington, D.C.**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the field trip to Washington, D. C. for Cyber Academy students, as presented. (*Confidential Enclosure*)
  
- C. **Public Performance by B.R.I.D.G.E.E. and S.I.S.T.E.R.S. Step Teams**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the public performance of the B.R.I.D.G.E.E. and S.I.S.T.E.R.S. Step Teams, as presented. (*Confidential Enclosure*)
  
- D. **16<sup>th</sup> Annual Multi-Cultural & Diversity Awareness Conference & Talent Show Competition**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the request to attend the 16<sup>th</sup> Annual Multi-Cultural & Diversity Awareness Conference & Talent Show Competition at the Kennett Square High School, as presented. (*Confidential Enclosure*)
  
- E. **PIAA Swimming and Wrestling State Championships**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the overnight trips to the PIAA Swimming and Wrestling Championships, as presented. (*Confidential Enclosure*)
  
- F. **Harrisburg University of Science and Technology**  
**RECOMMENDED MOTION:** That the Board of School Directors the approve Concurrent Enrollment Agreement between CASD and Harrisburg University of Science and Technology, pending legal review. (*Confidential Enclosure*)
  
- G. **Steel Spirit of Coatesville Indoor Color Guard**  
**RECOMMENDED MOTION:** That the Boar of School Directors approve the Steel Spirit of Coatesville Indoor Color Guard out-of-state overnight trip to the Atlantic Coast Championships, as presented. (*Confidential Enclosure*)

- H. Confidential Release and Settlement Agreement – Student 70000435**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Release and Settlement Agreement for student 70000435, as presented. (*Confidential Enclosure*)
- I. Lindamood-Bell Learning Processes – Contract Amendment – Student 11000656**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Contract Amendment for student 11000656, as presented. (*Confidential Enclosure*)
- J. Independent Contractor Contract – Student 90001373**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Independent Contractor's Contract for student 90001373, as presented. (*Confidential Enclosure*)
- K. Bayada Home Health Care, Inc. Letter of Agreement – Student 10006868**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Letter of Agreement between CASD and Bayada Home Health Care, Inc. for student 10006868, as presented. (*Confidential Enclosure*)
- L. Y. M. W. I. C. Partnership**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the partnership with Y. M. W. I. C. for the 2016-2017 and 2017-2018 school years.
- M. Course Selection Books**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the course selection books for the high school, as presented.

**INFORMATIONAL ITEM(S)**

- Electronic Devices Task Force Update
- Discipline Compliance and Community Task Force Update
- SAT Update
- Keystone Remediation Update
- National Junior Honor Society Update

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** \_\_\_\_\_

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2017 and on the District website.  
Copies of the minutes will be maintained in the office of the Board Secretary.*

*Education Committee*

*Minutes to Approve*





**PUBLIC COMMENT**

*Vince Rose:*

The Hatt group is ready to move forward with the volleyball and soccer fields; wants to advertise and invite all kids; suggest using the District website to get the word out; consider communication via the PTOs/PTAs.

**ADJOURNMENT**      This meeting adjourned at 8:18 p.m.

*Respectfully submitted, Karen Jackson*

*Anyone wishing to review the minutes verbatim should contact the School Board Secretary to request a copy of the digital/audio file.*

*Coatesville Area School District  
Operations Committee*



Members

Brenda Geist, Chair  
Laurie Knecht  
Dean Snyder

March 15, 2017

# Operations Committee Agenda

Coatesville Area Senior High School Auditorium

**March 14, 2017 - 6:00 PM**

(2<sup>nd</sup> Committee Meeting of the Evening)

**CHAIRPERSON:** Brenda Geist  
**BOARD MEMBERS:** Laurie Knecht and Dean Snyder  
**ADMINISTRATION:** Dr. Cathy Taschner, Ronald Kabonick and Judy Shopp, Esquire  
**CALL TO ORDER:** \_\_\_\_\_

## APPROVAL of MINUTES

Approval of the February 14, 2014 Operations Committee meeting minutes. (*Enclosure*)

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

## AGENDA ITEMS

- A. Use of Facilities Request to Waive Fees – Caln PTA Yard Sale – Caln Elementary School**  
**RECOMMEND MOTION:** That the Board of School Directors approve the waiver of fees in the amount of \$198 for a yard sale at Caln Elementary School on Saturday, April 1, 2017 from 7:00 a.m. until 1:00 p.m., as per the attachment. (*Confidential Enclosure*)
- B. Use of Facilities Request to Waive Fees – Caln Little League - Caln & CASH Baseball & Softball Fields**  
**RECOMMEND MOTION:** That the Board of School Directors approve the waiver of fees in the amount of \$480 for use of the baseball and softball fields at Caln Elementary School, and the junior varsity field at the high school campus from March 25, 2017 until June 10, 2017, as per the attachment. (*Confidential Enclosure*)
- C. Use of Facilities Request to Waive Fees – Voter Services – Scott Middle School**  
**RECOMMEND MOTION:** That the Board of School Directors approve the waiver of fees in the amount of \$2,216 for the use of Scott Middle School as a Polling Location for two voting precincts on Tuesday, May 16, 2017. (*Confidential Enclosure*)
- D. Chesconet Addendum**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Chesconet addendum to extend the Chesconet contract document MSA #2016CASD through June 30, 2018 for an amount of \$34,000.00. (*Confidential Enclosure*)
- E. Boiler Maintenance Services – Herman Goldner Company, Inc.**  
**RECOMMENDED MOTION:** That the Board of School Directors approve Herman Goldner Company, Inc. to provide boiler preventive maintenance services at an annual cost of \$10,495.00. (*Confidential Enclosure*)
- F. Multi-Point Wireless Network – Gettle, Inc.**  
**RECOMMENDED MOTION:** That the Board of School Directors approve Gettle, Inc. to install a multi-point wireless network to connect remote field cameras to the camera local area network at the high school for an amount of \$2,900. (*Confidential Enclosure*)

**INFORMATIONAL ITEM(S)**

- Food Service Reimbursement/Participation Report for the month ending 2-28-2017 (*Enclosure*)

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** \_\_\_\_\_

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2017 and on the District website.  
Copies of the minutes will be maintained in the office of the Board Secretary.*

# *Operations Committee*

## *Minutes to Approve*







# *Operations Committee Enclosure*

## *Food Services Report*



*Coatesville Area School District*  
*Finance Committee*



Members

Stuart Deets, Chair  
James Hills  
Tom Siedenbuehl

March 15, 2017

# Finance Committee Agenda

Coatesville Area Senior High School Auditorium

**March 14, 2017 - 6:00 PM**

(3<sup>rd</sup> Committee Meeting of the Evening)

**CHAIRPERSON:** Stuart Deets  
**BOARD MEMBERS:** James Hills and Tom Siedenbuehl  
**ADMINISTRATION:** Dr. Cathy Taschner, Ronald Kabonick and Judy Shopp, Esquire  
**CALL TO ORDER:** \_\_\_\_\_

## APPROVAL of MINUTES

Approval of the February 14, 2017 Finance Committee meeting minutes. (*Enclosure*)

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

## AGENDA ITEMS

- A. Financial Statements**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the enclosed Financial Statements and the Bills Payable list, as presented. (*Enclosures*)
- B. Chester County Tax Claims Bureau**  
**RECOMMENDED MOTION:** That the Board of School Directors approve to exonerate uncollectable property tax liens as per the attached list. (*Confidential Enclosure*)
- C. Lifetouch Portrait Agreement for the 2017-2018, 2018-2019 and 2019-2020**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 3-year Student Portraits Agreements between CASD and Lifetouch National School Studios, Inc., for Caln, Friendship, King's Highway, Rainbow and Reeceville Elementary schools, and Scott, North Brandywine and South Brandywine Middle schools, as presented. (*Confidential Enclosure*)
- D. Royalty Check - Ohio Pyle Prints, Inc. – Coatesville Area Senior High School**  
**RECOMMENDED MOTION:** That the Board of School Directors accept the royalty check from Ohio Pyle Prints, Inc., in the amount of \$50.09, for spirit-gear sales. (*Enclosure*)
- E. Communication Solutions Group, Inc. Agreement**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Agreement between CASD and the Communication Solutions Group, as presented. (*Confidential Enclosure*)
- F. Confidential Release and Settlement Agreement – Employee 012424**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the Confidential Release and Settlement Agreement for employee 012424. (*Confidential Enclosure*)
- G. 3-Year Equipment Maintenance Agreement - Postage Meter Machine**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the three (3) year equipment maintenance agreement for the postage meter machine, as presented. (*Confidential Enclosure*)

**H. Human Resources Report**

**RECOMMENDED MOTION:** That the Board of School Directors approve the resignations, appointments, new positions, leave of absences, transfers, changes of status and corrections, as presented. *(Enclosure)*

**INFORMATIONAL ITEM(S)**

- 2017-2018 General Fund Budget Discussion
- CASD and Charter School Enrollment Reports for the month ending February 28, 2017 *(Enclosure)*

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** \_\_\_\_\_

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2017 and on the District website.  
Copies of the minutes will be maintained in the office of the Board Secretary.*

*Finance Enclosure*

*Minutes to Approve*

# Finance Committee Minutes

Coatesville Area Senior High School Auditorium

**February 14, 2017 - 6:00 PM**

(4<sup>th</sup> Committee Meeting of the Evening)

**CHAIRPERSON:** Stuart Deets  
**BOARD MEMBERS:** James Hills and Tom Siedenbuehl  
**ADMINISTRATION:** Dr. Cathy Taschner, Ronald Kabonick and Judy Shopp, Esquire  
**CALL TO ORDER:** 7:02 p.m.

## APPROVAL of MINUTES

Approval of the January 10, 2017 Finance Committee meeting minutes. (*Enclosure*)

Motion: James Hills                      Second: Tom Siedenbuehl                      Vote: 3-0

## AGENDA ITEMS

### A. Financial Statements

**RECOMMENDED MOTION:** That the Board of School Directors approve the enclosed Financial Statements and the Bills Payable list, as presented. (*Enclosures*)

Motion: James Hills                      Second: Tom Siedenbuehl                      Vote: 3-0

### B. Approval of the 2017-2018 Preliminary General Fund Budget

**RECOMMEND MOTION:** That the Board of School Directors approve the 2017-2018 Preliminary General Fund Budget in the amount of \$168,790,501.00, as presented. (*Enclosure*)

Motion: James Hills                      Second: Tom Siedenbuehl                      Vote: 3-0

### C. Church of Coatesville License Agreement – Scott Middle School

**RECOMMEND MOTION:** That the Board of School Directors approve the license agreement with the Church of Coatesville for the use of the Scott Middle School Auditorium for a monthly fee of \$1,567.18, effective March 1, 2017, and to terminate the license agreement with the Church of Coatesville for North Brandywine Middle School, effective February 28, 2017. (*Confidential Enclosure*)

Motion: James Hills                      Second: Tom Siedenbuehl                      Vote: 3-0

### D. Anastasi Landscaping

**RECOMMEND MOTION:** That the Board of School Directors approve Anastasi Landscaping Service to provide landscaping services for the Coatesville Area School District facilities at the rates presented in the attached proposal. (*Confidential Enclosure*)

Motion: James Hills                      Second: Tom Siedenbuehl                      Vote: 3-0

**E. Transfinder Software Management System**

**RECOMMEND MOTION:** That the Board of School Directors approve Transfinder Software System to host and provide a transportation software management system for a period of three (3) years and five (5) months, at a total cost of \$78,417.00. (*Confidential Enclosure*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

**F. Human Resources Report**

**RECOMMENDED MOTION:** That the Board of School Directors approve the resignations, appointments, new positions, leave of absences, transfers, changes of status and corrections, as presented. (*Enclosure*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

**G. Ski Club Transportation Agreements Nos. 17769, 17772 and 17773**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Transportation Agreements between Krapfs Coaches and the Coatesville Area School District for travel to Ski Club events. (*Confidential Enclosure*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

**H. Drug Detection Dog Agreement**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Agreement with the Chester County Sheriff's Office Canine Program to conduct searches of school premises in accordance with Policy 227.1, as presented. (*Confidential Enclosure*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

**I. Parchment Contract**

**RECOMMENDED MOTION:** That the Board of School Directors approve the contract with Parchment, Inc. for electronic transcripts. (*Enclosure*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

**J. Lifetouch Portrait Agreement for 2016-17 School Year – South Brandywine Middle School**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Agreement with Lifetouch Studios for student portraits, as presented. (*Confidential Enclosure*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0

**K. Lifetouch Portrait Agreement for 2016-17 School Year – North Brandywine Middle School**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Agreement with Lifetouch Studios for student portraits, as presented. (*Confidential Enclosure*)

Motion: James Hills

Second: Tom Siedenbuehl

Vote: 3-0









**INFORMATIONAL ITEM(S)**

- Budget Presentation
- CASD and Charter School Enrollment Reports for the month ending January 31, 2017 (*Enclosure*)

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

*Vince Rose:*

Girls' basketball games (then & now); and Charter School motivators.

*Amelia Mills:*

What is the plan for recruiting CASD students back into the District?

**ADJOURNMENT**      This meeting adjourned at 8:13 p.m.

*Respectfully submitted, Karen Jackson*

*Anyone wishing to review the minutes verbatim should contact the School Board Secretary to request a copy of the digital/audio file.*

# *Finance Committee ~ Financial Statements*

- *Treasurer's Report for period ending February 28, 2017*
- *Bills Payable for the period of January 6<sup>th</sup> through March 20, 2017*

*Submitted: March 14, 2017*

**Coatesville Area School District  
Treasurer's Report For The Period Ending February 28, 2017**

	General	Food Service	Capital Reserve	Capital Projects
	Fund	Fund	Fund - 30	Fund - 39
<b>Beginning Balance</b>	\$51,709,978.95	\$2,638,091.34	\$1,090,646.39	\$5,415,187.87
Local Revenue	\$1,393,350.44	\$54,956.75	\$357.14	\$2,162.21
State Revenue	\$3,182,684.62	\$11,901.32		
Federal Revenue	\$0.00	\$252,386.85		
Deferred Revenues	\$0.00			
Other Revenue	\$0.00		\$0.00	
<b>Total Revenues</b>	<b>\$4,576,035.06</b>	<b>\$319,244.92</b>	<b>\$357.14</b>	<b>\$2,162.21</b>
<b>Total Expenditures</b>	<b>\$10,381,065.59</b>	<b>\$95,736.67</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Ending Balance</b>	<b>\$45,904,948.42</b>	<b>\$2,861,599.59</b>	<b>\$1,091,003.53</b>	<b>\$5,417,350.08</b>

	Student	Trust	Agency
	Activities	Fund	Fund Transfer
<b>Beginning Balance</b>	\$111,578.76	\$171,744.99	\$151,382.39
Local Revenue	\$12,741.33	\$56.22	\$8,930.45
State Revenue			
Federal Revenue			
Deferred Revenues			
Other Revenue			
<b>Total Revenues</b>	<b>\$12,741.33</b>	<b>\$56.22</b>	<b>\$8,930.45</b>
<b>Total Expenditures</b>	<b>\$8,199.75</b>	<b>\$50.00</b>	<b>\$3,475.93</b>
<b>Ending Balance</b>	<b>\$116,120.34</b>	<b>\$171,751.21</b>	<b>\$156,836.91</b>

# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00001682	03/09/2017	M1108900001			10-2420-610-000-00-000-000-0114		-37.99
Vendor: 2038 - REBECCA N MICHNUK					Remit # 1	Check Date: 03/09/2017	Check Amount: -37.99
00009162	03/08/2017	M1104400001	17009877	021	10-2271-324-420-00-000-000-1617	102271324420161	-5,400.00
Vendor: 1372 - TRUSTEES OF THE UNIVERSITY OF PENNSYLVANIA					Remit # 1	Check Date: 01/06/2017	Check Amount: -5,400.00
00009221	03/03/2017	M1099200001		RET BUY BACK	10-0462-018-PAY-00-000-000-0000	100462018PAY	-2,907.00
Vendor: 1093 - PUBLIC SCHOOL EMPLOYEE RET SYS					Remit # 1	Check Date: 01/13/2017	Check Amount: -2,907.00
00009653	02/27/2017	M1091400001	117319	2417	10-3250-330-000-00-000-000-0000		-56.00
Vendor: 6048 - MIKE LARKIN						Check Date: 02/23/2017	Check Amount: -56.00
00009783	03/01/2017	L1094700001	17010913	FILING FEE 2007	10-5120-810-000-00-000-000-0000		1,854.84
Vendor: 6843 - Commonwealth of PA						Check Date: 03/01/2017	Check Amount: 1,854.84
00009784	03/03/2017	L1094300004	17009446	72677213	10-2620-411-000-00-000-000-0000		322.50
Vendor: 1717 - A J BLOSENSKI INC					Remit # 1	Check Date: 03/03/2017	Check Amount: 322.50
00009785	03/03/2017	C1094100007		3/3/2017 PAY	10-0462-027-PAY-00-000-000-0000	100462027PAY	1,038.37
Vendor: 0026 - AFLAC					Remit # 1	Check Date: 03/03/2017	Check Amount: 1,038.37
00009786	03/03/2017	L1094300008	17010890	287262508680X020	10-2840-530-000-00-000-000-0000		304.83
Vendor: 2285 - AT & T MOBILITY II LLC						Check Date: 03/03/2017	Check Amount: 304.83
00009787	03/03/2017	C1094100004		3/3/2017 PAY	10-0462-020-PAY-00-000-000-0000	100462020PAY	1,282.19
Vendor: 0229 - CITADEL CREDIT UNION					Remit # 1	Check Date: 03/03/2017	Check Amount: 1,282.19
00009788	03/03/2017	C1094100008		3/3/2017 PAY	10-0462-020-PAY-00-000-000-0000	100462020PAY	23,963.00
Vendor: 0240 - COATESVILLE AREA TEACHER ASSOC					Remit # 1	Check Date: 03/03/2017	Check Amount: 23,963.00
00009789	03/03/2017	C1094100003		3/3/2017 PAY	10-0462-023-PAY-00-000-000-0000	100462023PAY	114.23
Vendor: 0355 - DIVERSIFIED COLLECTION SERVICE					Remit # 1	Check Date: 03/03/2017	Check Amount: 114.23
00009790	03/03/2017	L1094900005	17010955	GAME 371	10-3250-810-000-00-000-000-0000		875.00
Vendor: 1629 - PIAA DISTRICT ONE					Remit # 1	Check Date: 03/03/2017	Check Amount: 875.00
00009791	03/03/2017	C1094100005		3/3/2017 PAY	10-0462-029-PAY-00-000-000-0000	100462029PAY	2,043.39
00009791	03/03/2017	C1094100006		3/3/2017 PAY	10-0462-025-PAY-00-000-000-0000	100462025PAY	942.29
Vendor: 1218 - SECURITY BENEFIT COMPANIES					Remit # 1	Check Date: 03/03/2017	Check Amount: 2,985.68
00009792	03/03/2017	L1094300007	17010461	516233	10-2620-624-000-00-000-000-0000		549.84
Vendor: 1231 - SHELLER OIL CO INC					Remit # 1	Check Date: 03/03/2017	Check Amount: 549.84
00009793	03/03/2017	L1094300005	17009444	43103	10-2620-610-000-00-000-000-0000		3.00

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

03/10/2017 11:16:21 AM

Coatesville Area School District

Page 1

# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009793	03/03/2017	L1094300006	17009444	43104	10-2620-610-000-00-000-000-0000		3.00
<b>Vendor: 1276 - SUBURBAN PROPANE</b>					<b>Remit # 1</b>	<b>Check Date: 03/03/2017</b>	<b>Check Amount: 6.00</b>
00009794	03/03/2017	C1094100002		3/3/2017 PAY	10-0462-023-PAY-00-000-000-0000	100462023PAY	198.00
<b>Vendor: 1300 - TG COLLECTIONS</b>					<b>Remit # 1</b>	<b>Check Date: 03/03/2017</b>	<b>Check Amount: 198.00</b>
00009795	03/03/2017	L1094300002	17009022	6103837238 1/17	10-2840-530-000-00-000-000-0000		52.31
<b>Vendor: 1409 - VERIZON</b>					<b>Remit # 1</b>	<b>Check Date: 03/03/2017</b>	<b>Check Amount: 52.31</b>
00009796	03/03/2017	L1094300001	17009021	70349075	10-2840-530-000-00-000-000-0000		5,876.19
00009796	03/03/2017	L1094300003	17009278	63208728	10-2840-530-000-00-000-000-0000		3,303.35
<b>Vendor: 1410 - VERIZON BUSINESS</b>					<b>Remit # 2</b>	<b>Check Date: 03/03/2017</b>	<b>Check Amount: 9,179.54</b>
00009797	03/03/2017	L1094900001	17010847	1072751	10-2620-432-000-00-000-000-0000		1,195.00
<b>Vendor: 1427 - WAYMAN FIRE PROTECTION INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/03/2017</b>	<b>Check Amount: 1,195.00</b>
00009798	03/03/2017	C1094100001		3/3/2017 PAY	10-0462-023-PAY-00-000-000-0000	100462023PAY	632.50
<b>Vendor: 1448 - WILLIAM C MILLER TRUSTEE</b>					<b>Remit # 1</b>	<b>Check Date: 03/03/2017</b>	<b>Check Amount: 632.50</b>
00009799	03/10/2017	L1102100118	17010820	1262888	10-2310-540-000-00-000-000-0000		707.54
<b>Vendor: 2228 - 21ST CENTURY MEDIA NEWSPAPERS LLC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 707.54</b>
00009800	03/10/2017	L1092900069	17009446	72F00425	10-2620-411-000-00-000-000-0000		154.51
00009800	03/10/2017	L1103600025	17009446	72X01045	10-2620-411-000-00-000-000-0000		719.40
<b>Vendor: 1717 - A J BLOSENSKI INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 873.91</b>
00009801	03/10/2017	L1099900008	17010828	19-766	10-2900-330-470-00-000-000-000-1516	102900330470151	3,163.00
00009801	03/10/2017	L1099900009	17010828	19-767	10-2900-330-470-00-000-000-000-1516	102900330470151	1,736.00
00009801	03/10/2017	L1099900010	17010828	19-782	10-2900-330-470-00-000-000-000-1516	102900330470151	584.00
00009801	03/10/2017	L1099900011	17010828	19-807	10-2900-330-470-00-000-000-000-1516	102900330470151	86.00
00009801	03/10/2017	L1099900012	17010828	19-813	10-2900-330-470-00-000-000-000-1516	102900330470151	268.00
00009801	03/10/2017	L1099900013	17010828	19-824	10-2900-330-470-00-000-000-000-1516	102900330470151	5,163.00
00009801	03/10/2017	L1099900014	17010828	19-828	10-2900-330-470-00-000-000-000-1516	102900330470151	744.00
00009801	03/10/2017	L1099900015	17010828	19-758	10-2900-330-470-00-000-000-000-1516	102900330470151	3,135.00
00009801	03/10/2017	L1099900016	17010828	19-757	10-2900-330-470-00-000-000-000-1516	102900330470151	1,217.00
00009801	03/10/2017	L1099900017	17010828	19-864	10-2900-330-470-00-000-000-000-1516	102900330470151	518.00
<b>Vendor: 0007 - ABS TRANSLATION &amp; INTERPRETING</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 16,614.00</b>
00009802	03/10/2017	L1099900027	17010684	560615	10-1341-610-000-24-530-240-000-0000		65.66
00009802	03/10/2017	L1102100075	17010684	560633	10-1341-610-000-22-530-240-000-0000		25.10

\* Denotes Non-Negotiable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009802	03/10/2017	L1102100076	17010684	560633	10-1341-610-000-24-530-240-000-0000		25.10
<b>Vendor: 0031 - AHOLD FINANCIAL SERVICES LLC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 115.86</b>
00009803	03/10/2017	L1092900071	17010737	22029	10-2620-431-000-00-000-000-0000		16,241.50
00009803	03/10/2017	L1092900072	17010651	22015	10-2620-431-000-00-000-000-0000		3,062.75
<b>Vendor: 6589 - ANASTASI LANDSCAPING INC</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 19,304.25</b>
00009804	03/10/2017	L1092900070	17010701	4427710547	10-1241-650-000-00-000-000-0000115		49.00
00009804	03/10/2017	L1099900018	17010599	4426974582	10-1241-650-000-00-000-000-0000115		249.00
<b>Vendor: 0074 - APPLE INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 298.00</b>
00009805	03/10/2017	L1099900020	17010860	34018	10-1110-550-000-10-220-000-000-0000		65.83
00009805	03/10/2017	L1099900021	17010860	34018	10-1110-610-000-10-260-000-000-0000		65.83
00009805	03/10/2017	L1099900022	17010860	34018	10-1110-610-000-10-270-000-000-0000		65.83
00009805	03/10/2017	L1099900023	17010860	34018	10-1110-640-000-10-240-000-000-0000		65.84
00009805	03/10/2017	L1099900024	17010860	34018	10-2380-330-000-10-230-000-000-0000		65.83
00009805	03/10/2017	L1099900025	17010860	34018	10-2380-610-000-10-250-000-000-0000		65.84
<b>Vendor: 6695 - Apple Press Ltd.</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 395.00</b>
00009806	03/10/2017	L1099900019	17010515	3416466	10-3300-610-410-10-240-000-000-1617		199.80
<b>Vendor: 0110 - BARNES &amp; NOBLE</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 199.80</b>
00009807	03/10/2017	L1102100060	17009983	12225328	10-1270-329-000-00-000-000-0000115	1012703290115	1,235.26
00009807	03/10/2017	L1102100061	17009983	12225327	10-1270-329-000-00-000-000-0000115	1012703290115	1,174.52
00009807	03/10/2017	L1102100062	17009983	12244488	10-1270-329-000-00-000-000-0000115	1012703290115	1,030.52
00009807	03/10/2017	L1102100063	17009983	12244487	10-1270-329-000-00-000-000-0000115	1012703290115	1,196.26
<b>Vendor: 0114 - BAYADA HOME HEALTHCARE INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 4,636.56</b>
00009808	03/10/2017	L1099900026	17010766	HILTON	10-2271-324-420-00-000-000-000-1617	102271324420161	757.55
<b>Vendor: 6312 - BAYRIDGE CONSORTIUM INC</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 757.55</b>
00009809	03/10/2017	L1095400061	17010841	3443780-00	10-2620-610-000-00-000-000-000-0000		30.28
<b>Vendor: 0130 - BILLOWS ELECTRIC SUPPLY CO</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 30.28</b>
00009810	03/10/2017	L1102100123	17010437	596685	10-3300-610-410-10-230-000-000-1617		22.74
00009810	03/10/2017	L1102100124	17010437	596685	10-3300-610-410-10-250-000-000-1617		453.63
00009810	03/10/2017	L1102100125	17010437	596685	10-3300-610-410-10-270-000-000-1617		975.66
00009810	03/10/2017	L1102100126	17010437	597490	10-3300-610-410-10-220-000-000-1516		311.81
00009810	03/10/2017	L1102100127	17010437	597490	10-3300-610-410-10-220-000-000-1617		463.35

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GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009810	03/10/2017	L1102100128	17010437	597490	10-3300-610-410-10-230-000-000-1617		214.72
00009810	03/10/2017	L1102100129	17010437	601273	10-3300-610-410-10-230-000-000-1617		16.08
00009810	03/10/2017	L1102100130	17010437	601273	10-3300-610-410-10-240-000-000-1617		409.33
00009810	03/10/2017	L1102100131	17010437	601273	10-3300-610-410-10-260-000-000-1617		1,058.60
<b>Vendor: 6571 - BOOKSOURCE</b>				<b>Check Date: 03/10/2017</b>		<b>Check Amount:</b>	<b>3,925.92</b>
00009811	03/10/2017	L1103600114	17009554	949847	10-2250-648-000-10-270-000-000-0000		57.81
00009811	03/10/2017	L1103600115	17009554	949847	10-2250-648-000-10-270-000-000-0000		37.10
00009811	03/10/2017	L1103600116	17009554	949847	10-2250-648-000-10-270-000-000-0000		39.94
00009811	03/10/2017	L1103600117	17009554	949847	10-2250-648-000-10-270-000-000-0000		57.81
00009811	03/10/2017	L1103600118	17009554	946484	10-2250-648-000-10-270-000-000-0000		57.81
00009811	03/10/2017	L1103600119	17009554	946484	10-2250-648-000-10-270-000-000-0000		38.54
00009811	03/10/2017	L1103600120	17009554	946484	10-2250-648-000-10-270-000-000-0000		49.41
00009811	03/10/2017	L1103600121	17009554	946484	10-2250-648-000-10-270-000-000-0000		57.81
00009811	03/10/2017	L1103600122	17009554	946484	10-2250-648-000-10-270-000-000-0000		49.41
00009811	03/10/2017	L1103600123	17009554	946484	10-2250-648-000-10-270-000-000-0000		57.81
00009811	03/10/2017	L1103600124	17009554	946484	10-2250-648-000-10-270-000-000-0000		38.91
00009811	03/10/2017	L1103600125	17009554	946484	10-2250-648-000-10-270-000-000-0000		59.94
00009811	03/10/2017	L1103600126	17009554	946484	10-2250-648-000-10-270-000-000-0000		57.81
00009811	03/10/2017	L1103600127	17009554	946484	10-2250-648-000-10-270-000-000-0000		57.81
00009811	03/10/2017	L1103600128	17009554	946484	10-2250-648-000-10-270-000-000-0000		35.79
<b>Vendor: 1805 - BOUND TO STAY BOUND BOOKS INC</b>				<b>Remit # 1 Check Date: 03/10/2017</b>		<b>Check Amount:</b>	<b>753.71</b>
00009812	03/10/2017	L1102100032	17010917	M1709/0003	10-1290-597-000-00-000-000-000-0115		1,184.48
00009812	03/10/2017	L1102100033	17010918	1701/0106	10-1290-597-000-00-000-000-000-0115		120.00
00009812	03/10/2017	L1102100058	17010912	1610/0067	10-1290-561-000-00-000-000-000-0000		270.00
00009812	03/10/2017	L1103600109	17010974	WS1612/0014	10-1231-322-000-00-000-000-000-0115		38,796.04
00009812	03/10/2017	L1103600110	17010974	WS1611/0014	10-1231-322-000-00-000-000-000-0115		42,219.22
00009812	03/10/2017	L1103600111	17010987	WS1701/0014	10-1231-322-000-00-000-000-000-0115		18,311.02
<b>Vendor: 0162 - BUCKS COUNTY SCHOOLS IU #22</b>				<b>Remit # 1 Check Date: 03/10/2017</b>		<b>Check Amount:</b>	<b>100,900.76</b>
00009813	03/10/2017	L1095400060	17010858	I093593	10-2620-610-000-00-000-000-000-0000		120.64
<b>Vendor: 0164 - C &amp; R GLASS INC</b>				<b>Remit # 1 Check Date: 03/10/2017</b>		<b>Check Amount:</b>	<b>120.64</b>
00009814	03/10/2017	L1099900005	17010777	FEB 13, 2017	10-1110-610-000-36-810-110-000-0000		1,360.00

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 0167 - CALN POLICE DEPT</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 1,360.00</b>
00009815	03/10/2017	L1102100120	17010663	5784-0 3/17	10-2620-424-000-00-000-000-0000		408.12
00009815	03/10/2017	L1102100121	17010663	5758-0 3/17	10-2620-424-000-00-000-000-0000		888.15
00009815	03/10/2017	L1102100122	17010663	4021-0 3/17	10-2620-424-000-00-000-000-0000		2,395.82
00009815	03/10/2017	L1103600023	17010663	4022-0 3/17	10-2620-424-000-00-000-000-0000		101.94
00009815	03/10/2017	L1103600024	17009646	4207-0 3/17	10-2620-424-000-00-000-000-0000		101.94
<b>Vendor: 0170 - CALN TOWNSHIP / CTMA</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 3,895.97</b>
00009816	03/10/2017	L1092900067	17010778	FS17-14	10-2380-635-000-30-710-000-000-0000		568.75
<b>Vendor: 0185 - CASD - FOOD SERVICE</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 568.75</b>
00009817	03/10/2017	L1092900107	17010774	392755	10-2310-810-000-00-000-000-0000		304.69
00009817	03/10/2017	L1092900108	17010774	392135	10-2310-810-000-00-000-000-0000		289.53
00009817	03/10/2017	L1095400140	17010840	394681	10-2620-413-000-00-000-000-0000		4,592.50
00009817	03/10/2017	L1095400141	17010840	394697	10-2620-413-000-00-000-000-0000		9,376.71
00009817	03/10/2017	L1095400142	17010840	394716	10-2620-413-000-00-000-000-0000		37,186.13
00009817	03/10/2017	L1102100055	17010863	394727	10-2840-340-000-00-000-000-0000		16,500.00
00009817	03/10/2017	L1102100056	17010863	394726	10-2840-340-000-00-000-000-0000		13,200.00
00009817	03/10/2017	L1102100057	17010863	394679	10-2840-340-000-00-000-000-0000		8,467.72
<b>Vendor: 0692 - CCIU #24 - GENERAL FUND</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 89,917.28</b>
00009818	03/10/2017	L1092900066	17010772	9217	10-2832-330-000-00-000-000-0000		3,093.75
<b>Vendor: 2087 - CCRES INC</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 3,093.75</b>
00009819	03/10/2017	L1102100018	17010924	JAN-17 LS	10-1241-320-000-00-000-000-000-0115	1012413200115	3,560.00
00009819	03/10/2017	L1102100019	17010924	JAN-17 BUS RR	10-1241-320-000-00-000-000-000-0115	1012413200115	1,428.00
00009819	03/10/2017	L1102100020	17010924	JAN-17 MR	10-1241-320-000-00-000-000-000-0115	1012413200115	3,368.00
00009819	03/10/2017	L1102100021	17010924	JAN-17 ZO	10-1241-320-000-00-000-000-000-0115	1012413200115	4,590.00
00009819	03/10/2017	L1102100022	17010924	JAN-17 MM	10-1241-320-000-00-000-000-000-0115	1012413200115	5,000.00
00009819	03/10/2017	L1102100023	17010924	JAN-17 ZM	10-1241-320-000-00-000-000-000-0115	1012413200115	3,560.00
00009819	03/10/2017	L1102100024	17010924	JAN-17 AM	10-1241-320-000-00-000-000-000-0115	1012413200115	4,340.00
00009819	03/10/2017	L1102100025	17010924	JAN-17 KJ	10-1241-320-000-00-000-000-000-0115	1012413200115	5,120.00
00009819	03/10/2017	L1102100026	17010924	JAN-17 HG	10-1241-320-000-00-000-000-000-0115	1012413200115	5,140.00
00009819	03/10/2017	L1102100027	17010924	JAN-17 CG	10-1241-320-000-00-000-000-000-0115	1012413200115	1,000.00
00009819	03/10/2017	L1102100028	17010924	JAN-17 LF	10-1241-320-000-00-000-000-000-0115	1012413200115	5,160.00

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GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009819	03/10/2017	L1102100029	17010924	JAN-17 CC	10-1241-320-000-00-000-000-000-0115	1012413200115	5,000.00
00009819	03/10/2017	L1102100030	17010924	JAN-17 EB	10-1241-320-000-00-000-000-000-0115	1012413200115	4,020.00
00009819	03/10/2017	L1102100031	17010924	JAN-17 CA	10-1241-320-000-00-000-000-000-0115	1012413200115	4,620.00
<b>Vendor: 0212 - CHESTER COUNTY RESPITE NETWORK</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>55,906.00</b>
00009820	03/10/2017	L1092900109	17009746	GHF2712	10-2123-650-000-30-000-000-000-0114		974.25
00009820	03/10/2017	L1095400137	17010641	GWJ4016	10-1110-610-000-10-260-000-000-0000		375.24
<b>Vendor: 0188 - CDW-G</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,349.49</b>
00009821	03/10/2017	L1095400024	17010762	17187	10-2620-424-000-00-000-000-000-0000		219.40
<b>Vendor: 0194 - CES INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>219.40</b>
00009822	03/10/2017	L1103600049	17011010	17040236	10-1290-561-000-00-000-000-000-0000		1,962.24
00009822	03/10/2017	L1103600050	17011010	17040358	10-1290-561-000-00-000-000-000-0000		490.56
<b>Vendor: 2055 - CHARTIERS VALLEY SCHOOL DISTRICT</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>2,452.80</b>
00009823	03/10/2017	L1092900074	17010258	T/R 1/12/17	10-1110-240-000-10-000-000-000-0000		1,233.00
<b>Vendor: 6008 - CHRISTA J DELLICOMPAGNI</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,233.00</b>
00009824	03/10/2017	L1102100053	17010905	T/R 6/28/16	10-1110-240-000-30-000-000-000-0000		99.75
00009824	03/10/2017	L1102100054	17010904	T/R 6/8/16	10-1110-240-000-30-000-000-000-0000		343.75
<b>Vendor: 1891 - CHRISTINE CONNOLLY-DAILY</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>443.50</b>
00009825	03/10/2017	L1099900007	17010821	CVFEB1-2017	10-1241-329-000-00-000-000-000-0115	1012413290115	3,990.00
<b>Vendor: 5045 - CHRISTOPHER G ROBERTS</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>3,990.00</b>
00009826	03/10/2017	L1103600040	17011017	341546	10-1110-562-000-00-000-000-000-0000		1,143,262.09
00009826	03/10/2017	L1103600041	17011017	341546	10-1290-562-000-00-000-000-000-0115		805,567.77
<b>Vendor: 0248 - COLLEGIUM CHARTER SCHOOL</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,948,829.86</b>
00009827	03/10/2017	L1095400054	17010825	11124154	10-2620-610-000-00-000-000-000-0000		35.30
00009827	03/10/2017	L1095400055	17010826	11135917	10-2620-610-000-00-000-000-000-0000		2,671.00
00009827	03/10/2017	L1095400057	17010836	11135238	10-2620-610-000-00-000-000-000-0000		3.59
00009827	03/10/2017	L1095400058	17010836	11132167	10-2620-610-000-00-000-000-000-0000		285.00
00009827	03/10/2017	L1095400063	17010714	11117663	10-2620-610-000-00-000-000-000-0000		436.18
00009827	03/10/2017	L1095400064	17010714	11119785	10-2620-610-000-00-000-000-000-0000		821.90
<b>Vendor: 0250 - COLONIAL ELEC SUPPLY COMPANY INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>4,252.97</b>
00009828	03/10/2017	L1099900039	17010909	FEB 27, 2017	10-1190-330-419-00-000-000-000-1617	101190330419161	7,000.00
00009828	03/10/2017	L1099900040	17010908	FEB 27, 2017 TIT	10-1190-330-419-00-000-000-000-1617	101190330419161	2,334.51

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GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 0263 - CONCERN</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 9,334.51</b>
00009829	03/10/2017	L1102100015	17010680	1700585-IN	10-1110-610-000-22-530-170-000-0000		415.58
00009829	03/10/2017	L1102100016	17010680	1700585-IN	10-1110-610-000-23-530-170-000-0000		304.82
00009829	03/10/2017	L1102100017	17010680	1700585-IN	10-1110-610-000-24-530-170-000-0000		252.58
<b>Vendor: 4025 - CPM EDUCATIONAL PROGRAM</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 972.98</b>
00009830	03/10/2017	L1102100047	17009984	32811	10-1270-329-000-00-000-000-000-0115	1012703290115	908.50
00009830	03/10/2017	L1102100048	17009984	32812	10-1270-329-000-00-000-000-000-0115	1012703290115	1,001.50
00009830	03/10/2017	L1102100049	17009984	32451	10-1270-329-000-00-000-000-000-0115	1012703290115	1,633.00
00009830	03/10/2017	L1102100050	17009984	32452	10-1270-329-000-00-000-000-000-0115	1012703290115	1,820.00
00009830	03/10/2017	L1102100051	17009984	32710	10-1270-329-000-00-000-000-000-0115	1012703290115	1,366.50
00009830	03/10/2017	L1102100052	17009984	32709	10-1270-329-000-00-000-000-000-0115	1012703290115	1,679.00
<b>Vendor: 0275 - CRITICARE</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 8,408.50</b>
00009831	03/10/2017	L1102100004	17010920	E/R 12/29/16	10-2122-610-000-00-000-000-000-0114		65.18
00009831	03/10/2017	L1102100005	17010920	E/R 11/30/16	10-2122-610-000-00-000-000-000-0114		236.52
00009831	03/10/2017	L1102100006	17010920	E/R 1/30/17	10-2122-610-000-00-000-000-000-0114		56.18
<b>Vendor: 0304 - DARIAN N SMITH</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 357.88</b>
00009832	03/10/2017	L1092900103	17010593	T/R 2/3/17	10-1110-240-000-30-000-000-000-0000		288.75
<b>Vendor: 1746 - DEBORAH FLAD</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 288.75</b>
00009833	03/10/2017	L1103600074	17010988	CASD-2017-5	10-1241-329-000-00-000-000-000-0115	1012413290115	6,880.00
<b>Vendor: 0337 - DELORES M VANDERBILT</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 6,880.00</b>
00009834	03/10/2017	L1095400139	17010685	6071052	10-2380-610-000-23-530-000-000-0000		99.94
<b>Vendor: 0338 - DEMCO INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 99.94</b>
00009835	03/10/2017	L1092900001	17010785	JAN20170253002	10-1290-567-000-00-000-000-000-0115	1012905670115	26,160.00
<b>Vendor: 0347 - DEVEREUX FOUNDATION</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 26,160.00</b>
00009836	03/10/2017	L1102100059	17010806	7359891	10-2260-610-000-10-000-000-000-0000		1,163.21
<b>Vendor: 1225 - DICK BLICK COMPANY</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 1,163.21</b>
00009837	03/10/2017	L1092900106	17010807	2016-2017 REGIS	10-2511-810-000-00-000-000-000-0000		150.00
<b>Vendor: 0384 - DVASBO</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 150.00</b>
00009838	03/10/2017	L1102100119	17009748	0000220258	10-2620-411-000-00-000-000-000-0000		175.00
<b>Vendor: 1836 - EAGLE DISPOSAL OF PA INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 175.00</b>
00009839	03/10/2017	L1092900065	17010745	52516	10-2660-610-000-00-000-000-000-0000		2,314.45

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 5031 - EAW SECURITY / E A WATJEN INC</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>2,314.45</b>
00009840	03/10/2017	L1092900104	17010647	000048464	10-2420-330-000-00-000-000-000-0114		3,560.90
00009840	03/10/2017	L1092900105	17010647	000048466	10-2420-330-000-00-000-000-000-0114		1,947.84
<b>Vendor: 6099 - EBS HEALTHCARE</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>5,508.74</b>
00009841	03/10/2017	L1099900037	17010856	286797	10-1290-568-000-00-000-000-000-0115		43.89
00009841	03/10/2017	L1099900038	17010856	286871	10-1290-568-000-00-000-000-000-0115		307.23
00009841	03/10/2017	L1103600108	17010990	287931	10-1290-568-000-00-000-000-000-0115		219.45
<b>Vendor: 0405 - EDUCATION INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>570.57</b>
00009842	03/10/2017	L1102100013	17010929	INV210730	10-1290-567-000-00-000-000-000-0115	1012905670115	5,492.80
00009842	03/10/2017	L1102100014	17010929	INV210888	10-1290-567-000-00-000-000-000-0115	1012905670115	3,206.80
<b>Vendor: 6346 - ELWYN</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>8,699.60</b>
00009843	03/10/2017	L1095400136	17010644	T/R 2/9/17	10-1110-240-000-30-000-000-000-0000		1,432.50
<b>Vendor: 6656 - ERIN M KRIM</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,432.50</b>
00009844	03/10/2017	L1095400056	17010830	PACOA53039	10-2620-610-000-00-000-000-000-0000		16.17
<b>Vendor: 0443 - FASTENAL COMPANY</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>16.17</b>
00009845	03/10/2017	L1092900021	17010271	2057304	10-1110-610-000-34-610-181-000-0000		2.80
00009845	03/10/2017	L1092900022	17010271	2057304	10-1110-610-000-34-610-181-000-0000		6.41
00009845	03/10/2017	L1092900023	17010271	2057304	10-1110-610-000-34-610-181-000-0000		12.30
00009845	03/10/2017	L1092900024	17010271	2057304	10-1110-610-000-34-610-181-000-0000		16.34
00009845	03/10/2017	L1092900025	17010271	2057304	10-1110-610-000-34-610-181-000-0000		11.21
00009845	03/10/2017	L1092900026	17010271	2057304	10-1110-610-000-34-610-181-000-0000		10.21
00009845	03/10/2017	L1092900027	17010271	2057304	10-1110-610-000-34-610-181-000-0000		7.93
00009845	03/10/2017	L1092900028	17010271	2057304	10-1110-610-000-34-610-181-000-0000		18.57
00009845	03/10/2017	L1092900029	17010271	2057304	10-1110-610-000-34-610-181-000-0000		18.29
00009845	03/10/2017	L1092900030	17010271	2057304	10-1110-610-000-34-610-181-000-0000		37.91
00009845	03/10/2017	L1092900031	17010271	2057304	10-1110-610-000-34-610-181-000-0000		10.36
00009845	03/10/2017	L1092900032	17010271	2057304	10-1110-610-000-34-610-181-000-0000		11.50
00009845	03/10/2017	L1092900033	17010271	2057304	10-1110-610-000-34-610-181-000-0000		16.53
00009845	03/10/2017	L1092900034	17010271	2057304	10-1110-610-000-34-610-181-000-0000		28.89
00009845	03/10/2017	L1092900035	17010271	2057304	10-1110-610-000-34-610-181-000-0000		6.79
00009845	03/10/2017	L1092900036	17010271	2057304	10-1110-610-000-34-610-181-000-0000		6.08

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Coatesville Area School District

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009845	03/10/2017	L1092900037	17010271	2057304	10-1110-610-000-34-610-181-000-0000		6.89
00009845	03/10/2017	L1092900038	17010271	2057304	10-1110-610-000-34-610-181-000-0000		26.65
00009845	03/10/2017	L1092900039	17010271	2057304	10-1110-610-000-34-610-181-000-0000		10.07
00009845	03/10/2017	L1092900040	17010271	2057304	10-1110-610-000-34-610-181-000-0000		7.93
00009845	03/10/2017	L1092900041	17010271	2057304	10-1110-610-000-34-610-181-000-0000		11.64
00009845	03/10/2017	L1092900042	17010271	2057304	10-1110-610-000-34-610-181-000-0000		16.01
00009845	03/10/2017	L1092900043	17010271	2057304	10-1110-610-000-34-610-181-000-0000		12.64
00009845	03/10/2017	L1092900044	17010271	2057304	10-1110-610-000-34-610-181-000-0000		8.65
00009845	03/10/2017	L1092900045	17010271	2057304	10-1110-610-000-34-610-181-000-0000		12.45
00009845	03/10/2017	L1092900046	17010271	2057304	10-1110-610-000-34-610-181-000-0000		54.15
00009845	03/10/2017	L1092900047	17010271	2057304	10-1110-610-000-34-610-181-000-0000		6.65
00009845	03/10/2017	L1092900048	17010271	2057304	10-1110-610-000-34-610-181-000-0000		7.36
00009845	03/10/2017	L1092900049	17010271	2057304	10-1110-610-000-34-610-181-000-0000		13.63
00009845	03/10/2017	L1092900050	17010271	2057304	10-1110-610-000-34-610-181-000-0000		55.29
00009845	03/10/2017	L1092900051	17010271	2057304	10-1110-610-000-34-610-181-000-0000		9.36
00009845	03/10/2017	L1092900052	17010271	2057304	10-1110-610-000-34-610-181-000-0000		7.22
00009845	03/10/2017	L1092900053	17010271	2057304	10-1110-610-000-34-610-181-000-0000		13.59
00009845	03/10/2017	L1092900054	17010271	2057304	10-1110-610-000-34-610-181-000-0000		8.03
00009845	03/10/2017	L1092900055	17010271	2057304	10-1110-610-000-34-610-181-000-0000		4.13
00009845	03/10/2017	L1092900056	17010271	2057304	10-1110-610-000-34-610-181-000-0000		5.94
00009845	03/10/2017	L1092900057	17010271	2057304	10-1110-610-000-34-610-181-000-0000		43.43
00009845	03/10/2017	L1092900058	17010271	2057304	10-1110-610-000-34-610-181-000-0000		37.62
00009845	03/10/2017	L1092900059	17010271	2057304	10-1110-610-000-34-610-181-000-0000		22.14
00009845	03/10/2017	L1092900060	17010271	2057304	10-1110-610-000-34-610-181-000-0000		41.75
00009845	03/10/2017	L1092900061	17010271	2057304	10-1110-610-000-34-610-181-000-0000		7.98
00009845	03/10/2017	L1092900062	17010271	2057304	10-1110-610-000-34-610-181-000-0000		23.47
00009845	03/10/2017	L1092900063	17010271	2057304	10-1110-610-000-34-610-181-000-0000		166.73
00009845	03/10/2017	L1092900064	17010271	2057304	10-1110-610-000-34-610-181-000-0000		20.75
<b>Vendor: 0452 - FLINN SCIENTIFIC INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 884.27</b>
00009846	03/10/2017	L1099900006	17010824	CASD-2017-2	10-1241-329-000-00-000-000-000-0115	1012413290115	8,250.00
00009846	03/10/2017	L1103600098	17010989	CASD-2017-2-2	10-1241-329-000-00-000-000-000-0115	1012413290115	7,290.00

\* Denotes Non-Negotiable Transaction

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Coatesville Area School District

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 6508 - FREDERICK STRONG JR</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 15,540.00</b>
00009847	03/10/2017	L1092900019	17010804	INVUS57862	10-1110-329-000-10-000-000-0000		2,375.00
00009847	03/10/2017	L1092900020	17010804	INVUS57862	10-1110-329-000-30-000-000-0000		2,375.00
<b>Vendor: 6327 - FRONTLINE TECHNOLOGIES GROUP LLC</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 4,750.00</b>
00009848	03/10/2017	L1109700009	17011014	808512	10-2611-330-000-00-000-000-0000		53,899.50
00009848	03/10/2017	L1109700010	17011014	808512	10-2620-413-000-00-000-000-0000		10,002.67
<b>Vendor: 6772 - GCA Serivce Group</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 63,902.17</b>
00009849	03/10/2017	L1095400036	17010754	2017090	10-2620-432-000-00-000-000-0000		1,757.50
<b>Vendor: 0508 - GREG A VIETRI INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 1,757.50</b>
00009850	03/10/2017	L1102100010	17010857	E/R 1/5/17	10-1225-580-000-00-000-000-0115		28.78
<b>Vendor: 6828 - GREGORY C DISTEFANO</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 28.78</b>
00009851	03/10/2017	L1095400059	17010843	SW0043431-1	10-2620-432-000-00-000-000-0000		2,579.90
<b>Vendor: 6831 - GROFF TRACTOR &amp; EQUIPMENT LLC</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 2,579.90</b>
00009852	03/10/2017	L1103600062	17011006	G17273	10-1110-568-000-00-000-000-0000		1,660.32
00009852	03/10/2017	L1103600063	17011006	G17396	10-1110-568-000-00-000-000-0000		1,475.84
<b>Vendor: 0512 - GROVE CITY AREA SCHOOL DISTRIC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 3,136.16</b>
00009853	03/10/2017	L1103600105	17010978	IN24013	10-1241-329-000-00-000-000-0115	1012413290115	2,530.00
<b>Vendor: 0517 - HANDI-CRAFTERS INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 2,530.00</b>
00009854	03/10/2017	L1092900013	17010504	1476599-01	10-2620-610-000-00-000-000-0000		47.98
00009854	03/10/2017	L1092900014	17010504	1476941-01	10-2620-610-000-00-000-000-0000		64.95
00009854	03/10/2017	L1092900015	17010504	1473676-02	10-2620-610-000-00-000-000-0000		335.00
00009854	03/10/2017	L1092900016	17010504	1475837-01	10-2620-610-000-00-000-000-0000		15.99
00009854	03/10/2017	L1092900017	17010504	1476235-01	10-2620-610-000-00-000-000-0000		10.78
00009854	03/10/2017	L1092900018	17010504	1476247-01	10-2620-610-000-00-000-000-0000		15.98
<b>Vendor: 0523 - HATT'S INDUSTRIAL SUPPLIES INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 490.68</b>
00009855	03/10/2017	L1092900088	17009319	COATES-170115	10-2832-330-000-00-000-000-0000		1,145.20
<b>Vendor: 0530 - HEALTH ADVOCATE INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 1,145.20</b>
00009856	03/10/2017	L1092900101	17010509	6733366	10-2260-640-000-00-000-000-0000		717.00
00009856	03/10/2017	L1092900102	17010509	6733366	10-2260-640-000-00-000-000-0000		71.70
00009856	03/10/2017	L1092900111	17010117	6731504	10-3300-610-410-10-240-000-000-1516		1,239.00
00009856	03/10/2017	L1092900112	17010117	6731504	10-3300-610-410-10-240-000-000-1617		182.20

\* Denotes Non-Negotiable Transaction

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GENERAL FUND - From 01/06/2017 To 03/10/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009856	03/10/2017	L1095400070	17010586	6740168	10-1110-610-130-10-260-000-000-0000	101110610130102	435.00
00009856	03/10/2017	L1095400071	17010586	6740168	10-1110-610-130-10-260-000-000-0000	101110610130102	375.00
00009856	03/10/2017	L1095400072	17010586	6740168	10-1110-610-130-10-260-000-000-0000	101110610130102	81.00
00009856	03/10/2017	L1095400073	17010179	6738656	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400074	17010179	6738656	10-3300-610-410-10-270-000-000-1516		2.07
00009856	03/10/2017	L1095400075	17010179	6735037	10-3300-610-410-10-270-000-000-1516		4.14
00009856	03/10/2017	L1095400076	17010179	6735037	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400077	17010179	6735037	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400078	17010179	6725539	10-3300-610-410-10-270-000-000-1516		551.26
00009856	03/10/2017	L1095400079	17010179	6725539	10-3300-610-410-10-270-000-000-1516		322.34
00009856	03/10/2017	L1095400080	17010179	6725539	10-3300-610-410-10-270-000-000-1516		866.24
00009856	03/10/2017	L1095400081	17010179	6725539	10-3300-610-410-10-270-000-000-1516		945.00
00009856	03/10/2017	L1095400082	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400083	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400084	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400085	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400086	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400087	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400088	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400089	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400090	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400091	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400092	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400093	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400094	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400095	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400096	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400097	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400098	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400099	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400100	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

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Coatesville Area School District

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009856	03/10/2017	L1095400101	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400102	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400103	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400104	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400105	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400106	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400107	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400108	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400109	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400110	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400111	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400112	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400113	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400114	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400115	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400116	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400117	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400118	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400119	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400120	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400121	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400122	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400123	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400124	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400125	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400126	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400127	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400128	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400129	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400130	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400131	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009856	03/10/2017	L1095400132	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400133	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
00009856	03/10/2017	L1095400134	17010179	6725539	10-3300-610-410-10-270-000-000-1516		23.00
<b>Vendor: 6121 - HEINEMANN / GREENWOOD PUBLISHING GROUP INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 7,079.95</b>
00009857	03/10/2017	L1103600113	17010330	058196	10-2620-442-000-00-000-000-0000		1,110.00
<b>Vendor: 0544 - HICKMAN SANITATION SERVICE LLC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 1,110.00</b>
00009858	03/10/2017	L1103600047	17011009	2017682	10-1110-561-000-00-000-000-0000		3,436.50
00009858	03/10/2017	L1103600048	17011009	2017748	10-1110-561-000-00-000-000-0000		2,370.00
<b>Vendor: 6065 - HOFFMAN HOMES INC</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 5,806.50</b>
00009859	03/10/2017	L1103600051	17010953	INV4887615	10-2832-610-000-00-000-000-0000		74.99
<b>Vendor: 2182 - HR DIRECT</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 74.99</b>
00009860	03/10/2017	L1099900029	17010850	00004	10-2360-610-000-00-000-000-0000		255.00
00009860	03/10/2017	L1099900030	17010850	00004	10-1110-550-000-10-220-000-000-0000		70.83
00009860	03/10/2017	L1099900031	17010850	00004	10-1110-610-000-10-260-000-000-0000		70.83
00009860	03/10/2017	L1099900032	17010850	00004	10-1110-610-000-10-270-000-000-0000		70.84
00009860	03/10/2017	L1099900033	17010850	00004	10-1110-640-000-10-240-000-000-0000		70.83
00009860	03/10/2017	L1099900034	17010850	00004	10-2380-330-000-10-230-000-000-0000		70.83
00009860	03/10/2017	L1099900035	17010850	00004	10-2380-610-000-10-250-000-000-0000		70.84
<b>Vendor: 6586 - HYLAND GRAPHICS DESIGN ADVERTISING LLC</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 680.00</b>
00009861	03/10/2017	L1092900011	17010819	2571	10-1110-329-000-10-000-000-000-0000		24,368.04
00009861	03/10/2017	L1092900012	17010819	2571	10-1110-329-000-30-000-000-000-0000		17,025.31
<b>Vendor: 6573 - INSIGHT WORKFORCE SOLUTIONS INC</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 41,393.35</b>
00009862	03/10/2017	L1103600104	17010957	8669944	10-2840-618-000-00-000-000-000-0000		13,608.00
<b>Vendor: 6839 - INTERNATIONAL BUSINESS MACHINES CORPORATION</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 13,608.00</b>
00009863	03/10/2017	L1095400052	17010793	0168596-IN	10-2620-610-000-00-000-000-000-0000		598.45
<b>Vendor: 0567 - IRIS COMPANIES LTD</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 598.45</b>
00009864	03/10/2017	L1095400051	17010053	49640	10-2620-610-000-00-000-000-000-0000		4.00
<b>Vendor: 0574 - J W MAXWELL &amp; SON INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 4.00</b>
00009865	03/10/2017	L1092900073	17010649	5572	10-2620-424-000-00-000-000-000-0000		5,425.00

\* Denotes Non-Negotiable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009865	03/10/2017	L1095400062	17010842	5580	10-2620-442-000-00-000-000-0000		2,450.00
<b>Vendor: 6768 - JOHN L AMMONS INC</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>7,875.00</b>
00009866	03/10/2017	L1092900010	17010650	1-46365776279	10-2620-431-000-00-000-000-0000		17,000.00
<b>Vendor: 0659 - JOHNSON CONTROLS INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>17,000.00</b>
00009867	03/10/2017	L1092900091	17010220	14420	10-1110-610-000-10-270-000-000-0000		4.75
00009867	03/10/2017	L1092900092	17010220	14420	10-1110-610-000-10-270-000-000-0000		12.25
00009867	03/10/2017	L1092900093	17010220	14420	10-1110-610-000-10-270-000-000-0000		32.25
00009867	03/10/2017	L1092900094	17010220	14420	10-1110-610-000-10-270-000-000-0000		5.25
<b>Vendor: 0663 - JONES SCHOOL SUPPLY COMPANY IN</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>54.50</b>
00009868	03/10/2017	L1103600103	17010999	2-21-17	10-2420-330-000-00-000-000-0000		540.00
<b>Vendor: 0666 - JOSE R MONASTERIO MD</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>540.00</b>
00009869	03/10/2017	L1109700003	17011029	KH - 1/30/17	10-2271-324-420-00-000-000-000-1617	102271324420161	1,000.00
00009869	03/10/2017	L1109700004	17011029	CALN - 1/31/17	10-2271-324-420-00-000-000-000-1617	102271324420161	1,000.00
00009869	03/10/2017	L1109700005	17011029	EF - 2/3/17	10-2271-324-420-00-000-000-000-1617	102271324420161	1,000.00
00009869	03/10/2017	L1109700006	17011029	RB -K 2/22/17	10-2271-324-420-00-000-000-000-1617	102271324420161	650.00
00009869	03/10/2017	L1109700007	17011029	FR - 2/27/17	10-2271-324-420-00-000-000-000-1617	102271324420161	1,000.00
00009869	03/10/2017	L1109700008	17011029	RV - 3/2/17	10-2271-324-420-00-000-000-000-1617	102271324420161	1,000.00
<b>Vendor: 6051 - KATHERINE LAPILA</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>5,650.00</b>
00009870	03/10/2017	L1102100081	17010877	50278	10-2350-330-000-00-000-000-0000		7,728.52
<b>Vendor: 6286 - KLEINBARD LLC</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>7,728.52</b>
00009871	03/10/2017	L1103600069	17011021	CVFEB17	10-2720-513-000-00-000-000-000-0000		820,467.81
00009871	03/10/2017	L1103600070	17011021	CVFEB17	10-2750-513-000-00-000-000-000-0000		111,881.97
<b>Vendor: 0487 - GEORGE KRAPF JR &amp; SONS INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>932,349.78</b>
00009872	03/10/2017	L1092900075	17008603	T/R 9/12/16	10-1110-240-000-10-000-000-000-0000		86.25
<b>Vendor: 1557 - KRISTINE M ANDERSON</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>86.25</b>
00009873	03/10/2017	L1103600065	17010997	986	10-2330-330-000-00-000-000-000-0000		1,200.00
<b>Vendor: 6716 - KULTIVATE / KRISTINE &amp; BRIAN PARKES LLC</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,200.00</b>
00009874	03/10/2017	L1102100011	17010915	IEP5300-IN	10-1241-329-000-00-000-000-000-0115	1012413290115	689.00
00009874	03/10/2017	L1102100012	17010928	PDS 3459	10-1241-329-000-00-000-000-000-0115	1012413290115	978.60
<b>Vendor: 0804 - LDP INC LEADER SERVICES</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,667.60</b>
00009875	03/10/2017	L1095400035	17010527	2140400	10-1110-610-000-22-520-000-000-0000		122.00

\* Denotes Non-Negotiable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 0775 - LEHIGH ELECTRIC PRODUCTS COMPANY</b>							
00009876	03/10/2017	L1095400053	17010822	68138	Remit # 1 Check Date: 03/10/2017	Check Amount:	122.00
					10-2620-432-000-00-000-000-0000		386.00
<b>Vendor: 0813 - LOW-RISE ELEVATOR CO INC</b>							
00009877	03/10/2017	L1102100044	17010864	5536	Remit # 1 Check Date: 03/10/2017	Check Amount:	386.00
					10-2840-530-000-00-000-000-0000		6,152.00
00009877	03/10/2017	L1102100045	17010864	5605	10-2840-530-000-00-000-000-0000		6,152.00
<b>Vendor: 6005 - Logic Choice Business Technologies, LLC</b>							
00009878	03/10/2017	L1092900008	17010596	IN0586758	Check Date: 03/10/2017	Check Amount:	12,304.00
					10-2420-610-000-00-000-000-00114		69.00
<b>Vendor: 0820 - MACGILL &amp; CO</b>							
00009879	03/10/2017	L1095400135	17010838	1000062004	Remit # 1 Check Date: 03/10/2017	Check Amount:	69.00
					10-2513-330-000-00-000-000-0000		4,750.00
<b>Vendor: 2084 - MAILLIE LLP</b>							
00009880	03/10/2017	L1092900006	17010758	INV001589130	Check Date: 03/10/2017	Check Amount:	4,750.00
					10-2620-610-000-00-000-000-0000		814.89
00009880	03/10/2017	L1092900007	17010758	INV001589354	10-2620-610-000-00-000-000-0000		173.28
<b>Vendor: 0836 - MARKS PLUMBING PARTS</b>							
00009881	03/10/2017	L1109700011	17010879	14603	Remit # 1 Check Date: 03/10/2017	Check Amount:	988.17
					10-2350-330-000-00-000-000-0000		10,000.00
00009881	03/10/2017	L1109700012	17010878	14602	10-2350-330-000-00-000-000-0000		3,500.00
<b>Vendor: 0865 - MCKINLEY &amp; RYAN LLC</b>							
00009882	03/10/2017	L1102100007	17010925	0076860-IN	Remit # 1 Check Date: 03/10/2017	Check Amount:	13,500.00
					10-1290-567-000-00-000-000-00115	1012905670115	43,974.00
<b>Vendor: 0879 - MELMARK INC</b>							
00009883	03/10/2017	L1102100046	17010907	T/R 2/27/17	Remit # 1 Check Date: 03/10/2017	Check Amount:	43,974.00
					10-1110-240-000-30-000-000-0000		345.00
<b>Vendor: 6518 - MICHELE GEHRIS</b>							
00009884	03/10/2017	L1103600102	17010567	I902108	Remit # 1 Check Date: 03/10/2017	Check Amount:	345.00
					10-2420-610-000-00-000-000-00114		2,307.85
<b>Vendor: 0922 - MULTI-HEALTH SYSTEMS INC</b>							
00009885	03/10/2017	L1092900005	17010703	5-884583	Remit # 1 Check Date: 03/10/2017	Check Amount:	2,307.85
					10-2620-610-000-00-000-000-0000		100.48
<b>Vendor: 0933 - NAPA AUTO PARTS</b>							
00009886	03/10/2017	L1095400034	17010757	576936	Remit # 1 Check Date: 03/10/2017	Check Amount:	100.48
					10-2620-610-000-00-000-000-0000		115.30
<b>Vendor: 0939 - NATIONAL ENERGY CONTROLS CORPORATION</b>							
00009887	03/10/2017	L1103600052	17009902	456262 FEB 2017	Remit # 1 Check Date: 03/10/2017	Check Amount:	115.30
					10-2840-530-000-00-000-000-0000		1,207.64
<b>Vendor: 6091 - NEXVORTEX INC</b>							
00009888	03/10/2017	L1092900002	17010379	MEMBERSHIP RR	Check Date: 03/10/2017	Check Amount:	1,207.64
					10-2380-810-000-36-810-000-000-0000		595.00
00009888	03/10/2017	L1092900003	17010071	MEMBERSHIP JP	10-2380-810-000-36-810-000-000-0000		595.00
00009888	03/10/2017	L1092900004	17010066	MEMBERSHIP MS	10-2380-810-000-36-810-000-000-0000		595.00

\* Denotes Non-Negotiable Transaction

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GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 6686 - National Association of Secondary School Principas</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,785.00</b>
00009889	03/10/2017	L1103600042	17011007	53592	10-2513-610-000-00-000-000-0000		82.98
00009889	03/10/2017	L1103600043	17011007	53140	10-2513-610-000-00-000-000-0000		281.21
<b>Vendor: 0960 - OAK SYSTEMS INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>364.19</b>
00009890	03/10/2017	L1103600100	17010973	17000034	10-1290-561-000-00-000-000-0000		2,600.00
00009890	03/10/2017	L1103600101	17010973	17000012	10-1290-561-000-00-000-000-0000		2,600.00
<b>Vendor: 1604 - OCTORARA AREA SCHOOL DISTRICT</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>5,200.00</b>
00009891	03/10/2017	L1092900100	17010531	900891849001	10-2620-610-000-00-000-000-0000		280.60
00009891	03/10/2017	L1095400050	17010584	906128890001	10-1110-610-000-10-240-000-000-0000		378.99
00009891	03/10/2017	L1095400066	17010149	906529588001	10-1110-610-000-34-610-120-000-0000		-39.99
00009891	03/10/2017	L1095400067	17010149	894090334001	10-1110-610-000-34-610-120-000-0000		326.13
00009891	03/10/2017	L1095400068	17010715	906322599001	10-2513-610-000-00-000-000-0000		57.69
00009891	03/10/2017	L1095400069	17010715	906322938001	10-2513-610-000-00-000-000-0000		19.49
00009891	03/10/2017	L1099900048	17010688	906821597001	10-1110-610-000-24-530-110-000-0000		134.10
00009891	03/10/2017	L1099900049	17010355	897339896001	10-2170-610-000-00-000-000-000-0114		3.20
00009891	03/10/2017	L1099900050	17010355	897338804001	10-2170-610-000-00-000-000-000-0114		95.19
00009891	03/10/2017	L1099900052	17010212	897280434001	10-1110-610-000-10-260-000-000-0000		-141.29
00009891	03/10/2017	L1099900053	17010212	894379899001	10-1110-610-000-10-260-000-000-0000		141.29
00009891	03/10/2017	L1099900054	17010212	892557174001	10-1110-610-000-10-260-000-000-0000		-62.34
00009891	03/10/2017	L1099900056	17010212	894379813001	10-1110-610-000-10-260-000-000-0000		62.34
00009891	03/10/2017	L1102100064	17010769	907873168001	10-1110-610-000-10-260-000-000-0000		83.98
00009891	03/10/2017	L1102100065	17010769	907873168001	10-1110-610-000-10-260-000-000-0000		8.49
00009891	03/10/2017	L1102100066	17010769	907873168001	10-1110-610-000-10-260-000-000-0000		8.49
00009891	03/10/2017	L1102100067	17010769	907873168001	10-1110-610-000-10-260-000-000-0000		13.99
00009891	03/10/2017	L1102100068	17010769	907873168001	10-1110-610-000-10-260-000-000-0000		8.49
00009891	03/10/2017	L1102100069	17010769	907873168001	10-1110-610-000-10-260-000-000-0000		37.43
00009891	03/10/2017	L1102100070	17010769	907873168001	10-1110-610-000-10-260-000-000-0000		43.74
00009891	03/10/2017	L1102100071	17010749	907112161001	10-2260-610-000-10-000-000-000-0000		45.99
00009891	03/10/2017	L1102100072	17010739	907102913001	10-2711-610-000-00-000-000-000-0000		4.57
00009891	03/10/2017	L1102100073	17010739	907102760001	10-2711-610-000-00-000-000-000-0000		202.32

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 0965 - OFFICE DEPOT</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 1,712.89</b>
00009892	03/10/2017	L1102100043	17010660	47842796	10-2170-330-000-00-000-000-0000	102170330	1,097.26
00009892	03/10/2017	L1103600039	17010660	47884770	10-2170-330-000-00-000-000-0000	102170330	973.82
00009892	03/10/2017	L1103600066	17011028	47881438	10-2711-390-000-00-000-000-0000		1,144.62
00009892	03/10/2017	L1103600067	17011026	47813115	10-2711-390-000-00-000-000-0000		987.55
00009892	03/10/2017	L1103600068	17011023	47764712	10-2711-390-000-00-000-000-0000		1,234.43
<b>Vendor: 6285 - OFFICE TEAM</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 5,437.68</b>
00009893	03/10/2017	L1103600045	17010963	2/23/2017	10-1110-562-000-00-000-000-0000		14,404.34
00009893	03/10/2017	L1103600046	17010963	2/23/2017	10-1290-562-000-00-000-000-0115		2,463.51
<b>Vendor: 0994 - PA VIRTUAL CHARTER SCHOOL</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 16,867.85</b>
00009894	03/10/2017	L1103600026	17009851	2100312896662/17	10-2620-424-000-00-000-000-0000		144.27
00009894	03/10/2017	L1103600027	17009851	2100293746772/17	10-2620-424-000-00-000-000-0000		2,981.17
00009894	03/10/2017	L1103600028	17009851	2100293748202/17	10-2620-424-000-00-000-000-0000		1,267.03
00009894	03/10/2017	L1103600029	17009851	2100311504302/17	10-2620-424-000-00-000-000-0000		1,578.78
00009894	03/10/2017	L1103600030	17009851	2100299708602/17	10-2620-424-000-00-000-000-0000		651.84
00009894	03/10/2017	L1103600031	17009851	2100293741892/17	10-2620-424-000-00-000-000-0000		231.97
00009894	03/10/2017	L1103600032	17009851	2100301166663/17	10-2620-424-000-00-000-000-0000		92.30
00009894	03/10/2017	L1103600033	17009851	2100301180063/17	10-2620-424-000-00-000-000-0000		57.70
00009894	03/10/2017	L1103600034	17009851	2200025471323/17	10-2620-424-000-00-000-000-0000		23.07
<b>Vendor: 0995 - PA-AMERICAN WATER COMPANY</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 7,028.13</b>
00009895	03/10/2017	L1095400049	17010771	500006810 JM	10-1110-324-000-34-610-000-000-0000		595.00
<b>Vendor: 0997 - PAESSP</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 595.00</b>
00009896	03/10/2017	L1092900089	17010553	FEB 17	10-2260-610-000-10-000-000-000-0000		405.00
00009896	03/10/2017	L1102100111	17010926	FEBRUARY 1, 2017	10-1110-550-000-10-220-000-000-0000		93.00
00009896	03/10/2017	L1102100112	17010926	FEBRUARY 1, 2017	10-1110-610-000-10-260-000-000-0000		93.00
00009896	03/10/2017	L1102100113	17010926	FEBRUARY 1, 2017	10-1110-610-000-10-270-000-000-0000		93.00
00009896	03/10/2017	L1102100114	17010926	FEBRUARY 1, 2017	10-2250-610-000-10-250-000-000-0000		93.00
00009896	03/10/2017	L1102100115	17010926	FEBRUARY 1, 2017	10-2250-650-000-10-230-000-000-0000		93.00
00009896	03/10/2017	L1102100116	17010926	FEBRUARY 1, 2017	10-2380-610-000-10-240-000-000-0000		93.00
<b>Vendor: 0998 - PAGE 1 PUBLISHERS INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 963.00</b>
00009897	03/10/2017	L1099900004	17010862	9403	10-2832-810-000-00-000-000-0000		80.00

\* Denotes Non-Negotiable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 1007 - PASBO</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>80.00</b>
00009898	03/10/2017	L1102100042	17010903	T/R 3/15/16	10-1110-240-000-10-000-000-0000		399.00
<b>Vendor: 1014 - PATRICIA L STOVER</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>399.00</b>
00009899	03/10/2017	L1102100117	17010578	B01568630101	10-2380-610-000-23-550-000-0000		680.00
<b>Vendor: 0497 - PCMG INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>680.00</b>
00009900	03/10/2017	L1092900099	17010600	4024940544	10-2260-640-000-00-000-000-0000		344.51
<b>Vendor: 5092 - PEARSON EDUCATION</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>344.51</b>
00009901	03/10/2017	L1095400048	17010577	11058068	10-2140-610-000-00-000-000-00114		676.21
00009901	03/10/2017	L1095400065	17010574	11057019	10-2140-610-000-00-000-000-00114		1,270.51
<b>Vendor: 1038 - PEARSON NCS</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,946.72</b>
00009902	03/10/2017	L1102100102	17010171	3302954716	10-2513-530-000-00-000-000-0000		485.00
<b>Vendor: 6499 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>485.00</b>
00009903	03/10/2017	L1099900041	17010349	05671436	10-3300-610-410-10-220-000-000-1516		111.00
00009903	03/10/2017	L1099900042	17010349	05671436	10-3300-610-410-10-230-000-000-1617		35.95
00009903	03/10/2017	L1099900043	17010349	05671436	10-3300-610-410-10-240-000-000-1617		58.90
00009903	03/10/2017	L1099900044	17010349	05671436	10-3300-610-410-10-250-000-000-1617		64.49
00009903	03/10/2017	L1099900045	17010349	05671436	10-3300-610-410-10-260-000-000-1617		151.00
00009903	03/10/2017	L1099900046	17010349	05671436	10-3300-610-410-10-270-000-000-1516		47.95
00009903	03/10/2017	L1099900047	17010349	05671436	10-3300-610-410-10-270-000-000-1617		90.80
<b>Vendor: 1080 - POSITIVE PROMOTIONS</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>560.09</b>
00009904	03/10/2017	L1095400025	17010844	0130610-IN	10-2620-424-000-00-000-000-0000		1,885.83
<b>Vendor: 2175 - PROASYS INC</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,885.83</b>
00009905	03/10/2017	L1092900095	17010709	4425326	10-3300-610-410-20-550-000-000-1516		95.62
00009905	03/10/2017	L1092900096	17010575	4350925	10-1110-610-000-22-550-000-000-0000		53.64
00009905	03/10/2017	L1092900097	17010575	4350925	10-1110-610-000-23-550-000-000-0000		53.65
00009905	03/10/2017	L1092900098	17010575	4350925	10-1110-610-000-23-550-000-000-0000		53.64
00009905	03/10/2017	L1095400040	17010747	4566983	10-2260-610-000-10-000-000-000-0000		15.00
00009905	03/10/2017	L1095400041	17010747	4566983	10-2260-610-000-10-000-000-000-0000		57.06
00009905	03/10/2017	L1095400042	17010691	4569558	10-1110-610-000-22-530-110-000-0000		76.11
00009905	03/10/2017	L1095400043	17010691	4569558	10-1110-610-000-23-530-110-000-0000		76.11

\* Denotes Non-Negotiable Transaction

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GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009905	03/10/2017	L1095400044	17010691	4569558	10-1110-610-000-24-530-110-000-0000		76.10
00009905	03/10/2017	L1095400045	17010691	4588885	10-1110-610-000-22-530-110-000-0000		19.98
00009905	03/10/2017	L1095400046	17010691	4588885	10-1110-610-000-23-530-110-000-0000		19.98
00009905	03/10/2017	L1095400047	17010691	4588885	10-1110-610-000-24-530-110-000-0000		19.99
<b>Vendor: 1103 - QUILL CORPORATION</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>616.88</b>
00009906	03/10/2017	L1103600044	17011011	07C0441180452	10-2511-610-000-00-000-000-0000		166.11
<b>Vendor: 0330 - READYREFRESH</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>166.11</b>
00009907	03/10/2017	C1109300001	15001663	E/R 6/5/2014	10-2420-610-000-00-000-000-00114		37.99
<b>Vendor: 2038 - REBECCA N MICHNUK</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>37.99</b>
00009908	03/10/2017	L1103600064	17010995	CVSD22817	10-1110-562-000-00-000-000-0000		6,180.40
<b>Vendor: 1125 - RENAISSANCE ACADEMY-EDISON CHA</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>6,180.40</b>
00009909	03/10/2017	L1102100110	17009994	0319-000327738	10-2620-411-000-00-000-000-0000		704.00
<b>Vendor: 1994 - REPUBLIC SERVICES INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>704.00</b>
00009910	03/10/2017	L1092900068	17010751	309331	10-2620-432-000-00-000-000-0000		1,721.64
<b>Vendor: 1149 - ROBERT BROWN ASSOCIATES INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,721.64</b>
00009911	03/10/2017	L1092900009	17010798	03-443238	10-2620-432-000-00-000-000-0000		135.80
<b>Vendor: 1150 - ROBERT E LITTLE INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>135.80</b>
00009912	03/10/2017	L1103600001	17010241	98389673	10-1110-448-000-10-220-000-000-0000		1,047.36
00009912	03/10/2017	L1103600002	17010241	98389673	10-1110-448-000-10-230-000-000-0000		735.48
00009912	03/10/2017	L1103600003	17010241	98389673	10-1110-448-000-10-240-000-000-0000		765.61
00009912	03/10/2017	L1103600004	17010241	98389673	10-1110-448-000-10-250-000-000-0000		1,139.18
00009912	03/10/2017	L1103600005	17010241	98389673	10-1110-448-000-10-260-000-000-0000		1,322.47
00009912	03/10/2017	L1103600006	17010241	98389673	10-1110-448-000-10-270-000-000-0000		691.01
00009912	03/10/2017	L1103600007	17010241	98389673	10-1110-448-000-20-520-000-000-0000		1,047.83
00009912	03/10/2017	L1103600008	17010241	98389673	10-1110-448-000-20-530-000-000-0000		1,069.17
00009912	03/10/2017	L1103600009	17010241	98389673	10-1110-448-000-20-550-000-000-0000		980.62
00009912	03/10/2017	L1103600010	17010241	98389673	10-1110-448-000-30-810-000-000-0000		2,295.97
00009912	03/10/2017	L1103600011	17010241	98389673	10-1110-448-000-34-610-000-000-0000		1,453.24
00009912	03/10/2017	L1103600012	17010241	98389673	10-1442-448-000-00-000-000-000-0000	101442448	229.30
00009912	03/10/2017	L1103600013	17010241	98389673	10-2360-448-000-00-000-000-000-0000		63.47
00009912	03/10/2017	L1103600014	17010241	98389673	10-2360-448-000-00-000-000-000-0000		63.47

\* Denotes Non-Negotiable Transaction

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GENERAL FUND - From 01/06/2017 To 03/10/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009912	03/10/2017	L1103600015	17010241	98389673	10-2360-448-000-00-000-000-0000		63.46
00009912	03/10/2017	L1103600016	17010241	98389673	10-2513-448-000-00-000-000-0000		650.17
00009912	03/10/2017	L1103600017	17010241	98389673	10-2513-448-000-00-000-000-0000		64.00
00009912	03/10/2017	L1103600018	17010241	98389673	10-2611-448-000-00-000-000-0000		128.02
00009912	03/10/2017	L1103600019	17010241	98389673	10-2832-448-000-00-000-000-0000		134.62
00009912	03/10/2017	L1103600020	17010241	98389673	10-2840-448-000-00-000-000-0000		64.01
<b>Vendor: 2120 - Ricoh USA Inc.</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>14,008.46</b>
00009913	03/10/2017	L1102100106	17010873	32487	10-2660-350-000-00-000-000-0000		6,432.83
00009913	03/10/2017	L1102100107	17010872	32411	10-2660-350-000-00-000-000-0000		5,059.25
00009913	03/10/2017	L1102100108	17010874	32598	10-2660-350-000-00-000-000-0000		5,402.03
00009913	03/10/2017	L1102100109	17010875	32775	10-2660-350-000-00-000-000-0000		4,036.38
00009913	03/10/2017	L1102100132	17010875	32677	10-2660-350-000-00-000-000-0000		3,185.00
<b>Vendor: 6642 - SCHAAD DETECTIVE AGENCY INC</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>24,115.49</b>
00009914	03/10/2017	L1092900085	17010524	14553341	10-2260-640-000-00-000-000-0000		2,320.00
00009914	03/10/2017	L1092900086	17010524	14549450	10-2260-640-000-00-000-000-0000		510.00
<b>Vendor: 1202 - SCHOLASTIC INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>2,830.00</b>
00009915	03/10/2017	L1092900090	17010572	0618979-IN	10-2420-610-000-00-000-000-00114		956.02
00009915	03/10/2017	L1095400039	17010580	0618967-IN	10-2420-610-000-00-000-000-00114		1,047.20
<b>Vendor: 1206 - SCHOOL NURSE SUPPLY INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>2,003.22</b>
00009916	03/10/2017	L1102100034	17010695	208117851960	10-1110-610-000-10-270-000-000-0000		19.58
00009916	03/10/2017	L1102100035	17010695	208117851960	10-1110-610-000-10-270-000-000-0000		78.38
00009916	03/10/2017	L1102100036	17010695	208117851960	10-1110-610-000-10-270-000-000-0000		53.15
00009916	03/10/2017	L1102100037	17010695	208117852426	10-1110-610-000-10-270-000-000-0000		2.45
00009916	03/10/2017	L1102100038	17010695	208117852426	10-1110-610-000-10-270-000-000-0000		41.30
00009916	03/10/2017	L1102100039	17010695	208117852426	10-1110-610-000-10-270-000-000-0000		14.48
00009916	03/10/2017	L1102100040	17010695	208117852426	10-1110-610-000-10-270-000-000-0000		7.20
<b>Vendor: 1208 - SCHOOL SPECIALTY INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>216.54</b>
00009917	03/10/2017	L1102100074	17010461	518839	10-2620-624-000-00-000-000-0000		237.61
00009917	03/10/2017	L1102100104	17010462	127477 2/17	10-2620-626-000-00-000-000-0000		1.48
00009917	03/10/2017	L1102100105	17010462	127476 2/17	10-2620-626-000-00-000-000-0000		52.77
00009917	03/10/2017	L1103600021	17010461	521043	10-2620-624-000-00-000-000-0000		237.85

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fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: 1231 - SHELLER OIL CO INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 529.71</b>
00009918	03/10/2017	L1095400020	17010852	0873-5	10-2620-610-000-00-000-000-0000		37.80
00009918	03/10/2017	L1095400021	17010833	5176-3	10-2620-610-000-00-000-000-0000		37.19
<b>Vendor: 1235 - SHERWIN-WILLIAMS PAINT</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 74.99</b>
00009919	03/10/2017	L1102100001	17010927	1602	10-1290-567-000-00-000-000-0000-0115	1012905670115	9,310.00
00009919	03/10/2017	L1102100002	17010927	1616	10-1290-567-000-00-000-000-0000-0115	1012905670115	9,800.00
<b>Vendor: 1241 - SILVER SPRINGS MARTIN LUTHER S</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 19,110.00</b>
00009920	03/10/2017	L1102100008	17010919	E/R 11/30/16	10-2122-635-000-00-000-000-0000-0114		31.97
00009920	03/10/2017	L1102100009	17010914	E/R 10/7/16	10-2420-330-000-00-000-000-0000-0114		136.00
<b>Vendor: 6798 - SIOBHAN LEAVY</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 167.97</b>
00009921	03/10/2017	L1095400019	17010854	219358	10-2620-432-000-00-000-000-0000-0000		829.35
<b>Vendor: 6364 - SLOAN MOTORS</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 829.35</b>
00009922	03/10/2017	L1095400018	17010430	IN314003	10-2840-438-000-00-000-000-0000-0000		4,767.00
<b>Vendor: 6334 - SOLARWINDS INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 4,767.00</b>
00009923	03/10/2017	L1103600073	17009670	15183	10-3250-610-000-00-000-000-0000-0000		117.86
<b>Vendor: 1253 - SPORTSMANS</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 117.86</b>
00009924	03/10/2017	L1095400038	17010756	330424	10-2620-432-000-00-000-000-0000-0000		186.00
<b>Vendor: 1277 - SUMMERS &amp; ZIMS INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 186.00</b>
00009925	03/10/2017	L1102100078	17010876	105051	10-2350-330-000-00-000-000-0000-0000		1,056.48
<b>Vendor: 6245 - SWEET STEVENS KATZ &amp; WILLIAMS LLP</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 1,056.48</b>
00009926	03/10/2017	L1109700002	17011015	INV-01008	10-2840-618-000-00-000-000-0000-0000		6,005.99
<b>Vendor: 6793 - School Dude</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 6,005.99</b>
00009927	03/10/2017	C1109300004		FEB 2017	10-0462-020-PAY-00-000-000-0000-0000	100462020PAY	6,104.22
<b>Vendor: 1294 - TEAMSTERS LOCAL 384</b>					<b>Remit # 2</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 6,104.22</b>
00009928	03/10/2017	L1103600106	17010979	I-000198632	10-1290-568-000-00-000-000-0000-0115		2,700.00
00009928	03/10/2017	L1103600107	17010979	I-000197053	10-1290-568-000-00-000-000-0000-0115		2,160.00
<b>Vendor: 1312 - THE GLEN MILLS SCHOOLS</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 4,860.00</b>
00009929	03/10/2017	L1099900036	17010855	401928262017	10-1110-561-000-00-000-000-0000-0000		5,301.00
<b>Vendor: 6743 - THE GREEN TREE SCHOOL &amp; SERVICES INC</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 5,301.00</b>
00009930	03/10/2017	L1103600099	17010991	094344	10-1290-567-000-00-000-000-0000-0115	1012905670115	5,324.18
<b>Vendor: 1319 - THE PATHWAY SCHOOL</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 5,324.18</b>

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009931	03/10/2017	L1102100077	17007994	49843782/10	10-2513-530-000-00-000-000-0000		5,000.00
<b>Vendor: 5039 - THE PITNEY BOWES RESERVE ACCOUNT</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 5,000.00</b>
00009932	03/10/2017	L1095400017	17010837	05-085480-04	10-2620-432-000-00-000-000-0000		2,500.00
<b>Vendor: 1356 - TOTAL RENTAL</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 2,500.00</b>
00009933	03/10/2017	L1095400037	17010755	130729	10-2620-432-000-00-000-000-0000		1,523.50
<b>Vendor: 1366 - TRI-M GROUP LLC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 1,523.50</b>
00009934	03/10/2017	L1103600112	17009877	021 REPLACEMNT	10-2271-324-420-00-000-000-000-1617	102271324420161	5,400.00
<b>Vendor: 1372 - TRUSTEES OF THE UNIVERSITY OF PENNSYLVANIA</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 5,400.00</b>
00009935	03/10/2017	L1109700001	17011005	038	10-2271-324-420-00-000-000-000-1617	102271324420161	5,400.00
<b>Vendor: 1372 - TRUSTEES OF THE UNIVERSITY OF PENNSYLVANIA</b>					<b>Remit # 2</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 5,400.00</b>
00009936	03/10/2017	L1102100041	17010740	28397	10-2711-340-000-00-000-000-0000		42,795.00
<b>Vendor: 6832 - Transfinder</b>					<b>Check Date: 03/10/2017</b>	<b>Check Amount: 42,795.00</b>	
00009937	03/10/2017	L1095400014	17010845	55335981-00	10-2620-610-000-00-000-000-0000		106.44
00009937	03/10/2017	L1095400015	17010845	55386047-00	10-2620-610-000-00-000-000-0000		31.89
00009937	03/10/2017	L1095400016	17010845	55387466-00	10-2620-610-000-00-000-000-0000		55.55
00009937	03/10/2017	L1095400031	17010752	55317057-00	10-2620-610-000-00-000-000-0000		98.16
00009937	03/10/2017	L1095400032	17010752	55067066-00	10-2620-610-000-00-000-000-0000		922.16
00009937	03/10/2017	L1095400033	17010752	55335457-00	10-2620-610-000-00-000-000-0000		41.82
<b>Vendor: 1383 - UNITED REFRIGERATION INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 1,256.02</b>
00009938	03/10/2017	L1095400001	17010713	S6075563.001	10-2620-610-000-00-000-000-0000		7.32
00009938	03/10/2017	L1095400002	17010713	S6073808.001	10-2620-610-000-00-000-000-0000		26.22
00009938	03/10/2017	L1095400003	17010848	S6076727.001	10-2620-610-000-00-000-000-0000		34.50
00009938	03/10/2017	L1095400004	17010848	S6078298.001	10-2620-610-000-00-000-000-0000		11.15
00009938	03/10/2017	L1095400005	17010831	S6078354.001	10-2620-610-000-00-000-000-0000		3.90
00009938	03/10/2017	L1095400006	17010831	S6077387.001	10-2620-610-000-00-000-000-0000		215.19
00009938	03/10/2017	L1095400007	17010827	S6044167.001	10-2620-610-000-00-000-000-0000		4.25
00009938	03/10/2017	L1095400008	17010823	S6077222.001	10-2620-610-000-00-000-000-0000		37.05
00009938	03/10/2017	L1095400009	17010823	S6078753.001	10-2620-610-000-00-000-000-0000		81.84
00009938	03/10/2017	L1095400010	17010823	S6077968.001	10-2620-610-000-00-000-000-0000		32.18

\* Denotes Non-Negotiable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009938	03/10/2017	L1095400011	17010823	S6074976.001	10-2620-610-000-00-000-000-0000		32.91
00009938	03/10/2017	L1095400012	17010823	S6078931.001	10-2620-610-000-00-000-000-0000		28.97
00009938	03/10/2017	L1095400013	17010823	S6079047.001	10-2620-610-000-00-000-000-0000		3.83
00009938	03/10/2017	L1095400029	17010750	S6075173.001	10-2620-610-000-00-000-000-0000		11.84
00009938	03/10/2017	L1095400030	17010750	S6073287.001	10-2620-610-000-00-000-000-0000		3.82
<b>Vendor: 1398 - US SUPPLY CO INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 534.97</b>
00009939	03/10/2017	L1103600075	17010980	3870	10-1290-567-000-00-000-000-0115	1012905670115	765.00
00009939	03/10/2017	L1103600076	17010980	3802	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600077	17010980	3801	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600078	17010980	3800	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600079	17010980	3799	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600080	17010980	3798	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600081	17010980	3797	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600082	17010980	3796	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600083	17010980	3795	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600084	17010980	3794	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600085	17010980	3793	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600086	17010980	3792	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600087	17010980	3722	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600088	17010980	3689	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600089	17010980	3558	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600090	17010980	3557	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600091	17010980	3556	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600092	17010980	3555	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600093	17010980	3554	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600094	17010980	3553	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600095	17010980	3552	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600096	17010980	3551	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
00009939	03/10/2017	L1103600097	17010980	3549	10-1290-567-000-00-000-000-0115	1012905670115	27,190.00
<b>Vendor: 1404 - VALLEY FORGE EDUCATIONAL SERVICES</b>					<b>Remit # 1</b>	<b>Check Date: 03/10/2017</b>	<b>Check Amount: 598,945.00</b>
00009940	03/10/2017	L1103600053	17009024	6103808142 2/17	10-2840-530-000-00-000-000-0000		80.39

\* Denotes Non-Negotiable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009940	03/10/2017	L1103600054	17009025	6103801017 2/17	10-2840-530-000-00-000-000-0000		78.54
00009940	03/10/2017	L1103600055	17009022	6103837238 2/17	10-2840-530-000-00-000-000-0000		52.88
00009940	03/10/2017	L1103600057	17009023	6103801379 2/17	10-2840-530-000-00-000-000-0000		80.83
<b>Vendor: 1409 - VERIZON</b>						<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount: 292.64</b>
00009941	03/10/2017	L1103600056	17009026	9780648644	10-2840-530-000-00-000-000-0000		2,883.04
<b>Vendor: 1411 - VERIZON WIRELESS SERVICES LLC</b>						<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount: 2,883.04</b>
00009942	03/10/2017	L1103600071	17011001	833558	10-3300-610-410-20-550-000-000-1516		0.06
00009942	03/10/2017	L1103600072	17011001	833558	10-3300-610-410-20-550-000-000-1617		59.89
<b>Vendor: 6834 - VKIDZ HOLDINGS INC DBA VOCABULARY SPELLING CITY</b>						<b>Check Date: 03/10/2017</b>	<b>Check Amount: 59.95</b>
00009943	03/10/2017	L1102100082	17010525	8047652360	10-1110-610-000-34-610-181-000-0000		59.50
00009943	03/10/2017	L1102100083	17010525	8047629411	10-1110-610-000-34-610-181-000-0000		15.18
00009943	03/10/2017	L1102100084	17010525	8047629411	10-1110-610-000-34-610-181-000-0000		15.18
00009943	03/10/2017	L1102100085	17010525	8047629411	10-1110-610-000-34-610-181-000-0000		15.18
00009943	03/10/2017	L1102100086	17010525	8047629411	10-1110-610-000-34-610-181-000-0000		15.18
00009943	03/10/2017	L1102100087	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		6.59
00009943	03/10/2017	L1102100088	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		75.39
00009943	03/10/2017	L1102100089	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		56.42
00009943	03/10/2017	L1102100090	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		151.30
00009943	03/10/2017	L1102100091	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		37.46
00009943	03/10/2017	L1102100092	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		2.63
00009943	03/10/2017	L1102100093	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		143.22
00009943	03/10/2017	L1102100094	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		104.44
00009943	03/10/2017	L1102100095	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		38.08
00009943	03/10/2017	L1102100096	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		92.68
00009943	03/10/2017	L1102100097	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		58.38
00009943	03/10/2017	L1102100098	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		4.88
00009943	03/10/2017	L1102100099	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		18.82
00009943	03/10/2017	L1102100100	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		18.28
00009943	03/10/2017	L1102100101	17010525	8047621620	10-1110-610-000-34-610-181-000-0000		27.50
<b>Vendor: 1423 - VWR INTERNATIONAL LLC</b>						<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount: 956.29</b>

\* Denotes Non-Negotiable Transaction

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00009944	03/10/2017	L1092900082	17007413	I41812980	10-1110-610-000-22-530-110-000-0000		309.07
00009944	03/10/2017	L1092900083	17007413	I41812980	10-1110-610-000-23-530-110-000-0000		309.07
00009944	03/10/2017	L1092900084	17007413	I41812980	10-1110-610-000-24-530-110-000-0000		309.06
00009944	03/10/2017	L1099900001	17007429	I41986891	10-1110-610-000-22-550-000-000-0000		309.07
00009944	03/10/2017	L1099900002	17007429	I41986891	10-1110-610-000-23-550-000-000-0000		309.06
00009944	03/10/2017	L1099900003	17007429	I41986891	10-1110-610-000-24-550-000-000-0000		309.07
00009944	03/10/2017	L1099900028	17007400	I41986999	10-2513-610-000-00-000-000-000-0000		927.20
00009944	03/10/2017	L1103600035	17007405	I42141710	10-1110-610-000-34-610-110-000-0000		927.20
00009944	03/10/2017	L1103600036	17007409	I42141718	10-1110-610-000-10-260-000-000-0000		927.20
00009944	03/10/2017	L1103600058	17007420	I41074454	10-1110-610-000-10-220-000-000-0000		927.20
00009944	03/10/2017	L1103600059	17007420	I42141713	10-1110-610-000-10-220-000-000-0000		927.20
00009944	03/10/2017	L1103600060	17007420	I40303902	10-1110-610-000-10-220-000-000-0000		899.20
00009944	03/10/2017	C1109300002		I40977781	10-2620-610-000-00-000-000-000-0000		300.40
00009944	03/10/2017	C1109300003		CR3857492	10-2620-610-000-00-000-000-000-0000		-300.40
<b>Vendor: 1421 - W B MASON CO INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>7,389.60</b>
00009945	03/10/2017	L1095400026	17010753	1072403	10-2620-432-000-00-000-000-000-0000		845.00
00009945	03/10/2017	L1095400027	17010753	1072410	10-2620-432-000-00-000-000-000-0000		413.00
00009945	03/10/2017	L1095400028	17010753	1072306	10-2620-432-000-00-000-000-000-0000		400.00
<b>Vendor: 1427 - WAYMAN FIRE PROTECTION INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>1,658.00</b>
00009946	03/10/2017	L1102100103	17010880	ELIN1029 2/17	10-2620-424-000-00-000-000-000-0000		8,703.11
<b>Vendor: 1436 - WEST BRANDYWINE TOWNSHIP</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>8,703.11</b>
00009947	03/10/2017	L1095400023	17010477	81621-MG DUP REG	10-2620-432-000-00-000-000-000-0000		24.00
<b>Vendor: 1445 - WIGGINS AUTO TAGS</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>24.00</b>
00009948	03/10/2017	L1095400022	17010712	U1756625	10-2660-610-000-00-000-000-000-0000		105.80
<b>Vendor: 1466 - WITMER ASSOCIATES INC</b>					<b>Remit # 1 Check Date: 03/10/2017</b>	<b>Check Amount:</b>	<b>105.80</b>
*00ACH982	02/25/2017	M1092200001			10-0462-028-PAY-00-000-000-000-0000	100462028PAY	204.67
<b>Vendor: 1855 - PA DEPT OF REVENUE</b>					<b>Remit # 1 Check Date: 02/25/2017</b>	<b>Check Amount:</b>	<b>204.67</b>
*00ACH989	03/06/2017	M1103000001			10-0462-021-PAY-00-000-000-000-0000	100462021PAY	2,463.55
<b>Vendor: 1856 - DOMESTIC RELATIONS</b>					<b>Remit # 1 Check Date: 03/06/2017</b>	<b>Check Amount:</b>	<b>2,463.55</b>
*00ACH990	03/06/2017	M1102900001			10-0462-010-PAY-00-000-000-000-0000	100462010PAY	203,338.99
*00ACH990	03/06/2017	M1102900002			10-0462-011-PAY-00-000-000-000-0000	100462011PAY	112,083.71

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
*00ACH990	03/06/2017	M1102900003			10-0462-220-000-00-000-000-0000	100462220	112,083.71
*00ACH990	03/06/2017	M1102900004			10-0462-026-PAY-00-000-000-0000	100462026PAY	26,213.13
*00ACH990	03/06/2017	M1102900005			10-0462-220-000-00-000-000-0000	100462220	26,213.13
<b>Vendor: 1857 - IRS/FICA</b>					<b>Remit # 1</b>	<b>Check Date: 03/06/2017</b>	<b>Check Amount: 479,932.67</b>
*00ACH991	03/08/2017	M1109800001			10-0462-028-PAY-00-000-000-0000	100462028PAY	55,297.69
<b>Vendor: 1855 - PA DEPT OF REVENUE</b>					<b>Remit # 1</b>	<b>Check Date: 03/08/2017</b>	<b>Check Amount: 55,297.69</b>
*0WIRE986	02/25/2017	M1091700001			10-0462-019-PAY-00-000-000-0000	100462019PAY	50,354.50
<b>Vendor: 1886 - TSA CONSULTING GROUP INC</b>					<b>Remit # 1</b>	<b>Check Date: 02/25/2017</b>	<b>Check Amount: 50,354.50</b>
*0WIRE987	02/25/2017	M1092000001			10-0462-273-000-00-000-000-0000	100462273	11,029.80
<b>Vendor: 6340 - PRUDENTIAL GROUP INSURANCE</b>					<b>Check Date: 02/25/2017</b>	<b>Check Amount: 11,029.80</b>	
*0WIRE988	02/25/2017	M1092400001			10-0462-276-000-00-000-000-0000	100462276	78,704.05
*0WIRE988	02/25/2017	M1092400002			10-0462-276-000-00-000-000-0000	100462276	1,065.60
*0WIRE988	02/25/2017	M1092400003			10-0462-271-000-00-000-000-0000	100462271	146,124.52
*0WIRE988	02/25/2017	M1092400004			10-0462-271-000-00-000-000-0000	100462271	159.53
*0WIRE988	02/25/2017	M1092400005			10-0462-271-000-00-000-000-0000	100462271	-86,527.75
*0WIRE988	02/25/2017	M1092400006			10-0462-271-000-00-000-000-0000	100462271	-95.20
<b>Vendor: 5083 - RESCHINI AGENCY INC</b>					<b>Remit # 1</b>	<b>Check Date: 02/25/2017</b>	<b>Check Amount: 139,430.75</b>
*0WIRE992	03/03/2017	M1100600001			10-0462-272-000-00-000-000-0000	100462272	17,975.45
<b>Vendor: 1876 - United Concordia</b>					<b>Check Date: 03/03/2017</b>	<b>Check Amount: 17,975.45</b>	
*0WIRE993	03/03/2017	M1101000001			10-0462-271-000-00-000-000-0000	100462271	13,162.14
*0WIRE993	03/03/2017	M1101000002			10-0462-271-000-00-000-000-0000	100462271	933.75
*0WIRE993	03/03/2017	M1101000003			10-0462-271-000-00-000-000-0000	100462271	1,045.80
<b>Vendor: 5083 - RESCHINI AGENCY INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/03/2017</b>	<b>Check Amount: 15,141.69</b>
*0WIRE994	03/03/2017	M1100900001			10-0462-276-000-00-000-000-0000	100462276	66,587.60
*0WIRE994	03/03/2017	M1100900002			10-0462-276-000-00-000-000-0000	100462276	1,102.60
*0WIRE994	03/03/2017	M1100900003			10-0462-271-000-00-000-000-0000	100462271	149,141.17
*0WIRE994	03/03/2017	M1100900004			10-0462-271-000-00-000-000-0000	100462271	163.88
*0WIRE994	03/03/2017	M1100900005			10-0462-271-000-00-000-000-0000	100462271	27,195.16
*0WIRE994	03/03/2017	M1100900006			10-0462-275-000-00-000-000-0000	100462275	20,885.90
<b>Vendor: 5083 - RESCHINI AGENCY INC</b>					<b>Remit # 1</b>	<b>Check Date: 03/03/2017</b>	<b>Check Amount: 265,076.31</b>
*0WIRE995	03/03/2017	M1100700001			10-0462-271-000-00-000-000-0000	100462271	113,695.44

\* Denotes Non-Negotiable Transaction

# - Payable Transaction

P - Prenote

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# Fund Accounting Check Register

GENERAL FUND - From 01/06/2017 To 03/10/2017

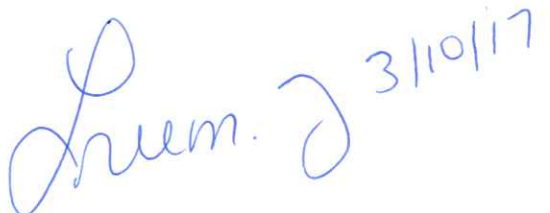
fackrgc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
*OWIRE995	03/03/2017	M1100700002			10-0462-271-000-00-000-000-0000	100462271	125.10
*OWIRE995	03/03/2017	M1100700003			10-0462-271-000-00-000-000-0000	100462271	2,074.42
*OWIRE995	03/03/2017	M1100700004			10-0462-275-000-00-000-000-0000	100462275	1,382.00
Vendor: 5083 - RESCHINI AGENCY INC					Remit # 1	Check Date: 03/03/2017	Check Amount: 117,276.96
*OWIRE996	03/03/2017	M1101100001			10-0462-019-PAY-00-000-000-0000	100462019PAY	51,469.38
Vendor: 1886 - TSA CONSULTING GROUP INC					Remit # 1	Check Date: 03/03/2017	Check Amount: 51,469.38
*OWIRE997	03/09/2017	M1110000001			10-0462-272-000-00-000-000-0000	100462272	16,191.99
Vendor: 1876 - United Concordia						Check Date: 03/09/2017	Check Amount: 16,191.99
*WIRE985V	03/10/2017	M1110100001			10-1190-610-410-00-000-000-1617	101190610410161	-3,250.50
Vendor: 6810 - DOLLAR TREE						Check Date: 03/10/2017	Check Amount: -3,250.50

10-GENERAL FUND 5,654,781.18

Grand Total Manual Checks :	1,210,193.92 ✓
Grand Total Regular Checks :	4,444,587.26 ✓
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	5,654,781.18


  
 Drum. J 3/10/17



# Bills to be Approved

GENERAL FUND - From 01/06/2017 To 03/10/2017

facksmc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
REBECCA N MICHNUK	VOID CK #1682 11/6/14.....		-37.99
TRUSTEES OF THE UNIVERSITY OF PENNSYLVANIA	Title II - PD Training.....		-5,400.00
PUBLIC SCHOOL EMPLOYEE RET SYS	RETIREMENT BUY BACK.....		-2,907.00
MIKE LARKIN	2/4 BOYS BASKETBALL JV MCCASKEY...		-56.00
Commonwealth of PA	DCED Filing Fee 2007 GOB Refinanci		1,854.84
A J BLOSENSKI INC	Disposal Svcs.....		322.50
AFLAC	AFLAC.....		1,038.37
AT & T MOBILITY II LLC	Communications / Postage.....		304.83
CITADEL CREDIT UNION	UNION DUES.....		1,282.19
COATESVILLE AREA TEACHER ASSOC	UNION DUES.....		23,963.00
DIVERSIFIED COLLECTION SERVICE	WAGE ATTACHMENT - OTHER.....		114.23
PIAA DISTRICT ONE	Dues & Fees.....		875.00
SECURITY BENEFIT COMPANIES	FSA MEDICAL CARE W/H.....	DEPENDENT CARE W/H.....	2,985.68
SHELLER OIL CO INC	Oil (Heat).....		549.84
SUBURBAN PROPANE	General Supplies.....		6.00
TG COLLECTIONS	WAGE ATTACHMENT - OTHER.....		198.00
VERIZON	Communications / Postage.....		52.31
VERIZON BUSINESS	Communications / Postage.....		9,179.54
WAYMAN FIRE PROTECTION INC	Repair & Maintenance - Equipme....		1,195.00
WILLIAM C MILLER TRUSTEE	WAGE ATTACHMENT - OTHER.....		632.50
21ST CENTURY MEDIA	Advertising.....		707.54
NEWSPAPERS LLC			
A J BLOSENSKI INC	Disposal Svcs.....		873.91
ABS TRANSLATION & INTERPRETING	TITLE III - Translation Svcs.....		16,614.00
AHOLD FINANCIAL SERVICES LLC	General Supplies.....		115.86
ANASTASI LANDSCAPING INC	Repair & Maintenance - Buildin....		19,304.25
APPLE INC	SUPPLIES/FEES-TECHNOLOGY.....		298.00
Apple Press Ltd.	Books & Periodicals.....	General Supplies.....	395.00
BARNES & NOBLE	Title I - Parent Invo Supplies....		199.80
BAYADA HOME HEALTHCARE INC	Multi Handicap - Prof Svcs.....		4,636.56
BAYRIDGE CONSORTIUM INC	Title II - PD Training.....		757.55
BILLOWS ELECTRIC SUPPLY CO	General Supplies.....		30.28
BOOKSOURCE	Title I - Parent Invo Supplies....		3,925.92

\* Denotes Non-Negotiable Transaction

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# Bills to be Approved

GENERAL FUND - From 01/06/2017 To 03/10/2017

facksmc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
BOUND TO STAY BOUND BOOKS INC	Educ. Software/License Fees.....		753.71
BUCKS COUNTY SCHOOLS IU #22	PROF-ED SVCS-IU.....		100,900.76
C & R GLASS INC	General Supplies.....		120.64
CALN POLICE DEPT	General Supplies.....		1,360.00
CALN TOWNSHIP / CTMA	Water/Sewer.....		3,895.97
CASD - FOOD SERVICE	Meals/Refreshments.....		568.75
CCIU #24 - GENERAL FUND	Custodial Services.....	PROFESSIONAL SERVICES.....	89,917.28
CCRES INC	Other Professional Svcs.....		3,093.75
CHESTER COUNTY RESPITE NETWORK	PROFESS-EDUCATIONAL SVCS.....		55,906.00
CDW-G	Supplies/Fees-Technology.....	General Supplies.....	1,349.49
CES INC	Water/Sewer.....		219.40
CHARTIERS VALLEY SCHOOL DISTRICT	Tuition to Other LEA.....		2,452.80
CHRISTA J DELLICOMPAGNI	Tuition Reimb - Elementary.....		1,233.00
CHRISTINE CONNOLLY-DAILY	Tuition Reimb - Secondary.....		443.50
CHRISTOPHER G ROBERTS	Learning Support - Prof Svcs.....		3,990.00
COLLEGIUM CHARTER SCHOOL	Tuition - Charter Schools.....	CHARTER SCHOOLS - TUITION.....	1,948,829.86
COLONIAL ELEC SUPPLY COMPANY INC	General Supplies.....		4,252.97
CONCERN	Title I - Part D - Prof Serv.....		9,334.51
CPM EDUCATIONAL PROGRAM	MATH SUPPLIES.....		972.98
CRITICARE	Multi Handicap - Prof Svcs.....		8,408.50
DARIAN N SMITH	General Supplies.....		357.88
DEBORAH FLAD	Tuition Reimb - Secondary.....		288.75
DELORES M VANDERBILT	Learning Support - Prof Svcs.....		6,880.00
DEMCO INC	General Supplies.....		99.94
DEVEREUX FOUNDATION	TUITION APS.....		26,160.00
DICK BLICK COMPANY			1,163.21
DVASBO			150.00
EAGLE DISPOSAL OF PA INC	Disposal Svcs.....		175.00
EAW SECURITY / E A WATJEN INC	General Supplies.....		2,314.45
EBS HEALTHCARE	Other Professional Svcs.....		5,508.74
EDUCATION INC	TUITION PRRI/DETENTION.....		570.57
ELWYN	TUITION APS.....		8,699.60
ERIN M KRIM	Tuition Reimb - Secondary.....		1,432.50

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# Bills to be Approved

GENERAL FUND - From 01/06/2017 To 03/10/2017

facksmc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
FASTENAL COMPANY	General Supplies.....		16.17
FLINN SCIENTIFIC INC	General Supplies - Science.....		884.27
FREDERICK STRONG JR	Learning Support - Prof Svcs.....		15,540.00
FRONTLINE TECHNOLOGIES GROUP LLC			4,750.00
GCA Serivce Group		Custodial Services.....	63,902.17
GREG A VIETRI INC	Repair & Maintenance - Equipme....		1,757.50
GREGORY C DISTEFANO	TRAVEL.....		28.78
GROFF TRACTOR & EQUIPMENT LLC	Repair & Maintenance - Equipme....		2,579.90
GROVE CITY AREA SCHOOL DISTRIC	Tuition - Private Residential.....		3,136.16
HANDI-CRAFTERS INC	Learning Support - Prof Svcs.....		2,530.00
HATT'S INDUSTRIAL SUPPLIES INC	General Supplies.....		490.68
HEALTH ADVOCATE INC	Other Professional Svcs.....		1,145.20
HEINEMANN / GREENWOOD	Title I - Parental Involvement....		7,079.95
PUBLISHING GROUP INC			
HICKMAN SANITATION SERVICE LLC	Rentals - Equipment.....		1,110.00
HOFFMAN HOMES INC	Tuition - Other LEA's.....		5,806.50
HR DIRECT	General Supplies.....		74.99
HYLAND GRAPHICS DESIGN	General Supplies.....		680.00
ADVERTISING LLC			
INSIGHT WORKFORCE SOLUTIONS INC			41,393.35
INTERNATIONAL BUSINESS MACHINES CORPORATION	Computer Software.....		13,608.00
IRIS COMPANIES LTD	General Supplies.....		598.45
J W MAXWELL & SON INC	General Supplies.....		4.00
JOHN L AMMONS INC	Water/Sewer.....	Rentals - Equipment.....	7,875.00
JOHNSON CONTROLS INC	Repair & Maintenance - Buildin....		17,000.00
JONES SCHOOL SUPPLY COMPANY IN	General Supplies.....		54.50
JOSE R MONASTERIO MD	Other Professional Svcs.....		540.00
KATHERINE LAPILA	Title II - PD Training.....		5,650.00
KLEINBARD LLC	Legal Fees.....		7,728.52

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# Bills to be Approved

GENERAL FUND - From 01/06/2017 To 03/10/2017

facksmc

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Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
GEORGE KRAPF JR & SONS INC	February Public Transportation....	Contracted Carriers.....	932,349.78
KRISTINE M ANDERSON	Tuition Reimb - Elementary.....		86.25
KULTIVATE / KRISTINE & BRIAN	Other Professional Services.....		1,200.00
PARKES LLC			
LDP INC LEADER SERVICES	Learning Support - Prof Svcs.....		1,667.60
LEHIGH ELECTRIC PRODUCTS	General Supplies.....		122.00
COMPANY			
LOW-RISE ELEVATOR CO INC	Repair & Maintenance - Equipme....		386.00
Logic Choice Business	Communications / Postage.....		12,304.00
Technologies, LLC			
MACGILL & CO	General Supplies.....		69.00
MAILLIE LLP			4,750.00
MARKS PLUMBING PARTS	General Supplies.....		988.17
MCKINLEY & RYAN LLC	Legal Fees.....		13,500.00
MELMARK INC	TUITION APS.....		43,974.00
MICHELE GEHRIS	Tuition Reimb - Secondary.....		345.00
MULTI-HEALTH SYSTEMS INC	General Supplies.....		2,307.85
NAPA AUTO PARTS	General Supplies.....		100.48
NATIONAL ENERGY CONTROLS	General Supplies.....		115.30
CORPORATION			
NEXVORTEX INC	Communications / Postage.....		1,207.64
National Association of	Dues & Fees.....		1,785.00
Secondary School Principas			
OAK SYSTEMS INC			364.19
OCTORARA AREA SCHOOL	Tuition to Other LEA.....		5,200.00
DISTRICT			
OFFICE DEPOT	General Supplies.....	General Supplies - Art.....	1,712.89
OFFICE TEAM	Office temp.....	Temporary Office Assistance.....	5,437.68
PA VIRTUAL CHARTER SCHOOL	Tuition - Charter Schools.....	CHARTER SCHOOLS - TUITION.....	16,867.85
PA-AMERICAN WATER COMPANY	Water/Sewer.....		7,028.13
PAESSP	Prof Educ. Svc. Training.....		595.00
PAGE 1 PUBLISHERS INC		Printing & Binding.....	963.00
PASBO	Dues & Fees.....		80.00
PATRICIA L STOVER	Tuition Reimb - Elementary.....		399.00
PCMG INC	General Supplies.....		680.00
PEARSON EDUCATION			344.51
PEARSON NCS	General Supplies.....		1,946.72
PITNEY BOWES GLOBAL			485.00

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# Bills to be Approved

GENERAL FUND - From 01/06/2017 To 03/10/2017

facksmc

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Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
FINANCIAL SERVICES LLC			
POSITIVE PROMOTIONS	Title I - Parent Invo Supplies....	Title I - Parental Involvement....	560.09
PROASYS INC	Water/Sewer.....		1,885.83
QUILL CORPORATION	Title I - Parental Involvement....	General Supplies.....	616.88
READYREFRESH			166.11
REBECCA N MICHNUK	General Supplies.....		37.99
RENAISSANCE ACADEMY-EDISON	Tuition - Charter Schools.....		6,180.40
CHA			
REPUBLIC SERVICES INC	Disposal Svcs.....		704.00
ROBERT BROWN ASSOCIATES INC	Repair & Maintenance - Equipme....		1,721.64
ROBERT E LITTLE INC	Repair & Maintenance - Equipme....		135.80
Ricoh USA Inc.		Lease/Rentl Hardwar/Techn.....	14,008.46
SCHAAD DETECTIVE AGENCY INC	Security/Safety Services.....		24,115.49
SCHOLASTIC INC			2,830.00
SCHOOL NURSE SUPPLY INC	General Supplies.....		2,003.22
SCHOOL SPECIALTY INC	General Supplies.....		216.54
SHELLER OIL CO INC	Oil (Heat).....		529.71
SHERWIN-WILLIAMS PAINT	General Supplies.....		74.99
SILVER SPRINGS MARTIN LUTHER	TUITION APS.....		19,110.00
S			
SIOBHAN LEAVY	Other Professional Svcs.....	Meals/Refreshments.....	167.97
SLOAN MOTORS	Repair & Maintenance - Equipme....		829.35
SOLARWINDS INC	Repairs & Maintenance - Info S....		4,767.00
SPORTSMANS	General Supplies.....		117.86
SUMMERS & ZIMS INC	Repair & Maintenance - Equipme....		186.00
SWEET STEVENS KATZ &	Legal Fees.....		1,056.48
WILLIAMS LLP			
School Dude	Computer Software.....		6,005.99
TEAMSTERS LOCAL 384	UNION DUES.....		6,104.22
THE GLEN MILLS SCHOOLS	TUITION PRRI/DETENTION.....		4,860.00
THE GREEN TREE SCHOOL &	Tuition - Other LEA's.....		5,301.00
SERVICES INC			
THE PATHWAY SCHOOL	TUITION APS.....		5,324.18
THE PITNEY BOWES RESERVE			5,000.00
ACCOUNT			
TOTAL RENTAL	Repair & Maintenance - Equipme....		2,500.00
TRI-M GROUP LLC	Repair & Maintenance - Equipme....		1,523.50
TRUSTEES OF THE UNIVERSITY	Title II - PD Training.....		5,400.00

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# Bills to be Approved

GENERAL FUND - From 01/06/2017 To 03/10/2017

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Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
OF PENNSYLVANIA TRUSTEES OF THE UNIVERSITY	Title II - PD Training.....		5,400.00
OF PENNSYLVANIA Transfinder	Transfinder Software License & Hos		42,795.00
UNITED REFRIGERATION INC	General Supplies.....		1,256.02
US SUPPLY CO INC	General Supplies.....		534.97
VALLEY FORGE EDUCATIONAL SERVICES	TUITION APS.....		598,945.00
VERIZON	Communications / Postage.....		292.64
VERIZON WIRELESS SERVICES LLC	Communications / Postage.....		2,883.04
VKIDZ HOLDINGS INC DBA	Title I - Parent Invo Supplies....	Title I - Parental Involvement....	59.95
VOCABULARY SPELLING CITY			
VWR INTERNATIONAL LLC	General Supplies - Science.....		956.29
W B MASON CO INC		General Supplies.....	7,389.60
WAYMAN FIRE PROTECTION INC	Repair & Maintenance - Equipme....		1,658.00
WEST BRANDYWINE TOWNSHIP	Water/Sewer.....		8,703.11
WIGGINS AUTO TAGS	Repair & Maintenance - Equipme....		24.00
WITMER ASSOCIATES INC	General Supplies.....		105.80
PA DEPT OF REVENUE	PA W/H Tax pymt.....		204.67
DOMESTIC RELATIONS	ExpertPay.....		2,463.55
IRS/FICA	Fed W/H Tax pymt.....	FICA pymt-EE.....	479,932.67
PA DEPT OF REVENUE	PA W/H Tax pymt.....		55,297.69
TSA CONSULTING GROUP INC	403B & Roth Pymt-TSA Consulting...		50,354.50
PRUDENTIAL GROUP INSURANCE	February 2017 Premium.....		11,029.80
RESCHINI AGENCY INC	Medical Claims-02/22/2017.....	Prescription Claims-02/22/2017....	139,430.75
United Concordia	02/17/2017 - 02/24/2017-Claims....		17,975.45
RESCHINI AGENCY INC	Stop Loss-March 2017.....	Cobra Admin Fee-March 2017.....	15,141.69
RESCHINI AGENCY INC	Medical Claims-03/01/2017.....	Prescription Claims-03/01/2017....	265,076.31
RESCHINI AGENCY INC	Medical Claims-03/01/2017.....	IBC Admin-03/01/2017.....	117,276.96
TSA CONSULTING GROUP INC	403B & Roth Pymt-TSA Consulting...		51,469.38
United Concordia	02/24/2017 - 03/03/2017-Claims....		16,191.99
DOLLAR TREE	VOID WIRE985 2/22/2017 - Dollar Tr		-3,250.50

10-GENERAL FUND

5,654,781.18

Grand Total Manual Checks :

1,210,193.92 ✓

Grand Total Regular Checks :

4,444,587.26 ✓

\* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment



# Bills to be Approved

GENERAL FUND - From 01/06/2017 To 03/10/2017

facksmc

Note: Output selection limited to transactions dated between 02/25/2017 and 03/10/2017

Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
	Grand Total Direct Deposits:		0.00
	Grand Total Credit Card Payments:		0.00
	Grand Total All Checks :		5,654,781.18

*Leem. 3/31/17*

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

*Finance Enclosure*

*Human Resources Report*

# **HUMAN RESOURCES REPORT – MARCH 14, 2017**

## **1. Resignations - Regular and Extra Duty**

**RECOMMENDED MOTION:** That the Board of School Directors approve the following Resignations - Regular and Extra Duty:

### a. CATA

- 1) Burton, David, Special Education Teacher for Project Concern. Letter Dated: 2/27/2017. Reason: Retirement. Effective: 6/9/2017.
- 2) Costello, Allison, Special Education Teacher for Coatesville Area Senior High School. Letter Dated: 3/1/2017. Reason: Personal. Effective: 3/15/2017.
- 3) Martin, Ruth, Health and Physical Education Teacher for Coatesville Area Intermediate High School. Letter Dated: 3/2/2017. Reason: Retirement. Effective: 6/9/2017.
- 4) Milley, Lauren, Teacher for Scott Middle School. Letter Dated: 2/27/2017. Reason: Personal. Effective: 4/27/2017.

### b. CATSS

- 1) Janick, Janina, 5 Hour Cafeteria/Playground/Library Aide for Friendship Elementary School. Reason: Personal. Effective: 3/1/2017.

### c. FEDERATION

- 1) Myer, Lisa, 3 Hour General Utility Worker for Reeceville Elementary School. Reason: Personal. Effective: 3/3/2017.
- 2) Slokom, Victoria, 3 Hour General Utility Worker for Rainbow Elementary School. Letter Dated: 3/3/2017. Reason: Retirement. Effective: 6/8/2017.

### d. EXTRA DUTY

- 1) Milley, Lauren, Student Council Co-Advisor for Scott Middle School. Letter Dated: 2/27/2017. Reason: Personal. Effective: 3/31/2017.
- 2) Milley, Lauren, Assistant Track Coach for Scott Middle School. Letter Dated: 2/27/2017. Reason: Personal. Effective: 2/27/2017.

## **2. New Appointments - Regular and Extra Duty**

**RECOMMENDED MOTION:** That the Board of School Directors approve the following New Appointments - Regular and Extra Duty:

### a. CATSS

- 1) Haarstick, Jennifer, 5.75 Hour Cafeteria/Playground/Library Aide for Caln Elementary School. Posted: 11/17/2017. Salary: \$9.50/hour. Effective: 3/15/2017. SP4: Approved. Pending 168 Forms.

b. FEDERATION

- 1) Wallace, Sheenequa, 3 Hour General Utility Worker for South Brandywine Middle School. Posted: 5/31/2017. Salary: \$13.66 (\$14.66 after 520 day probationary period). Effective: TBD. SP4: Approved. Pending 168 Forms.

c. EXTRA DUTY

- 1) Anderson, Candance, Food Service Substitute for the Coatesville Area School District. Posted: 5/31/2017. Salary: \$9.00/hour. Effective: 3/6/2017. SP4: Approved. Pending 168 Forms.
- 2) Ford, Wendy, Mentor for Angela Roach. Subject: Building: Posted: 6/1/2016. Salary: \$1,000 (prorated). Effective: 2016—2017 School Year. SP4: Staff.
- 3) Gamber, Claarissa, 7<sup>th</sup> Grade Track and Field Coach for Scott Middle School. Posted: 2/28/2017. Salary: \$1,493.50. Effective: 2016—2017 School Year. SP4: Staff.
- 4) Sammond, Elizabeth, Lacrosse Coach for Scott Middle School. Posted: 2/10/2017. Salary: \$1,783.50. Effective: 2016—2017 School Year. SP4: Staff.
- 5) Viscuso, Ashley, 8<sup>th</sup> Grade Lacrosse Coach for South Brandywine Middle School. Posted: 1/30/2017. Salary: \$1,783.50. Effective: 2016—2017 School Year. SP4: Staff.
- 6) 8<sup>th</sup> Grade Girls' Softball Co-Coaches for North Brandywine Middle School. Posted: 2/1/2017. Salary: \$980.56 (prorated). Effective: 2016—2017 School Year. SP4: Staff.

Jessica Bien

Kelly Colgan

- 7) ESY Special Education Teachers for the Coatesville Area School District. Posted: 3/1/2017. Salary: \$33/hour. Effective: 6/29/2017. SP4: Staff.

Megan Batten

Emily Fichter

Kimberly Gredzinski

Mark Lisney

- 8) ESY Special Education Aides for the Coatesville Area School District: Posted: 2/2/2017. Salary: \$12.50/hour. Effective: 6/29/2017. SP4: Staff.

Antoinette Carter

Carla Harvey

Deborah Kennedy

Melissa Keen

Melissa Knecht

Sandra Morris

3. **Leave(s) of Absence**

**RECOMMENDED MOTION:** That the Board of School Directors approve the following Leave(s) of Absence as indicated:

a. CATA

- 1) Ritter, Jessica, Teacher for East Fallowfield Elementary School. Effective: 5/15/2017—6/9/2017.

**4. Involuntary Transfers:**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Involuntary Transfer of:

a. CATSS

- 1) Bisignaro, Carol, move from 6.5 Hour Special Education One on One Aide for Coatesville Area Intermediate High School to East Fallowfield Elementary School. Effective: 2/27/2017.

**5. Change of Status**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Change of Status as indicated:

a. CATSS

- 1) Landis, Pam, move from 4 Hour Cafeteria/Playground/Library Aide to 5.75 Hour Special Education One on One Aide for Rainbow Elementary School. Effective: 3/13/2017.

**6. Correction**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Correction as indicated:

a. CATA

- 1) Pinnix Smith, Julie, Teacher for the Coatesville Area Senior High School did not transfer to Coatesville Area Intermediate High School. Effective: 8/29/2016.

# *Finance Committee ~ Enrollment Report*

- *CASD*
- *Charter Schools*

# COATESVILLE AREA SCHOOL DISTRICT ENROLLMENT REPORT

Date: 2/28/17

Current Building Name	01	02	03	04	05	06	07	08	09	10	11	12	K	Total
CALN ELEMENTARY	102	80	76	79	71								66	474
COATESVILLE AREA INTERMEDIATE HS									484	521				1005
COATESVILLE AREA SENIOR HIGH SCHOOL											544	442		986
EAST FALLOWFIELD ELEMENTARY	49	45	56	64	50								58	322
FRIENDSHIP ELEMENTARY	66	58	65	47	60								60	356
KINGS HIGHWAY ELEMENTARY	75	85	91	89	71								66	477
NORTH BRANDYWINE MIDDLE SCHOOL						145	131	143						419
RAINBOW ELEMENTARY	107	143	136	133	147								143	809
REECEVILLE ELEMENTARY	70	72	85	75	76								68	446
SCOTT MIDDLE SCHOOL						132	151	154						437
SOUTH BRANDYWINE MIDDLE SCHOOL						194	201	189						584
	469	483	509	487	475	471	483	486	484	521	544	442	461	6315

## ABOVE TOTALS INCLUDE:

CASD CYBER ACADEMY-ON-SITE								5	4	13	16	7		45
CASD CYBER ACADEMY-OFF-SITE							3	4	11	14	34	25		91
														136

# CASD CHARTER SCHOOL ENROLLMENT REPORT

2/28/2017

Current Building Name	Current Building	01	02	03	04	05	06	07	08	09	10	11	12	K	Total	Previous Year
21ST CENTURY CYBER CHARTER SCHOOL	5011						1	5	1	3	5	11	3		29	23
ACHIEVEMENT HOUSE CHARTER SCHOOL (CYBE	5012								1	1		2			4	6
AGORA CYBER CHARTER SCHOOL	5025	1	1	1	3	5	1	4	3	2	2	1	3	1	28	31
AVON GROVE CHARTER SCHOOL	5013	25	15	15	27	19	22	31	26	19	16	14	17	3	249	218
CHESTER COUNTY FAMILY ACADEMY	5014	9	9	1										9	28	26
COLLEGIUM CHARTER SCHOOL	5015	220	154	188	150	152	140	139	89	103	72	57	43	212	1719	1500
COMMONWEALTH CONNECTIONS CYBER CHART	5016	1	1	3	2	2	3	1	4	2	2		2		23	38
DR. ROBERT KETTERER CS (court placed)	5031											1			1	0
PA CYBER CHARTER SCHOOL, THE	5019	3			1	1	2	4		1	5	2	2	2	23	29
PA DISTANCE LEARNING CHARTER SCHOOL	5027										1	1			2	0
PA LEADERSHIP CYBER CHARTER SCHOOL	5020	2	6	2	7	6	6	10	10	13	17	14	9	3	105	93
PA VIRTUAL CYBER CHARTER SCHOOL	5021	2	1	3		2	2		3	1		1	1		16	18
REACH CYBER CHARTER SCHOOL	8136	1	1		1	1	2	1							7	0
RENAISSANCE	5022			1					1	1		1		2	6	6
		264	188	214	191	188	179	195	138	146	120	105	80	232	2240	1988

252



*Coatesville Area School District  
Policy Committee*



**Members**

Ann Wuertz, Chair  
Bashera Grove  
Tom Siedenbuehl

March 15, 2017

**Policy Committee Agenda**  
*Coatesville Area Senior High School Auditorium*  
**March 14, 2017 - 6:00 PM**  
*(4<sup>th</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** Ann Wuertz  
**BOARD MEMBERS:** Bashera Grove and Tom Siedenbuehl  
**ADMINISTRATION:** Dr. Cathy Taschner, Ronald Kabonick and Judy Shopp, Esquire  
**CALL TO ORDER:** \_\_\_\_\_

**APPROVAL of MINUTES**

Approval of the February 14, 2017 Policy Committee meeting minutes. (*Enclosure*)

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**AGENDA ITEMS**

1. **Policy 235.1 – Surveys – Adoption**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the adoption of Policy 235.1.
2. **Policy 301 – Creating A Position – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 301.
3. **Policy 302 – Employment of Superintendent/Assistant Superintendent – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 302.
4. **Policy 303.1 – Nepotism/Cronyism – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 303.1.
5. **Policy 304 – Employment of District Staff – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 304.
6. **Policy 305 – Employment of Substitutes – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 305.
7. **Policy 306 – Employment of Summer School Staff – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 306.

8. **Policy 307 – Student Teachers/Interns – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 307.
9. **Policy 308 – Employment Contract/Board Resolution – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 308.
10. **Policy 309 – Assignment and Transfer – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 309.
11. **Policy 309.1 – Resignation Acceptance of Employees – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 309.1.
12. **Policy 311 – Suspensions/Furloughs – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 311.
13. **Policy 312 – Performance Assessment of Superintendent/Assistant Superintendent – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 312.
14. **Policy 313 – Evaluation of Employees – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 313.
15. **Policy 314 – Physical Examination – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 314.
16. **Policy 314.1 – HIV Infection – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 314.1.
17. **Policy 317 – Conduct/Disciplinary Procedures – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 317.
18. **Policy 317.1 – Educator Misconduct – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 317.1.

19. **Policy 318 – Penalties for Tardiness – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 318.
20. **Policy 319 – Outside Activities – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 319.
21. **Policy 320 – Freedom of Speech in Non-School Settings – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 320.
22. **Policy 321 – Political Activities – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 321.
23. **Policy 322 – Gifts – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 322.
24. **Policy 323 – Tobacco – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 323.
25. **Policy 324 – Personnel Files – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 324.
26. **Policy 325 – Dress and Grooming – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 325.
27. **Policy 326 – Complaint Process -30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 326.
28. **Policy 328 – Compensation Plans/Salary Schedules – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 328.
29. **Policy 330 – Overtime – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 330.

30. **Policy 331 – Job Related Expenses – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 331.
31. **Policy 332 – Working Periods – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 332.
32. **Policy 333 – Professional Development – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 333.
33. **Policy 334 – Sick Leave – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 334.
34. **Policy 335 – Family and Medical Leaves – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 335.
35. **Policy 336 – Personal Necessity Leave – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 336.
36. **Policy 337 – Vacation – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 337.
37. **Policy 338 – Sabbatical Leave – 1<sup>st</sup> and 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first and 30-day reviews of Policy 338, as presented.
38. **Policy 338.1 – Compensated Professional Leaves – 1<sup>st</sup> and 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first and 30-day reviews of Policy 338.1, as presented.
39. **Policy 339 – Uncompensated Leave – 1<sup>st</sup> and 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first and 30-day reviews of Policy 339, as presented.
40. **Policy 340 – Responsibility for Student Welfare – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 340.

41. **Policy 341 – Benefits for Part-Time Employees – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 341.
42. **Policy 342 – Jury Duty – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 342.
43. **Policy 343 – Paid Holidays – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 343.
44. **Policy 347 – Workers’ Compensation Transitional Return-to-Work Program – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 347.
45. **Policy 348 – Unlawful Harassment – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 348.
46. **Policy 351 – Drug and Substance Abuse – 30 Day Review**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 351.
47. **Policy 601 – Fiscal Objectives – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 601.
48. **Policy 602 – Budget Planning – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 602.
49. **Policy 603 – Budget Preparation – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 603.
50. **Policy 604 – Budget Adoption – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 604.
51. **Policy 605 – Tax Levy – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 605.

52. **Policy 606 – Tax Collection – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 606.
53. **Policy 607 – Tuition Income – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 607.
54. **Policy 608 – Bank Accounts – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 608.
55. **Policy 609 – Investment of District Funds – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 609.
56. **Policy 610 – Purchase Subject to Bid/Quotation – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 610.
57. **Policy 611 – Purchases Budgeted – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 611.
58. **Policy 612 – Purchases Not Budgeted – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 612.
59. **Policy 613 – Cooperative Purchasing – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 613.
60. **Policy 614 – Payroll Authorization – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 614.
61. **Policy 615 – Payroll Deductions – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 615.

62. **Policy 616 – Payment of Bills – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 616.
63. **Policy 617 – Petty Cash – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 617.
64. **Policy 618 – Student Activity Funds – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 618.
65. **Policy 619 – District Audit – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 619.
66. **Policy 620 – Fund Balance – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 620.
67. **Policy 621 – Local Taxpayer Bill of Rights – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 621.
68. **Policy 622 – GASB Statement 34 – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 622.
69. **Policy 624 - Taxable Fringe Benefits – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 624.
70. **Policy 625 – Procurement Cards – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 625.
71. **Policy 626 – Federal Fiscal Compliance – 1<sup>st</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 626.



72. **Policy 626.1 – Travel Reimbursement – Federal Programs – 1<sup>st</sup> Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the first reading of Policy 626.1.

73. **Deletion of Policies**

**RECOMMENDED MOTION:** That the Board of School Directors approve the deletion of the following policies:

213  
213.1  
215.1  
225  
227.1

**INFORMATIONAL ITEM(S)**

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** \_\_\_\_\_

*Notice of this public meeting was advertised in the Daily Local News on January 1, 2017 and on the District website.  
Copies of the minutes will be maintained in the office of the Board Secretary.*

# *Policy Committee*

## *Minutes to Approve*

**Policy Committee Minutes**  
*Coatesville Area Senior High School Auditorium*  
**February 14, 2017 - 6:00 PM**  
*(2<sup>nd</sup> Committee Meeting of the Evening)*

**CHAIRPERSON:** Ann Wuertz  
**BOARD MEMBERS:** Bashera Grove (*Absent*), Tom Siedenbuehl and Brenda Geist (*Substitute*)  
**ADMINISTRATION:** Dr. Cathy Taschner, Ronald Kabonick and Judy Shopp, Esquire  
**CALL TO ORDER:** 6:59 p.m.

**APPROVAL of MINUTES**

Approval of the January 10, 2017 Policy Committee meeting minutes. (*Enclosure*)

Motion: Tom Siedenbuehl                      Second: Brenda Geist                      Vote: 3-0

**AGENDA ITEMS**

**Consent Agenda for Motion Items #2 through #46**

**RECOMMENDED MOTION:** That the Board of School Directors approve the Consent Agenda for motion items 2 through 46 as outlined below:

Motion: Tom Siedenbuehl                      Second: Brenda Geist                      Vote: 3-0

1. **Policy 235.1 – Surveys – 30-Day Review**

**RECOMMENDED MOTION:** That the Board of School Directors approve the 30-day review of Policy 235.1.

Motion: Tom Siedenbuehl                      Second: Brenda Geist                      Vote: 3-0

2. **Policy 301 – Creating A Position – 2nd Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 301.

3. **Policy 302 – Employment of Superintendent/Assistant Superintendent – 2nd Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 302.

4. **Policy 303.1 – Nepotism/Cronyism – 2nd Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 303.1.

5. **Policy 304 – Employment of District Staff – 2nd Reading**

**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 304.

6. **Policy 305 – Employment of Substitutes – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 305.
7. **Policy 306 – Employment of Summer School Staff – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 306.
8. **Policy 307 – Student Teachers/Interns – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 307.
9. **Policy 308 – Employment Contract/Board Resolution – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 308.
10. **Policy 309 – Assignment and Transfer – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 309.
11. **Policy 309.1 – Resignation Acceptance of Employees – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 309.1.
12. **Policy 311 – Suspensions/Furloughs – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 311.
13. **Policy 312 – Performance Assessment of Superintendent/Assistant Superintendent – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 312.
14. **Policy 313 – Evaluation of Employees – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 313.
15. **Policy 314 – Physical Examination – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 314.
16. **Policy 314.1 – HIV Infection – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 314.1.

17. **Policy 317 – Conduct/Disciplinary Procedures – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 317.
18. **Policy 317.1 – Educator Misconduct – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 317.1.
19. **Policy 318 – Penalties for Tardiness – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 318.
20. **Policy 319 – Outside Activities – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 319.
21. **Policy 320 – Freedom of Speech in Non-School Settings – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 320.
22. **Policy 321 – Political Activities – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 321.
23. **Policy 322 – Gifts – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 322.
24. **Policy 323 – Tobacco – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 323.
25. **Policy 324 – Personnel Files – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 324.
26. **Policy 325 – Dress and Grooming – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 325.
27. **Policy 326 – Complaint Process -2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 326.

28. **Policy 328 – Compensation Plans/Salary Schedules – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 328.
29. **Policy 330 – Overtime – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 330.
30. **Policy 331 – Job Related Expenses – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 331.
31. **Policy 332 – Working Periods – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 332.
32. **Policy 333 – Professional Development – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 333.
33. **Policy 334 – Sick Leave – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 334.
34. **Policy 335 – Family and Medical Leaves – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 335.
35. **Policy 336 – Personal Necessity Leave – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 336.
36. **Policy 337 – Vacation – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 337.
37. **Policy 338 – Sabbatical Leave – 1<sup>st</sup> and 2<sup>nd</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first and second readings of Policy 338, as presented.
38. **Policy 338.1 – Compensated Professional Leaves – 1<sup>st</sup> and 2<sup>nd</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first and second readings of Policy 338.1, as presented.

39. **Policy 339 – Uncompensated Leave – 1<sup>st</sup> and 2<sup>nd</sup> Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the first and second readings of Policy 339, as presented.
40. **Policy 340 – Responsibility for Student Welfare – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 340.
41. **Policy 341 – Benefits for Part-Time Employees – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 341.
42. **Policy 342 – Jury Duty – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 342.
43. **Policy 343 – Paid Holidays – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 343.
44. **Policy 347 – Workers’ Compensation Transitional Return-to-Work Program – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 347.
45. **Policy 348 – Unlawful Harassment – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 348.
46. **Policy 351 – Drug and Substance Abuse – 2nd Reading**  
**RECOMMENDED MOTION:** That the Board of School Directors approve the second reading of Policy 351.

**INFORMATIONAL ITEM(S)**

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT** This meeting adjourned at 7:01 p.m.

*Respectfully submitted, Karen Jackson*

*Anyone wishing to review the minutes verbatim should contact the School Board Secretary to request a copy of the digital/audio file.*

*Policy Committee Enclosures*

*600 Series - 1<sup>st</sup> Reading*



Book Policy Manual  
Section 600 Finances  
Title Fiscal Objectives  
Number 601  
Status From PSBA  
Legal 1. 24 P.S. 439  
2. 24 P.S. 601  
3. 24 P.S. 602  
4. 24 P.S. 609  
5. 24 P.S. 610  
6. 24 P.S. 631  
7. 24 P.S. 634  
8. 24 P.S. 672  
9. 24 P.S. 687  
10. 24 P.S. 690  
11. 24 P.S. 751  
12. 24 P.S. 807.1  
13. 24 P.S. 1155  
14. 53 P.S. 6926.311  
15. 24 P.S. 218  
53 P.S. 6926.301 et seq  
Pol. 602  
Pol. 603  
Pol. 604  
Pol. 605  
Pol. 610  
Pol. 611  
Pol. 612  
Pol. 614  
Pol. 616  
Pol. 619

### **Purpose**

**The Board recognizes its responsibility to district taxpayers to ensure that public monies expended by the school district are utilized for delivery of the educational program in a manner that mandates full value to the taxpayers, and that adequate procedures and records are established to ensure that end.**

### **Authority**

**The Board has the authority and responsibility to prepare and adopt the budget, approve bids, levy taxes, approve each expenditure of the district, and incur debt in accordance with law.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

**The district shall submit an annual financial report to the Secretary of Education by October 31 of each year, in accordance with law and the reporting standards established by the Pennsylvania Department of Education.**[\[15\]](#)

### **Delegation of Responsibility**

**To meet the goals of this policy, the Board directs the Business Director to establish sound accounting procedures based upon recommendations of the district auditor and state and federal government, institute effective business practices, and recommend appropriate equipment and technology when necessary.**

**The Business Director shall review monthly the financial operations, report to the Board on effectiveness and recommended improvements, and prepare procedures for sound district and school fiscal operations.**

Last Modified by Tammy Medellin on September 16, 2016



Book	Policy Manual
Section	600 Finances
Title	Budget Planning
Number	602
Status	From PSBA
Legal	<u>1. 24 P.S. 601</u>
	<u>2. 24 P.S. 687</u>

### **Authority**

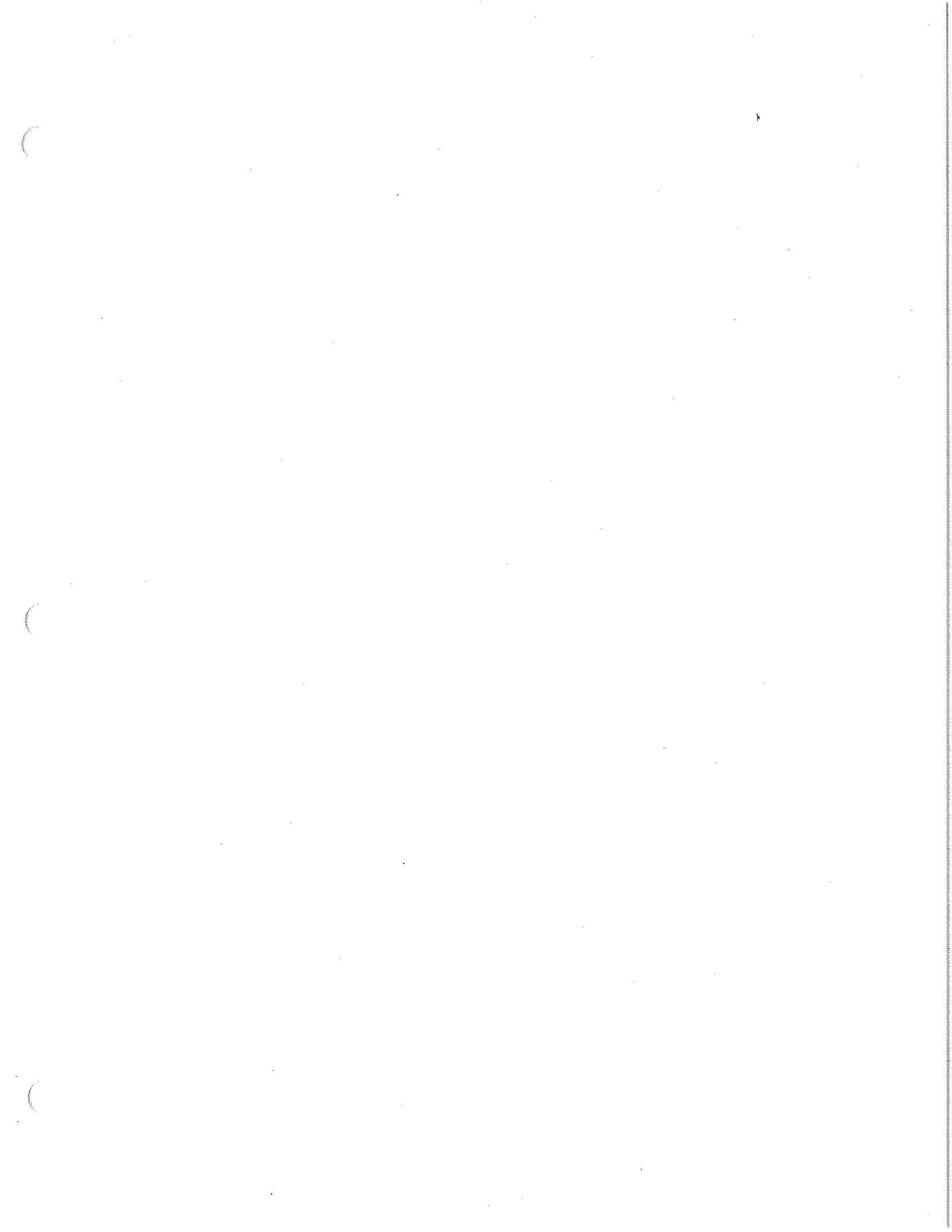
The budget shall be designed to reflect the Board's goals and objectives concerning the education of district students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of district programs shall be reviewed on a continual basis.[1][2]

### **Delegation of Responsibility**

To meet the objectives of this policy, the Board directs the **Business Director** to:

1. Prepare an estimated annual cost for implementation of the district's educational program.
2. Establish a projected budget of expenditures and income for the current year and ensuing year.
3. Prepare an annual estimate of anticipated school enrollments.
4. Maintain a plan of anticipated revenues based on changes in **local**, state and federal **funding sources**.
5. Prepare a long-range plan for annual maintenance and replacement of facilities.
6. Prepare a plan for current and future technology needs.
7. Maintain an inventory and replacement schedule of all district equipment.
8. Report to the Board any serious financial implications arising from the budget plan.

Last Modified by Tammy Medellin on September 16, 2016



Book	Policy Manual
Section	600 Finances
Title	Budget Preparation
Number	603
Status	From PSBA
Legal	<u>1. 24 P.S. 687</u> <u>2. 24 P.S. 601</u> <u>3. 53 P.S. 6926.311</u> 4. Pol. 604 <u>5. 53 P.S. 6926.302</u> <u>6. 53 P.S. 6926.333</u> <u>53 P.S. 6926.301 et seq</u>

### Purpose

The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to **support the educational plan in a comprehensive** and efficient manner, to maintain **district** facilities, and to honor district obligations.

### Authority

The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.[1]

### Delegation of Responsibility

In order to ensure adequate time for preparation and review of the proposed/**preliminary** budget, the Board **directs** the **Business Director** to present to the Board all available information associated with the budget at least ninety (90) days prior to the **primary election**.[2][1][3][4]

In preparing the budget, the responsible administrator shall set general priorities for expenditures for:

1. Staff **necessary to maintain** current programs.
2. Technology, equipment and supplies **necessary to maintain** current programs.
3. **Additional** staff necessary **to** improve or expand current programs.
4. New technology, equipment and supplies necessary **to** improve or expand current programs.

**As a component of budget preparation, the Business Director shall notify the Board of the appropriate Index to be used in limiting tax increases for the budget year.**[5]

When presented for Board review, the proposed/**preliminary** budget shall contain:

1. Estimated revenue and expenditures in each financial category for the previous **fiscal** year.
2. Estimated revenue and expenditures in each financial category for the **upcoming** fiscal year.

3. Student **enrollment** for the **upcoming** school year.
4. **Amount of surplus anticipated at the end of the current fiscal year.**
5. Explanation of each item of expense proposed, upon request.
6. **Listing of all exceptions for which the district may be eligible.**[6]
7. **Relation of the estimated tax increase to the Index limitation for the district.**
8. **Programs, services or expenditures to be eliminated if referendum is rejected.**
9. **Increase, if any, of tax rate in relation to the Index.**

Last Modified by Tammy Medellin on September 16, 2016





Book	Policy Manual
Section	600 Finances
Title	Budget Adoption
Number	604
Status	From PSBA
Legal	<u>1. 24 P.S. 687</u> <u>2. 53 P.S. 6926.311</u> <u>3. 53 P.S. 6926.312</u> <u>4. 53 P.S. 6926.333</u> <u>5. 24 P.S. 508</u> <u>53 P.S. 6926.301 et seq</u>

### Purpose

It is the philosophy of the Board that the annual budget represents the position of the Board, and all reasonable means shall be employed to present and explain the **preliminary and final** budgets to district residents. Board members and district administrators shall be **knowledgeable about**, and understand the need for, proposed expenditures.

### Definition

**Index** - the tax rate limit that restricts the school district from increasing the rate of any tax for the support of district schools without seeking voter approval through referendum or an exception granted by the Pennsylvania Department of Education (PDE) or the Court of Common Pleas with jurisdiction.

### Delegation of Responsibility

The Board directs the Business Director to prepare both the preliminary and final budgets on the required forms; comply with advertising requirements; and make the budget documents and supporting information available in printed form for public inspection in the district administrative offices, in accordance with the timelines specified in law and Board policy.[1][2][3]

### Authority

The Board shall annually, but not later than the first business meeting of January, decide the budget option to be used for the following fiscal year. The Board shall approve either the Accelerated Budget Process Option or the Board Resolution Option.

The Board may hold an advertised public hearing prior to adoption of the preliminary budget.[2]

The Board shall annually adopt the preliminary budget at least ninety (90) days prior to the primary election.[2]

If the preliminary budget exceeds the increase authorized by the Index, an application for an exception may be filed with either a Court of Common Pleas with jurisdiction or PDE and made available for public inspection, consistent with the requirements of law. The application for an exception shall be submitted by the Superintendent.[4]

However, the Board may substitute the filing of an application for an exception to the Index limit by submitting a referendum question seeking voter approval for a tax increase, in accordance with law.[4]

In the event that a court or PDE denies an application for an exception to the Index limit adopted as part of the preliminary budget, the Board may approve immediate filing of a referendum question, as authorized by law, seeking voter approval for a tax rate that exceeds the Index. This filing shall be performed by the Superintendent.[4]

Any referendum question shall include an accompanying nonlegal, interpretative statement referencing the expenditure items for which a tax increase is being sought and the consequences that will result if the referendum question fails. Such information shall be made available to the public through the district website and newspaper.[4]

At least thirty (30) days prior to adoption, the final budget shall be presented to the Board on the required form and supplemented with information deemed necessary by the Board.

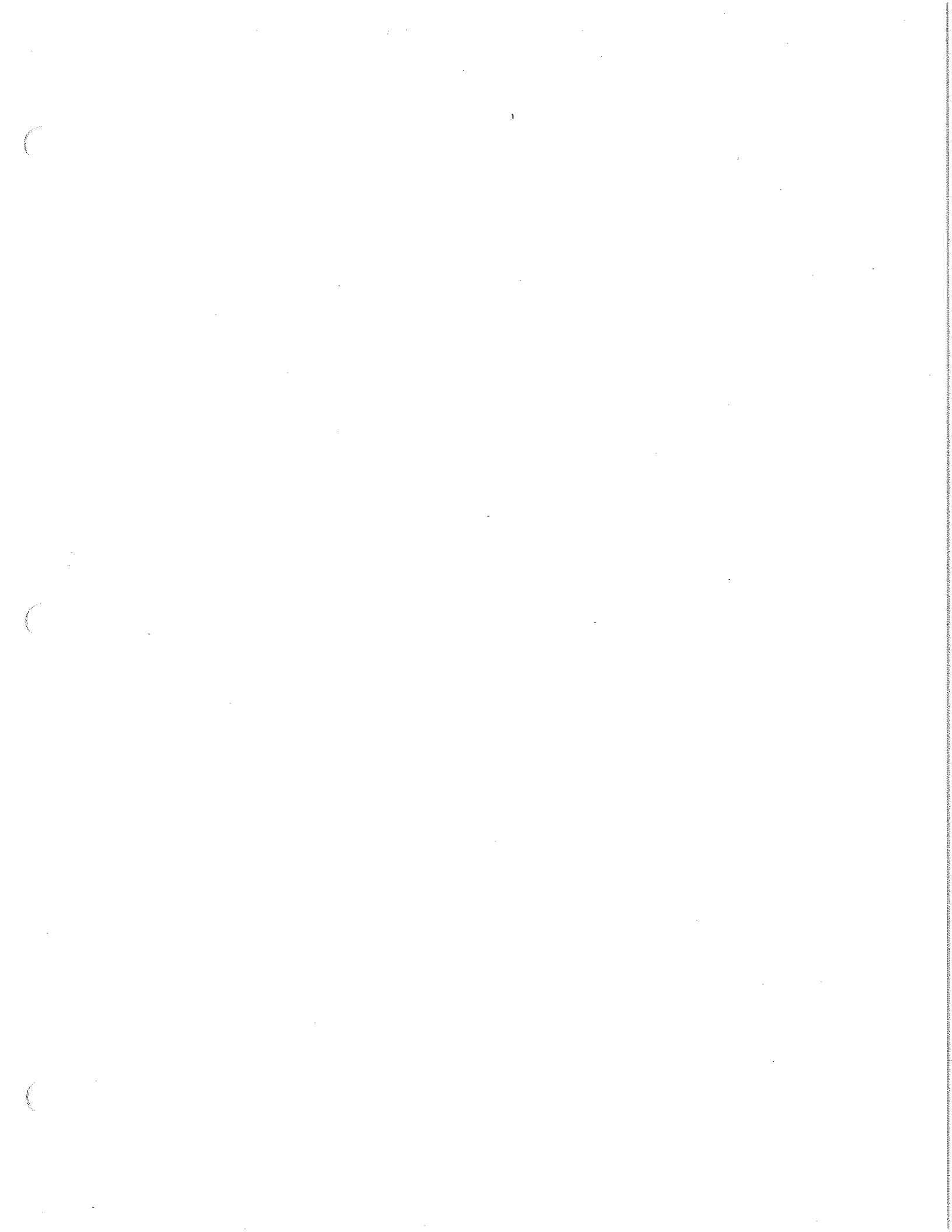
The final budget shall be made available in print for public inspection at least twenty (20) days prior to final adoption. The Board shall give notice of its intent to adopt at least ten (10) days prior to adoption of the final budget.[3]

The Board shall annually adopt the final budget by a majority vote of all members of the Board prior to June 30.[5][1]

#### Final Budget

The Board shall annually adopt the final budget by a majority vote of all members of the Board by June 30.[5][1]

Last Modified by Tammy Medellin on September 16, 2016

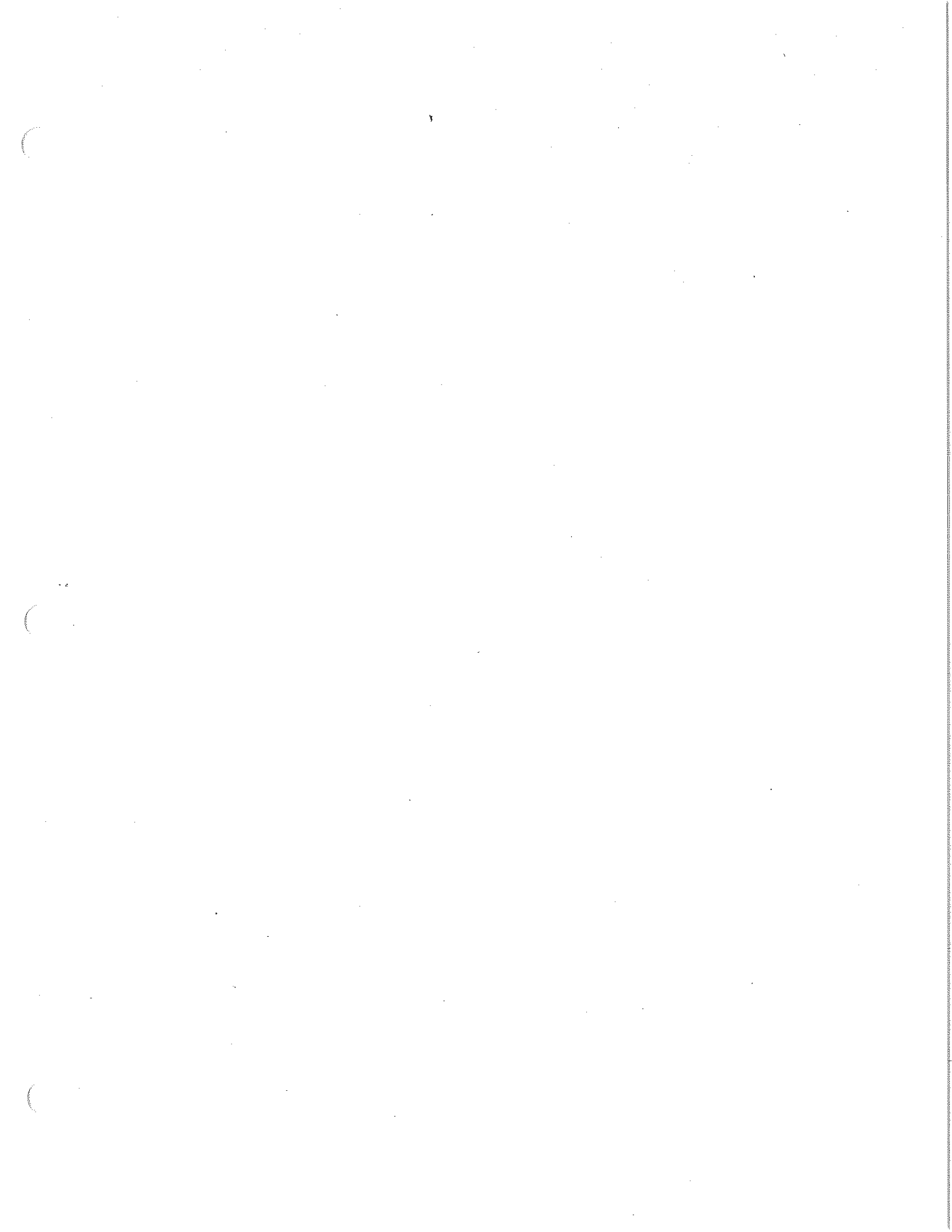


Book Policy Manual  
Section 600 Finances  
Title Tax Levy  
Number 605  
Status From PSBA  
Legal 1. 24 P.S. 602  
2. 24 P.S. 603  
3. 24 P.S. 672  
4. 24 P.S. 673  
5. 24 P.S. 674  
6. 24 P.S. 676  
7. 24 P.S. 679  
8. 24 P.S. 680  
9. 53 P.S. 6924.101 et seq  
10. 53 P.S. 6926.301 et seq  
24 P.S. 672.1  
24 P.S. 672.2

### **Authority**

The Board shall annually determine and establish **school district** taxes **that are** authorized by **law, within the limitations imposed by applicable laws.** The Board shall provide the means to levy and collect such taxes.[1][2][3][4][5][6][7][8][9][10]

Last Modified by Tammy Medellin on September 16, 2016



Book Policy Manual  
Section 600 Finances  
Title Tax Collection  
Number 606  
Status From PSBA  
Legal 1. 24 P.S. 683  
2. 24 P.S. 684  
3. 53 P.S. 6924.313  
4. 53 P.S. 6926.322  
5. 24 P.S. 439  
6. 24 P.S. 433  
53 P.S. 6924.101 et seq  
53 P.S. 6926.301 et seq  
Pol. 605

### **Authority**

**Real estate and per capita taxes provided for in the School Code shall be collected by the elected tax collector, who shall be properly bonded during the term of office.[1][2]**

**All other taxes shall be collected by the elected and properly bonded tax collector or school district tax office.[3][4]**

### **Delegation of Responsibility**

**All taxes shall be collected and remitted to the district Treasurer with a report detailing the sources of tax revenues.[5]**

**The Board Secretary shall be responsible to ascertain that a tax collector is properly bonded and shall submit information on estimated collection required to set proper bond.[6][2]**

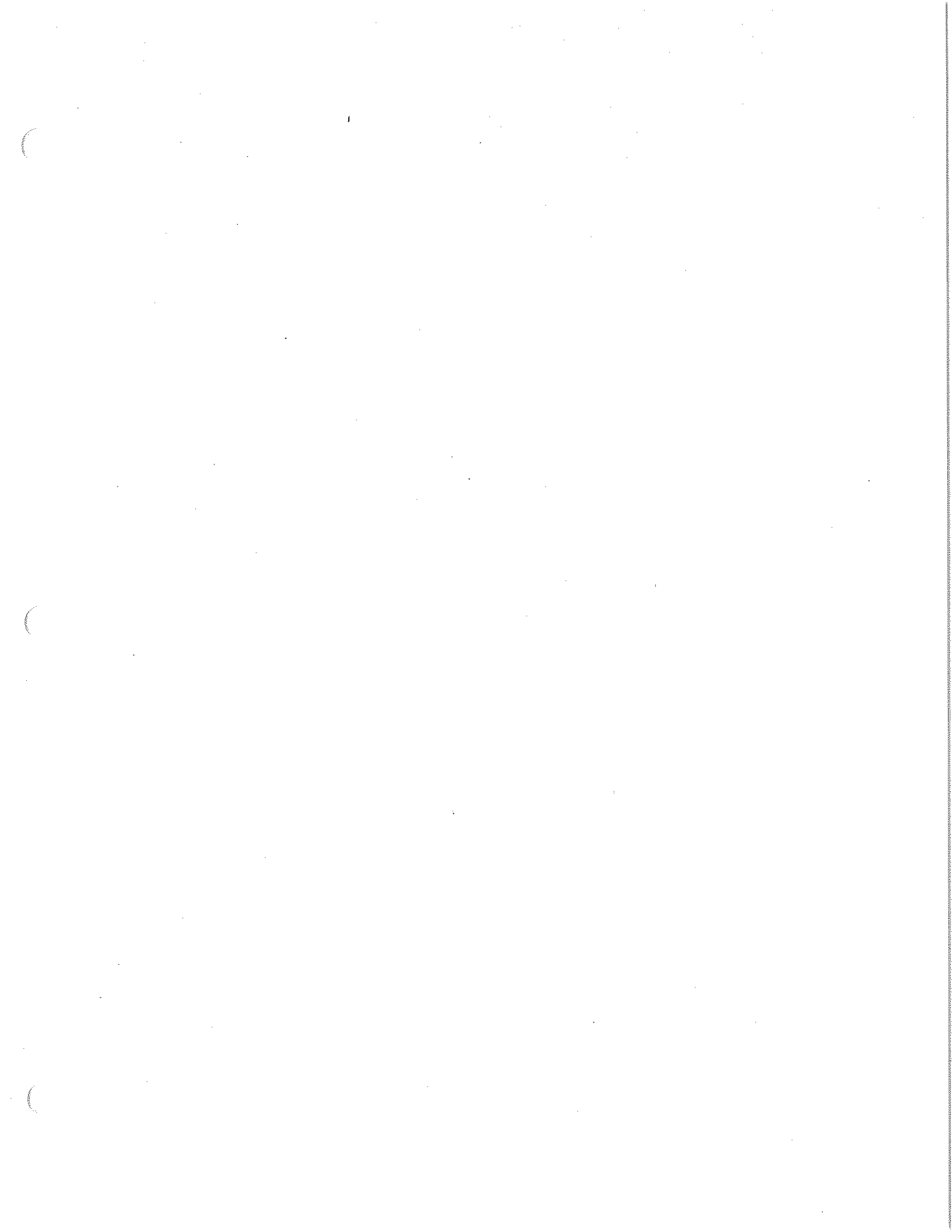
**All monies received from the tax collectors shall be deposited on the day of receipt or as soon as possible, and all receipts shall be supported by documentary evidence.**

### **Guidelines**

#### **Refund of Taxes Paid**

**Any taxpayer who discovers an error in his/her tax bill may recover any excess paid upon filing a claim in accordance with administrative regulations established by the district.**

Last Modified by Tammy Medellin on September 16, 2016



Book	Policy Manual
Section	600 Finances
Title	Tuition Income
Number	607
Status	From PSBA
Legal	<u>1. 24 P.S. 1316</u> <u>2. Pol. 202</u> <u>3. 24 P.S. 2561</u> <u>24 P.S. 1301</u> <u>24 P.S. 1306</u> <u>24 P.S. 1307</u> <u>24 P.S. 1308</u> <u>24 P.S. 1309</u> <u>24 P.S. 1310</u> <u>24 P.S. 1313</u> <u>24 P.S. 2503</u>

### **Authority**

When the district receives students who are residents of another school district, it shall assess tuition charges in accordance with the School Code. Tuition shall be assessed for those students whose attendance has been approved by the Board, in accordance with policy.[1][2]

### **Delegation of Responsibility**

It shall be the responsibility of the Business Director to invoice tuition for approved students.

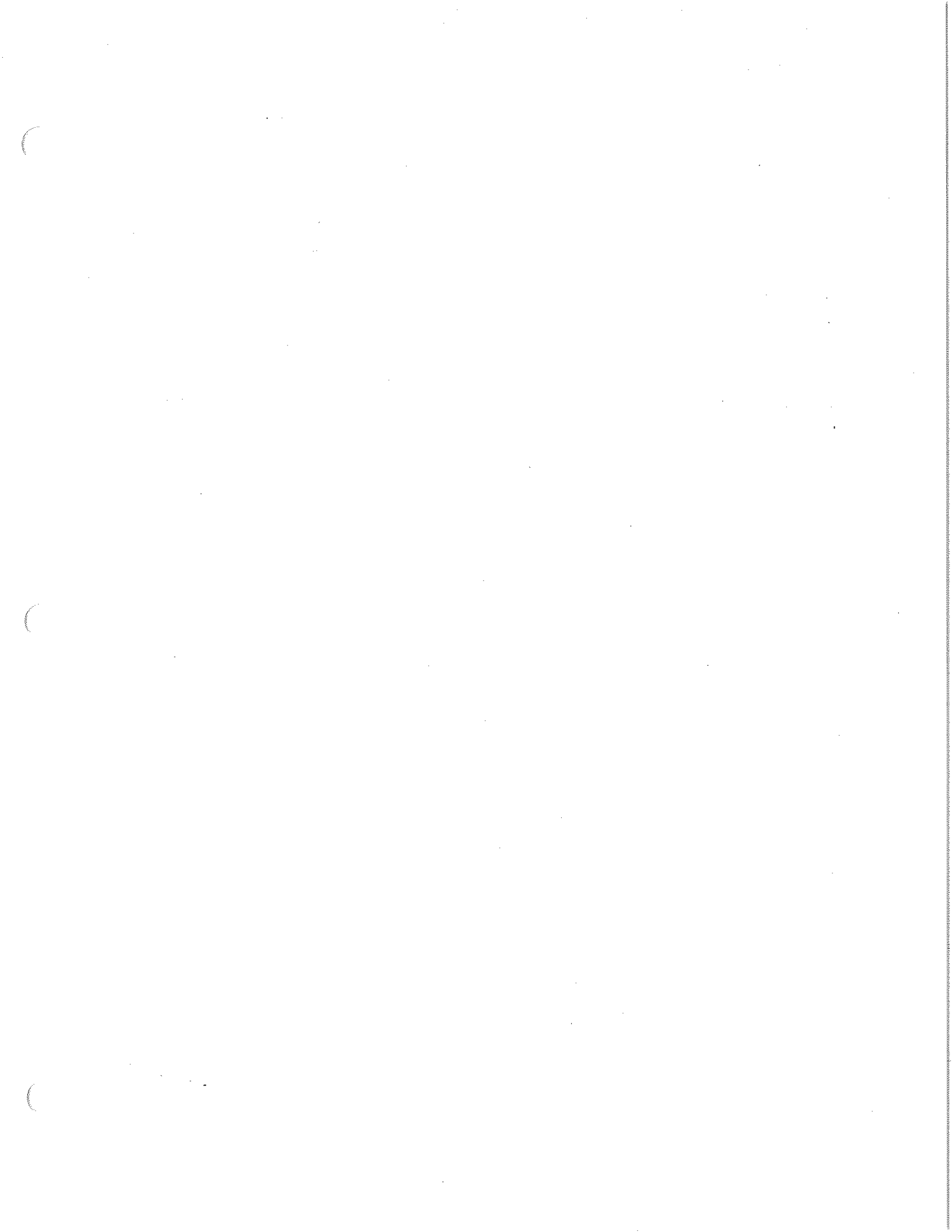
### **Guidelines**

Tuition rates shall be determined annually **for secondary grades, elementary grades, and special education classes.**[3]

Tuition **billings will be made** in advance of the attendance period.

Last Modified by Tammy Medellin on September 16, 2016





Book Policy Manual  
Section 600 Finances  
Title Bank Accounts  
Number 608  
Status From PSBA  
Legal 1. 24 P.S. 508  
2. 24 P.S. 621  
3. 24 P.S. 440  
4. 24 P.S. 624  
5. 24 P.S. 622  
6. 24 P.S. 623  
24 P.S. 625

### **Authority**

The Board, by a majority vote of the full Board, shall designate one or more banks or bank and trust companies as depositories for the safeguarding of school funds.[1][2]

Each depository shall be required to report monthly to the Treasurer or Board on the status of funds, in the manner required by law.[3][4]

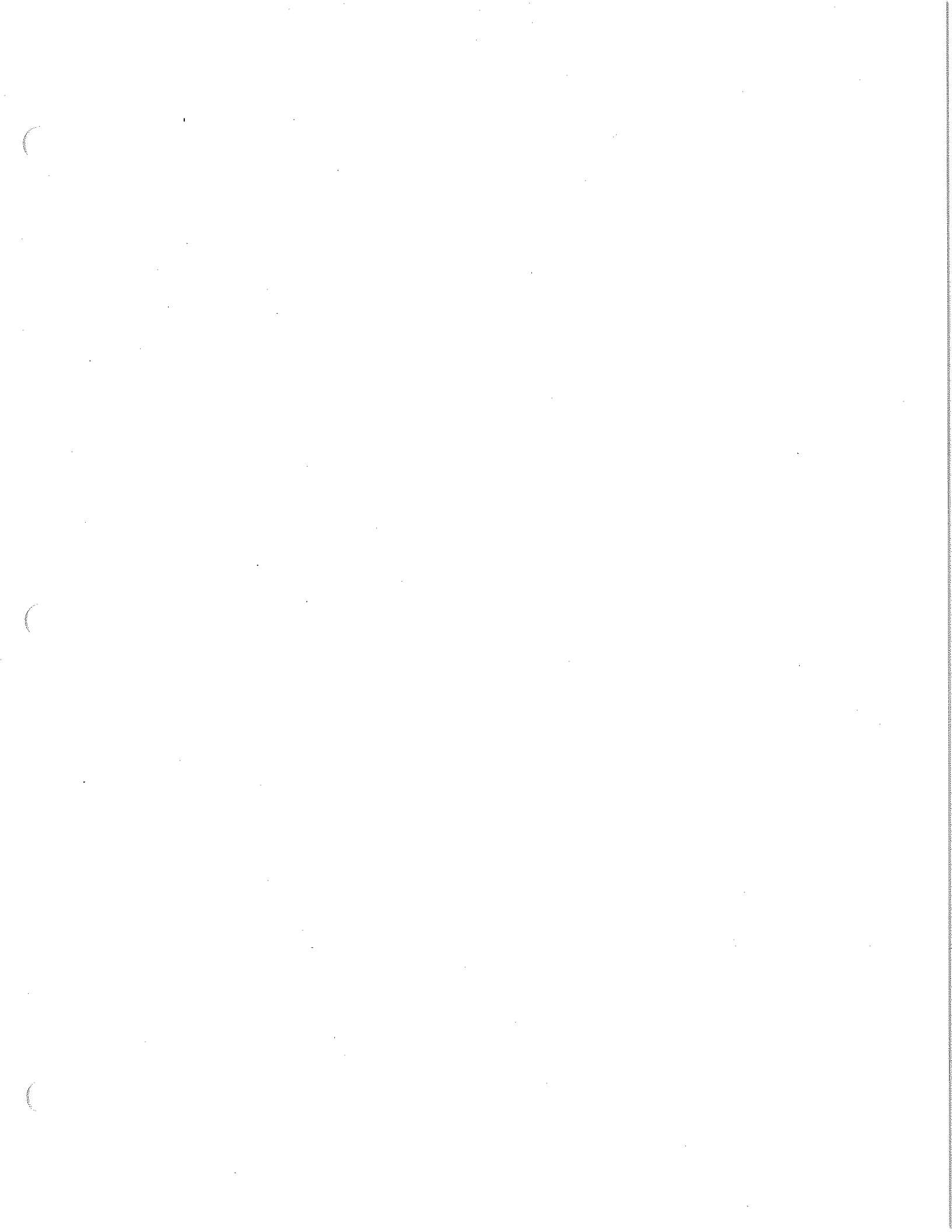
Each designated depository shall furnish proper security for deposits in the amount designated by the Board and in accordance with law.[2][5][6]

### **Guidelines**

Each designated depository shall be advised not to cash checks payable to the school district but to deposit said checks to the district accounts.

The Board shall annually obtain quotations for specified banking services prior to designating its depositories.

Last Modified by Tammy Medellin on September 16, 2016



Book Policy Manual  
 Section 600 Finances  
 Title Investment of District Funds  
 Number 609  
 Status From PSBA  
 Legal 1. 24 P.S. 440.1  
2. 24 P.S. 621  
3. 24 P.S. 622  
4. 24 P.S. 623  
5. 53 P.S. 5406  
6. 53 P.S. 5410.1  
7. 24 P.S. 624  
8. 72 P.S. 3836-1  
9. 24 P.S. 521  
10. 53 Pa. C.S.A. 2301 et seq  
11. 24 P.S. 511  
 12. Pol. 618  
13. 72 P.S. 3836-1 et seq  
 14. Pol. 608  
15. 17 CFR Part 270  
16. 53 Pa. C.S.A. 8001 et seq  
 17. Pol. 619  
18. 65 Pa. C.S.A. 1101 et seq  
24 P.S. 218  
15 U.S.C. 77a et seq  
15 U.S.C. 80a-1 et seq  
 Governmental Accounting Standards Board, Statement No. 3 (amended by Statement 40)

### Purpose

**It shall be the policy of the Board to optimize its return on funds available for investment through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments consistent with the following principles:**

**Legality** - All investments shall be made in accordance with applicable laws of Pennsylvania.

**Safety** - Preservation of principal shall be of highest priority. Preservation of principal in the portfolio of investments shall be ensured by diversification and other means of minimizing credit risk, including avoidance of concentration of credit risk, market risk and interest rate risk, and by thoroughly investigating and reviewing the performance of all investment providers and professionals.

**Liquidity** - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be

developed so that investments can be made as early as possible, with maturities consistent with anticipated cash demands.

**Yield** - Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account **investment risk constraints and liquidity needs**.

### Authority

The Investment Officer designated by the Board shall implement the school district's investment program in accordance with this policy, applicable laws and the annual investment plan approved by the Board.[1][2][3][4][5][6][7]

### Definitions

**Act 10 Permissible Investments** – Any type of investment permitted under Act 10 of March 25, 2016, (53 P.S. Sec. 5406, 5410.1) that is not among the types of investments permitted under Section 440.1 of the Public School Code of 1949, Act of March 10, 1949, (P.L. 30, No. 14) as last amended by the Act of June 30, 1995, (P.L. 220, No. 26).[1][5][6]

**School Code Permissible Investments** – Any investment permitted under Section 440.1 of the Public School Code of 1949, Act of March 10, 1949, (P.L. 30, No. 14) as last amended by the Act of June 30, 1995, (P.L. 220, No. 26).[1]

**Short-term** – Any period thirteen (13) months or less.

**Long-term** – Any period exceeding forty-eight (48) months.

**Mid-range** – Any period between short-term and long-term.

**Bankers' acceptances** – Bankers' acceptances generally are created based on a letter of credit issued in a foreign trade transaction. Bankers' acceptances are short-term, non-interest-bearing notes sold at a discount and redeemed by the accepting banks at maturity for face value.

**Collateral** – Security pledged by a financial institution to a governmental entity for its deposit.[8]

**Commercial paper** – An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most is sold with maturities of up to thirty (30) days. Almost all commercial paper is rated as to credit risk by rating services.

**Concentration of credit risk** – The risk of loss attributed to the magnitude of a government's investment in a single issuer, pool, institution, or instrument.

**Counterparty** – Another party to a transaction. In the case of deposits and investments made by governmental entities, a counterparty could be the issuer of a security, a financial institution holding a deposit, a broker-dealer selling securities, or a third party holding securities or collateral.

**Credit risk** – The risk that a counterparty to an investment transaction will not fulfill its obligations. Overall credit risk can be associated with the issuer of a security, with a financial institution holding deposits, or with a party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one (1) investment type or with any one (1) counterparty.

**Custodial credit risk** – The custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover

deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

**Foreign currency risk** – The risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit. Investments depending on substantial overseas activities or markets may present related foreign currency risk.

**Interest rate risk** – The risk that changes in interest rates will adversely affect the fair value of an investment.

**Issuer** – The entity that has the authority to distribute a security or other investment. A bond issuer is the entity that is legally obligated to make principal and interest payments to bond holders. In the case of mutual funds, external investment pools, and other pooled investments, issuer refers to the entity invested in, not the investment company-manager or pool sponsor.

**Investment plan** – The school district’s specifically enumerated investment strategy approved annually by the Board.

**Local Government Investment Pool (LGIP)** – An investment trust or pool organized by groups of political subdivisions or municipal authorities pursuant to Section 521 of the Public School Code of 1949, or pursuant to the Intergovernmental Cooperation Law, 53 Pa. C.S.A. Sec. 2301 et seq., for the purpose of investing funds of such political subdivisions or municipal authorities for their exclusive benefit and in accordance with the laws governing their permissible investments. LGIPs include, but are not limited to, the Pennsylvania School District Liquid Asset Fund (PSDLAF), the Pennsylvania Local Government Investment Trust (PLGIT), and for purposes of this policy, the PA INVEST program operated by the Pennsylvania Treasury Department.<sup>[10][9]</sup>

**Market risk** – The risk that the market value of an investment, collateral protecting a deposit, or securities underlying a repurchase agreement will decline. Market risk is affected by the length to maturity of a security, the need to liquidate a security before maturity, the extent that collateral exceeds the amount invested, and the frequency at which the amount of collateral is adjusted for changing market values.

**Repurchase agreement** –

- a. An agreement in which a governmental entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.
- b. A generic term for an agreement in which a governmental entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities (as in definition (a) above) or for different securities.

**Weighted average maturity** – A weighted average maturity measure expresses investment time horizons—the time when investments become due and payable—in years or months, weighted to reflect the dollar size of individual investments within an investment type.

### Delegation of Responsibility

The Board shall designate an Investment Officer, who shall implement the school district’s investment program in accordance with this policy, related procedures, applicable laws and the annual investment plan approved by the Board.<sup>[1]</sup>

The Investment Officer shall prepare, for approval of the Board, an annual investment plan for all general and segregated/designated funds of the district (i.e., general, capital reserve, bond, etc.), including bond proceeds, taking into account the anticipated liquidity needs of each fund.

The plan may provide for moneys from more than one (1) fund under school district control for the purchase of any single investment, provided that each of the funds combined for the purpose shall be accounted for separately in all respects and that the earnings from the investment are separately and individually computed and recorded, and credited to the accounts from which the investment was purchased.

The plan shall not encompass the investment of any student activity or class-related funds separately managed pursuant to School Code Section 511.[11][12]

The annual investment plan shall be submitted to the Board for review and approval no later than sixty (60) days after adoption of the annual budget.

The Investment Officer shall report monthly to the Board the following:[1][13]

1. Amount of funds invested.
2. Interest earned and received to date.
3. Types and amounts of each investment and the interest rate on each.
4. Names of the institutions where investments are placed.
5. The means by which any deposits exceeding insurance limits are collateralized.
6. Other information required by the Board.

This report may, but is not required to, include the information regarding depository balances, earnings and transactions required by the School Code to be reported to the Board monthly as set forth in Policy 608.[7][14]

The Board directs the Superintendent and Investment Officer to develop, for approval by the Board as an appendix to this policy, specific due diligence and risk mitigation measures for:

1. Evaluating and mitigating the risks associated with each investment;
2. Investigating, selecting and evaluating the performance of investment advisors and investment professionals;
3. Specifying standards for audits of investment transactions; and
4. Determining the qualifications, training, standards and disclosures required for district employees performing functions relating to the district's investment program.

#### Guidelines

Investments permitted by this policy are those defined in law and enumerated in this policy that are appropriately collateralized in accordance with this policy and applicable laws.[1][8]

#### School Code Permissible Investments

1. United States Treasury bills.
2. Short-term obligations of the United States Government or its agencies or instrumentalities.

3. Deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) or the National Credit Union Share Insurance Fund (NCUSIF) to the extent that such accounts are so insured, and, for any amounts above the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository.
4. Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth, or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.
5. Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1 et seq.), whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.). Provided, that the following are met:[15]
  - a. The only investments of that company are in the authorized investments for school district funds listed in items 1 through 4 above and repurchase agreements fully collateralized by such investments.
  - b. The investment company is managed so as to maintain its shares at a constant net asset value in accordance with 17 CFR Sec. 270 2a-7 (relating to money market funds).
  - c. The investment company is rated in the highest category by a nationally recognized statistical rating organization.
6. Local Government Investment Pools (LGIPs) as defined in this policy.
7. Repurchase agreements with respect to U.S. Treasury bills or obligations, participations or other instruments of or guaranteed by the U.S. or any federal agency, instrumentality or U.S. government-sponsored enterprise.

#### Act 10 Permissible Investments

1. Obligations, participations or other instruments of any federal agency, instrumentality or U.S. government-sponsored enterprise if the debt obligations are rated at least "A" or its equivalent by at least two (2) nationally recognized statistical ratings organizations.
2. Commercial paper issued by corporations or other business entities organized in accordance with federal or state law, with a maturity not to exceed 270 days, if the issuing corporation or business entity is rated in the top short-term category by at least two (2) nationally recognized statistical ratings organizations.
3. Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances, if the bankers' acceptances do not exceed 180 days maturity and the accepting bank is rated in the top short-term category by at least two (2) nationally recognized statistical ratings organizations.
4. Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1 et seq.) whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.), if all of the following conditions are met:



- a. The investments of the company are the authorized investments under 53 P.S. §5410.1, subsection (a) (Act 10, Section 1.1(a)).
- b. The investment company is managed in accordance with 17 CFR Sec. 270.2a-7 (relating to money market funds).
- c. The investment company is rated in the highest category by a nationally recognized rating agency.

[Legal Note: Investment options listed in Act 10 also include certain *negotiable certificates of deposit* satisfying specified conditions. This investment is omitted here, where it would otherwise appear in this policy, due to the collateralization requirements of School Code sections 440.1, 622 and 623, which Act 10 did not displace or supersede. Because negotiable certificates of deposit do not exist in the current investment market in a collateralized form that would satisfy School Code requirements, they are not an investment lawfully available to school districts at this time, notwithstanding Act 10. If in the future there has been corrective legislation, or a final judicial or other ruling having the force of law concluding that school districts may invest in uncollateralized negotiable certificates of deposit despite School Code collateral requirements, this policy will be updated to include such investments among Act 10 permissible investments.]

#### Management of Investments and Collateral

All securities or other investments in which the school district invests or that collateralize school district investments shall be managed as provided in this policy and in the school district's investment plan annually approved by the Board.[1]

The plan shall require that securities purchased as investments be purchased in the name of the school district and held in custody for the benefit of the school district as provided in the investment plan and authorized custodian agreements. The plan may make exceptions to such requirements for investments in LGIPs as defined in this policy, or for the purchase of shares of an investment company.

If, after purchase, the rating of any instrument is reduced and no longer in compliance with Board policy, the individual responsible for district investments shall replace the investment immediately upon receipt of notice of the rating change and notify the Board of the rating change, action taken and replacement investment.

The foregoing rating change related requirement(s) do(es) not apply to investments in LGIPs as defined in this policy.

For purposes of interest rate disclosure in the annual financial report, the method of determining interest rate risk shall be based on weighted average maturity.

#### Foreign Currency and Related Risk

District funds shall not be invested in foreign currency. To the extent other permissible investments are exposed to related foreign currency risk, they shall be disclosed as required by GASB Statement 40.

#### Bond Proceeds

Investment of bond proceeds shall be managed and reported to the Board in accordance with the Local Government Unit Debt Act, this policy, and applicable federal and state laws.

[16]

#### Protection of Savings Accounts, Time Deposits, Share Accounts or Other Depository Balances in Excess of FDIC Insurance Limits

When district cash is deposited in any savings account, time deposit, share account or other authorized depository account other than a Local Government Investment Pool (LGIP), if the cash balance exceeds FDIC insurance limits, district funds shall be collateralized in one or more of the following ways:<sup>[1][13]</sup>

1. An Irrevocable Letter of Credit (LOC) issued by a Federal Home Loan Bank (FHLB).
2. Tri-Party Collateral in the name of the school district consisting of the following underlying securities only:
  - a. U.S. Treasury Securities.
  - b. Obligations, participations or other instruments of any federal agency, instrumentality or U.S. government-sponsored enterprise if the debt obligations are rated at least "A" or its equivalent by at least two (2) nationally recognized statistical ratings organizations.
3. Assets pledged as collateral in accordance with the act of August 6, 1971, (P.L. 281, No.72), 72 P.S. Sec. 3836-1 et seq. (relating to pledges of assets to secure deposits of public funds, whether or not pooled).<sup>[13]</sup>

It shall be the responsibility of the Investment Officer to verify with the depository the value of the collateral instrument(s) based on the instrument being "marked to market." This valuation shall occur at least monthly.

Following a review of valuation, the Investment Officer may request an additional review by the district's investment advisors or financial consultant, and shall require additional collateral if the existing collateral has declined in value and exposes the district to potential loss of principal. The status of the valuation review and any additional collateral shall be included in the periodic reports to the Board regarding the investment program.

#### Reporting Requirement for Local Government Investment Pools (LGIPs)

Local Government Investment Pools (LGIPs) pool the resources of participating government entities and invest in various securities as permitted under state law, so that participating governments can benefit from economies of scale, professional fund management and other advantages.

Recognizing that LGIPs invest directly in permissible securities on behalf of the participating government entities, which in turn have proportional ownership rights in those securities, district investments in a LGIP shall not be subject to the collateral requirements of this policy, provided that the LGIP:

1. Makes available to participants daily and monthly statements, and other information from which the status of the investments can be verified; and
2. Provides an audited annual financial report to each participating government entity.

#### Further Risk Mitigation for Act 10 Permissible Investments

Recognizing that Act 10 of 2016 expanded the range of permissible investments to include investments with the potential to expose the school district to elevated levels of credit risk and other investment risks, the Board directs that any investment plan or investment recommendations proposed by the Investment Officer take into account, implement and highlight the following factors and precautions with respect to Act 10 Permissible Investments:

1. A significantly more thorough level of due diligence is required.

2. **In addition to verification of rating by a nationally recognized statistical rating organization and other due diligence requirements, the investigation of Act 10 Permissible Investments shall include ensuring that there is an independent credit review (a qualified financial services organization with an active and recognized credit analysis team is also monitoring the issuer, in addition to the nationally recognized statistical rating organization(s)).**
3. **Act 10 Permissible Investments shall be limited to no more than ten percent (10%) of district funds available for investment, excluding bond proceeds and refunding escrow balances.**

### **Audit**

**The Board directs that all investment records be subject to annual audit by the district's independent auditors.[17]**

**The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.**

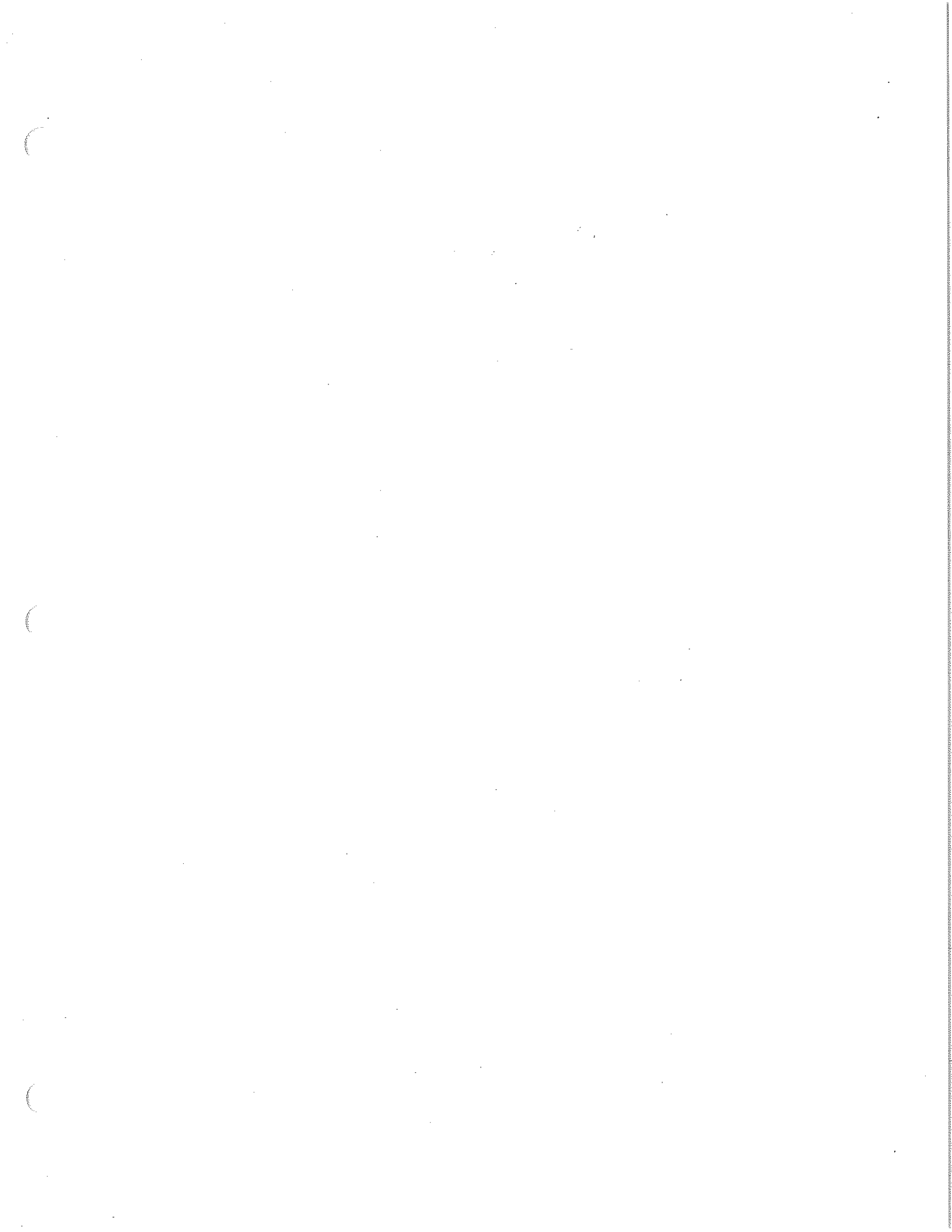
### **Conflict of Interest Avoidance and Disclosure**

**The Investment Officer and any other district employee performing functions related to the investment program shall disclose in writing to the Board any material conflict of interest or material potential conflict of interest which exists because of personal relationships or personal business activity between the Investment Officer or other employees and any depository institution, broker, dealer, investment advisor, or other investment provider or professional serving the district. The Investment Officer or other employees shall refrain from any personal business activity that could impair ability to make impartial decisions in managing the annual investment plan.[18]**

**All depository institutions, repurchase agreement providers, brokers, and investment advisors and managers shall disclose in writing to the district: (1) any fees or other compensation paid to or received from a third party with respect to any district investment; and (2) any ownership of or by a parent corporation which owns any other depository institution, broker, dealer, investment advisor, or other investment provider or professional which does business with the district.**

**All investment advisors shall verify in writing that they have received and reviewed a copy of this Board policy and agree to comply with this policy and all applicable laws related to school district investments.**

Last Modified by Tammy Medellin on September 16, 2016



Book Policy Manual  
Section 600 Finances  
Title Purchases Subject to Bid/Quotation  
Number 610  
Status From PSBA  
Legal 1. 24 P.S. 751  
2. 24 P.S. 807.1  
3. 24 P.S. 120  
62 Pa. C.S.A. 4601 et seq

### **Authority**

It is the policy of the Board to obtain competitive bids **and price quotations** for products and services where such bids **or quotations** are required by law **or** may result in **monetary** savings to the **school** district.[1][2]

### **Guidelines**

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[1][2][3]

### **Competitive Bids**

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[1][2]

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$19,400 or more, unless exempt by law.[2]
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than \$19,400, unless exempt by law.[1]

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[1][2]

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[1][2]

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[1]

### **Price Quotations**

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[1][2]

1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$10,500 but less than \$19,400.[2]
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than \$10,500 but less than \$19,400.[1]

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.

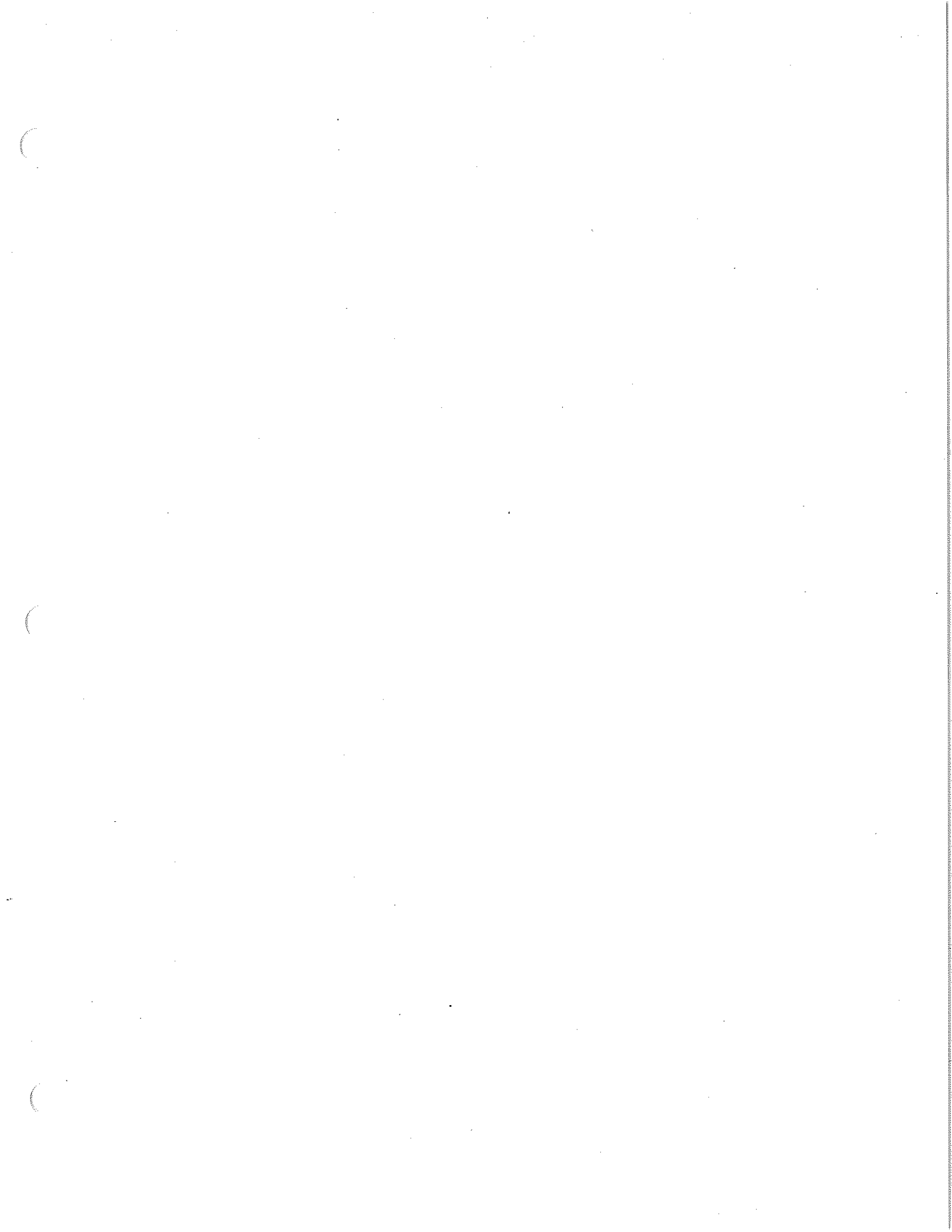
#### Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than \$10,500.[1]

#### Delegation of Responsibility

The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[1][2]

Last Modified by Tammy Medellin on September 16, 2016



Book Policy Manual  
Section 600 Finances  
Title Purchases Budgeted  
Number 611  
Status From PSBA  
Legal 1. 24 P.S. 751  
2. 24 P.S. 807.1  
3. 24 P.S. 609  
24 P.S. 508

### **Authority**

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.[1][2]

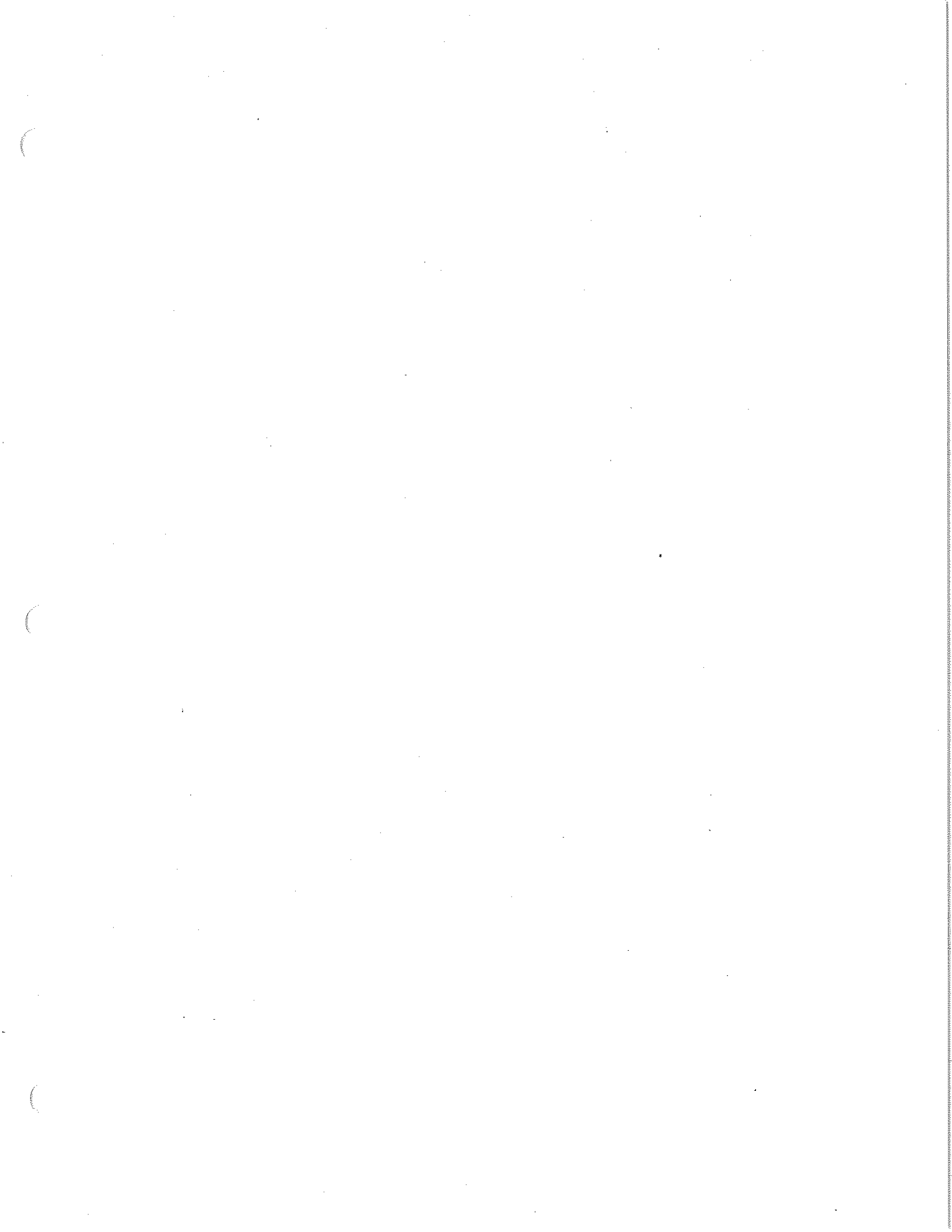
### **Delegation of Responsibility**

All purchases that are within budgetary limits may be made upon authorization of the **Purchasing Agent, Business Director, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than \$19,400, in which case prior approval by the Board is required.**[3][1][2]

**All purchase order requests must be referred to the Purchasing Agent, who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.**[3][1][2]

Last Modified by Tammy Medellin on September 16, 2016





Book	Policy Manual
Section	600 Finances
Title	Purchases Not Budgeted
Number	612
Status	From PSBA
Legal	<u>1. 24 P.S. 607</u> <u>2. 24 P.S. 609</u> <u>3. 24 P.S. 631</u> <u>4. 24 P.S. 687</u> Pol. 611

### **Purpose**

The laws of the state and the interests of the community require fiscal responsibility by the Board in the operation of the school district. Appropriate fiscal controls **shall be** adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided **to the** district.

### **Authority**

When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Board in the last nine (9) months of the fiscal year if it is apparent that the necessary surplus funds do exist in another appropriation, the procedures specified in the School Code are followed, and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year.[1][2][3][4]

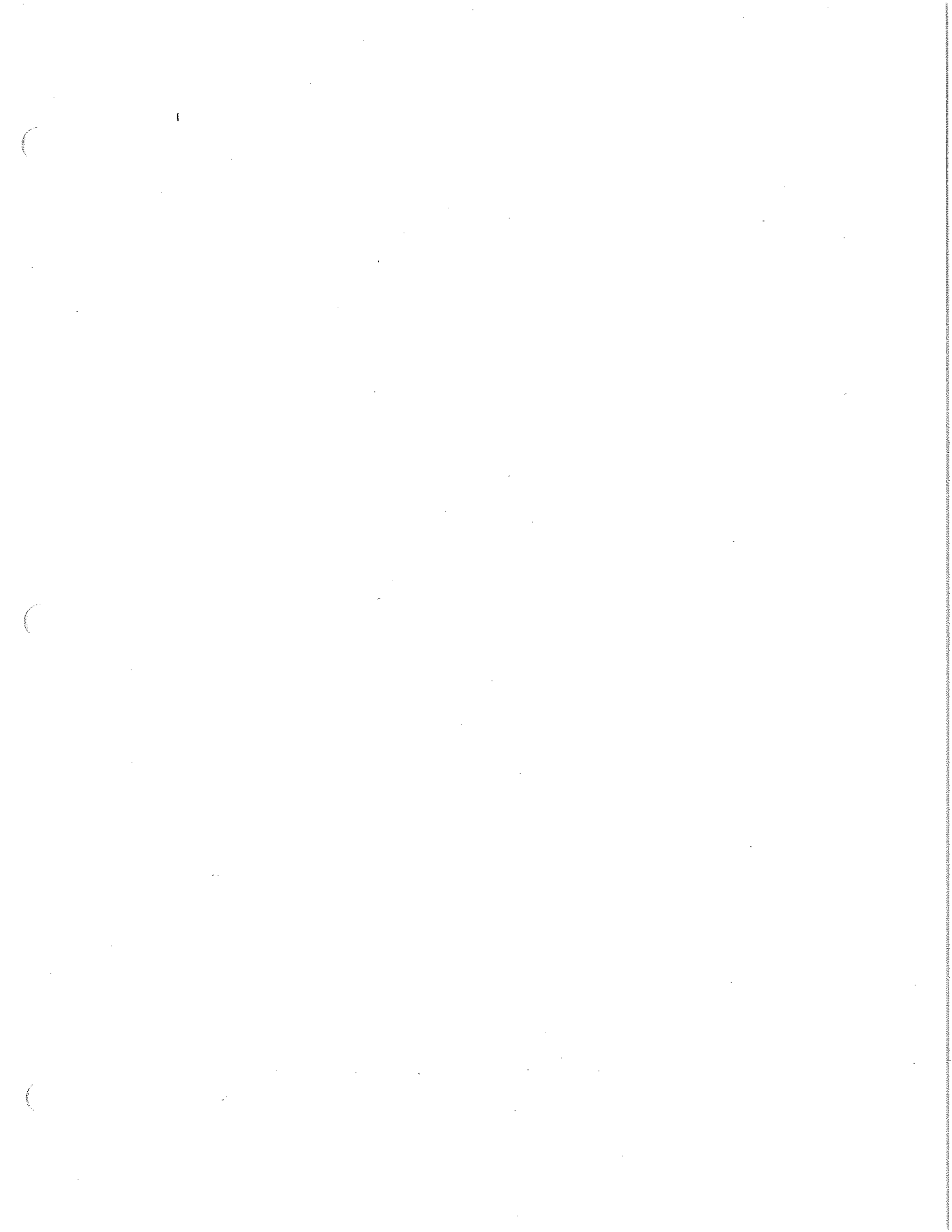
### **Guidelines**

In the event of emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes, a purchase order may be authorized by the Business Director.

**When budgeted funds are allocated on a building basis, the total amount budgeted may not be exceeded without prior approval.**

Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting, with a recommendation of funds to be transferred to cover said purchase.

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Book Policy Manual  
Section 600 Finances  
Title Cooperative Purchasing  
Number 613  
Status From PSBA  
Legal 1. 24 P.S. 521  
2. 24 P.S. 751  
3. 24 P.S. 807.1  
4. 53 Pa. C.S.A. 2303  
5. 53 Pa. C.S.A. 2301 et seq

### **Authority**

The Board recognizes the advantages of centralized purchasing. Therefore, the Board encourages the administration to seek **the benefits and** savings that may accrue through joint agreements **with other** political subdivisions for the purchase of supplies, equipment or services.[1][2][3][4]

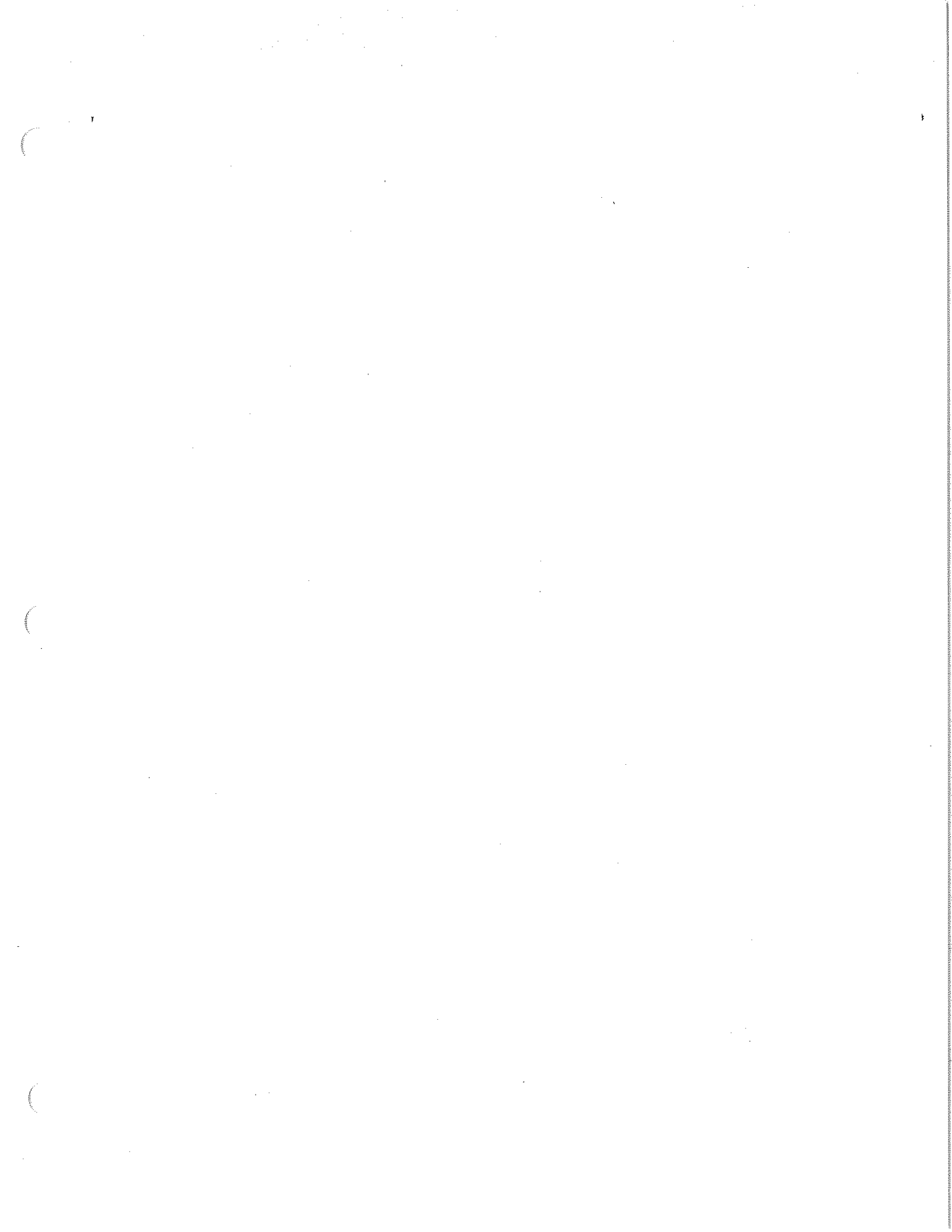
### **Delegation of Responsibility**

The Board authorizes the Director of Business Administration to negotiate **appropriate** cooperative purchase agreements with other political subdivisions, in accordance with law and Board policy.

### **Guidelines**

Cooperative purchases require an agreement approved by the Board and the participating contracting body(s). All such agreements must conform to relevant provisions of the School Code.[5]

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Book Policy Manual  
Section 600 Finances  
Title Payroll Authorization  
Number 614  
Status From PSBA  
Legal 1. Pol. 302  
2. Pol. 304  
3. Pol. 305  
4. Pol. 306  
5. Pol. 308  
6. Pol. 328  
7. Pol. 330  
24 P.S. 406  
24 P.S. 1001  
24 P.S. 1106  
24 P.S. 1107

### **Authority**

Employment of all permanent, temporary and part-time district personnel must be approved by the Board. The Board shall authorize payment of salaries to employees. Actions by the Board to employ staff on a contractual basis may include the name of the individual, position title, salary, period of employment, position classification, method of payment, and budget category to which the wages are to be charged.[1][2][3][4][5][6]

Actions by the Board to employ temporary or part-time personnel may include the name of the individual, position title, rate of pay, position classification, the maximum number of hours or days an employee may work, school or vocation assignment, and budget category to which wages are to be charged.

The minutes of Board meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees, or nonretention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.

### **Guidelines**

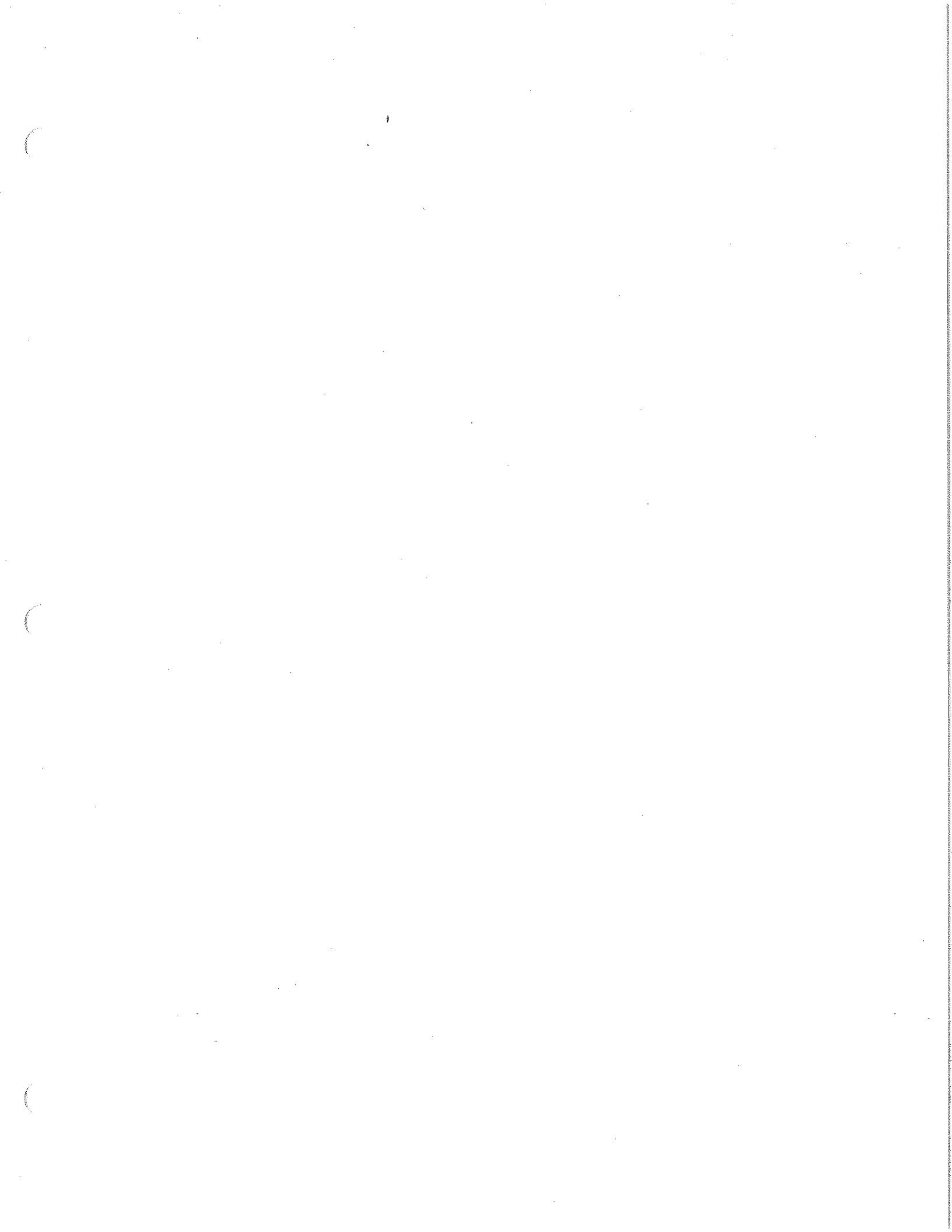
Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of all employees.

Salary or wages may be withheld for unapproved time off, in accordance with established procedures, by the Superintendent.

Overtime can be scheduled and paid only when authorized in advance **by the immediate supervisor.**  
[7]

The payroll shall be certified by the Business Director.

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Book	Policy Manual
Section	600 Finances
Title	Payroll Deductions
Number	615
Status	From PSBA
Legal	<u>1. 24 P.S. 513</u>

### **Purpose**

The Board may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and to remit an equal amount to an agent designated by the employee. It is the intent of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.

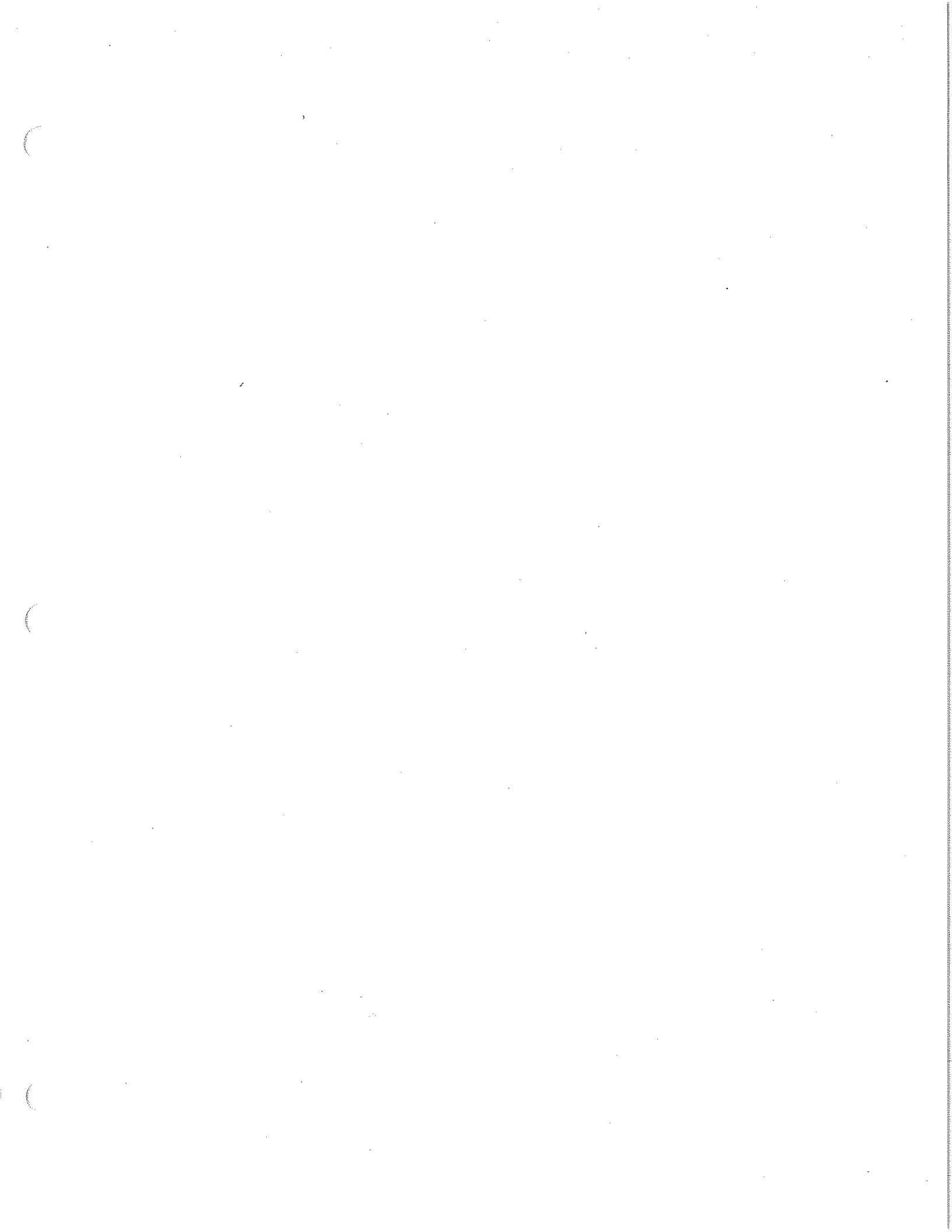
### **Authority**

No deduction may be made from the wages of an employee except for federal or state income tax, PA unemployment, county tax, municipal or school taxes, social security and School Employees' Retirement Fund without proper authorization by the employee.

The Board shall permit deductions from an employee's paycheck upon proper authorization on the appropriate district form for the following purposes:[1]

1. Tax sheltered annuities.
2. 403(b)s.
3. Savings bonds.
4. Association dues and assessments.
5. PACE contributions.
6. Charitable contributions.
7. Credit union deductions.

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Book Policy Manual  
 Section 600 Finances  
 Title Payment of Bills  
 Number 616  
 Status From PSBA  
 Legal 1. 24 P.S. 439  
2. 24 P.S. 607  
3. 24 P.S. 1155  
4. 24 P.S. 427  
5. 24 P.S. 609  
6. 24 P.S. 687  
 7. Pol. 612  
8. 24 P.S. 433  
9. 24 P.S. 428  
10. 65 P.S. 302  
11. 61 PA Code 32.23  
12. 72 P.S. 7204  
13. 72 P.S. 7208  
 14. Pol. 618  
24 P.S. 608  
24 P.S. 610

### Purpose

**It is** the Board's **intent to direct** prompt payment of bills **but at the same time to** ensure that due care has been taken in the review of **district** bills.

### Authority

Each **bill** or obligation of this district must be fully itemized, verified and **approved** by the Board before a **check** can be **drawn for its payment**, except that the **Board Secretary** is permitted to **draw payment orders** for:[1][2][3]

1. The prompt payment of items **that** will accrue to the district's advantage.[4][1]
2. Progress payments to contractors specified in a contract approved by the Board.
3. Orders to cover approved payrolls and agency account deposits.
4. Utility bills **in months the Board does not meet**.

### Delegation of Responsibility

It shall be the responsibility of the Business Director or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board **had** budgeted for the item, and invoice is for the amount contracted.

**Should the invoice vary from the acknowledged purchase order, the Business Manager or designee shall document on the invoice the reason for such variance.**

**Should funds not be available in the account to which a proposed purchase will be charged, the Business Manager or designee shall determine the overage and request the Board make a legal transfer to cover it.**[2][5][6][7]

All claims for payment shall be submitted to the Board **and recorded in the minutes of the Board meeting.**

The list of bills shall include for each:

1. Check number.
2. Check date.
3. Vendor.
4. Amount of remittance.

Upon approval of an order, the **Treasurer** shall prepare a check for payment and cancel the commitment placed against the appropriate account.[1]

All checks approved by the Board shall be signed by the President, Board Secretary, Treasurer.[4][8][1]

The Vice-President may sign for the President.[9]

### **Guidelines**

**Signatures of the President, Vice-President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.**[10]

No check shall be made out to cash.

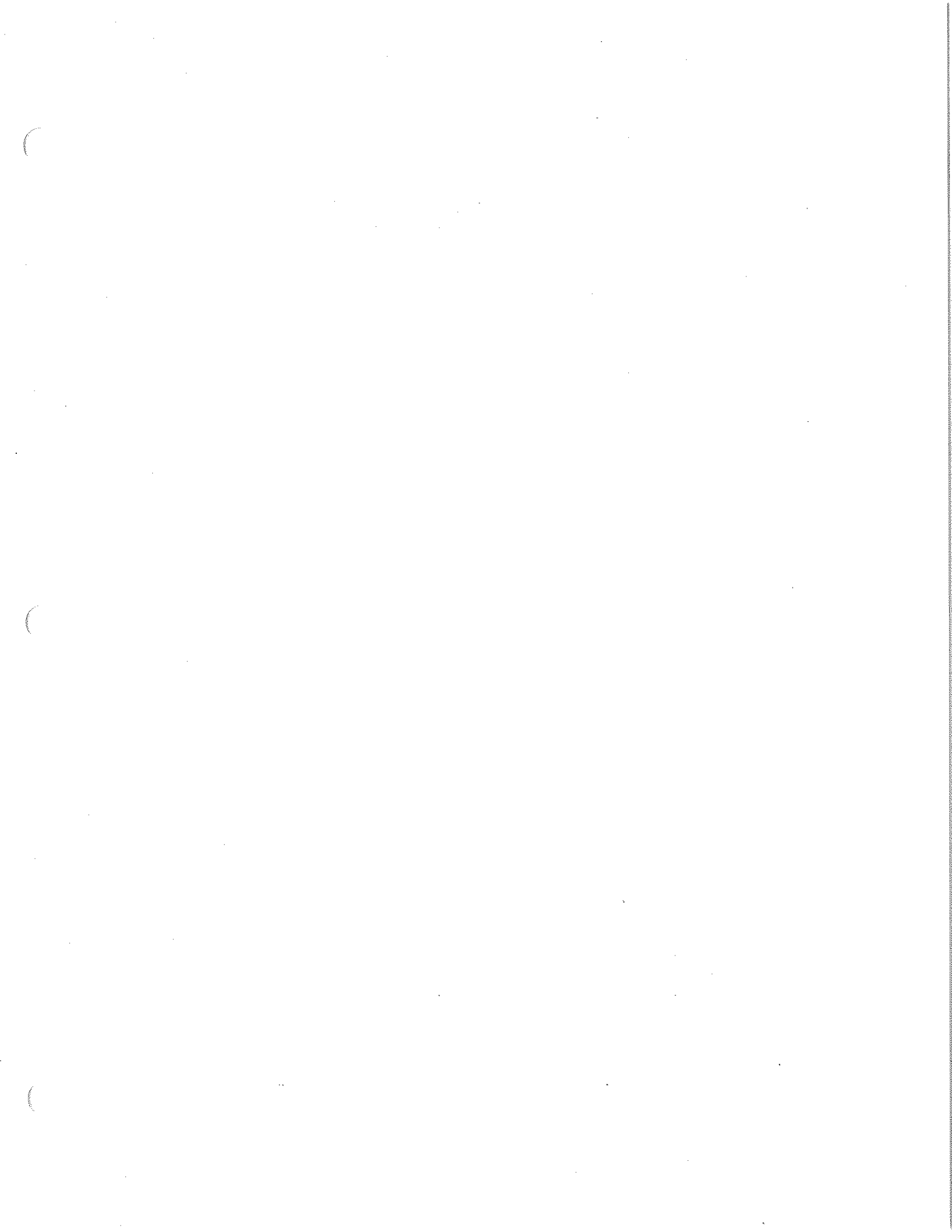
### **Sales Tax**

**The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.**[11][12]

**The district shall obtain a sales tax license number for school organizations who purchase items to be resold.**[11][13][14]

**In order to monitor these activities, the Business Director shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.**

Last Modified by Tammy Medellin on September 16, 2016



Book	Policy Manual
Section	600 Finances
Title	Petty Cash
Number	617
Status	From PSBA
Legal	1. Pol. 811 <u>24 P.S. 510</u>

### **Purpose**

Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.

### **Authority**

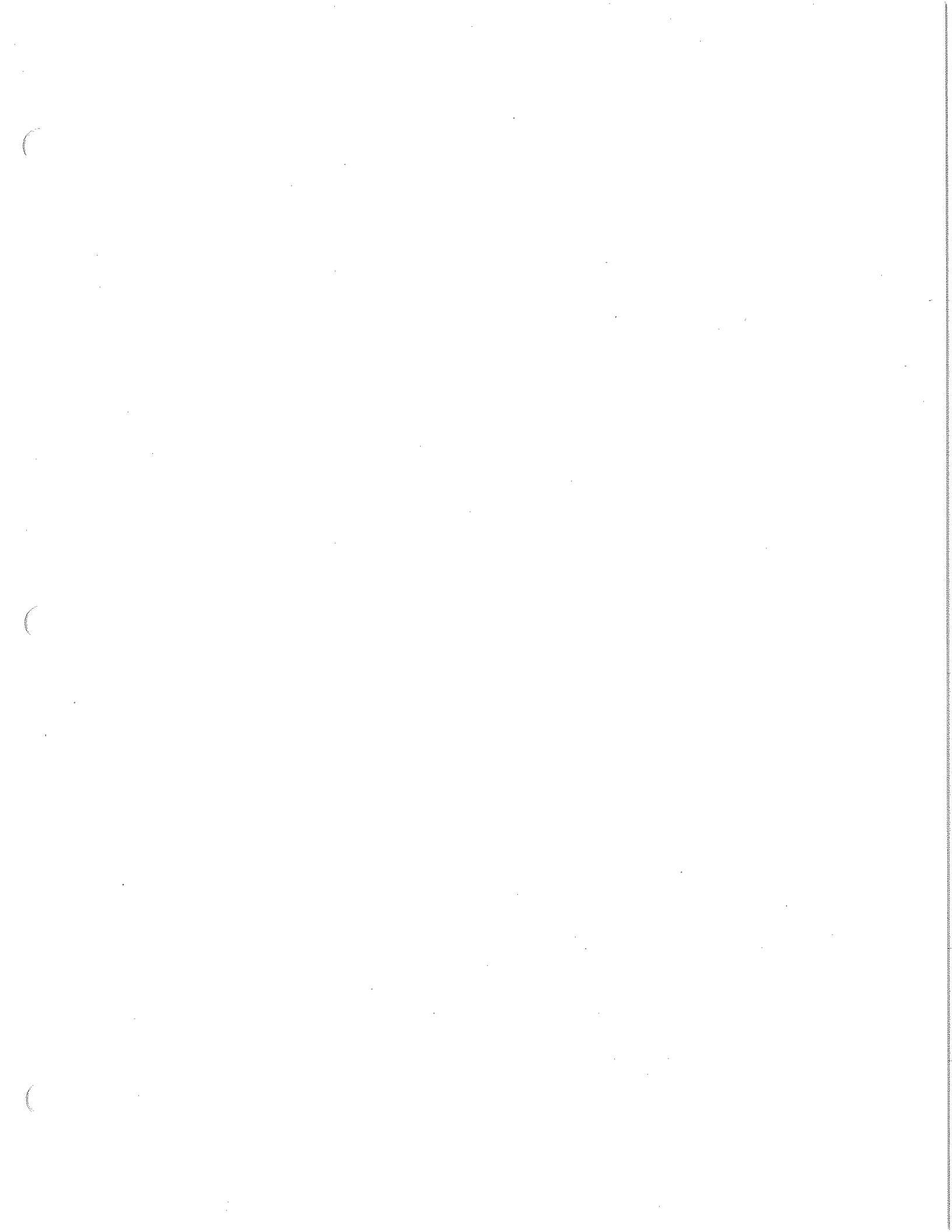
The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings.

### **Delegation of Responsibility**

Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.  
[1]

he person responsible for each petty cash fund shall prepare a **monthly** total of the disbursement of **petty cash funds**.

Last Modified by Tammy Medellin on September 16, 2016



Book	Policy Manual
Section	600 Finances
Title	Student Activity Funds
Number	618
Status	From PSBA
Legal	<u>1. 24 P.S. 511</u> 2. Pol. 811 <u>3. 24 P.S. 440.1</u> <u>4. 24 P.S. 623</u> 5. Pol. 608 <u>6. 24 P.S. 807.1</u> 7. Pol. 619

### **Purpose**

**The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.**

### **Definition**

**For purposes of this policy, student activity funds shall include the funds of Board-approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas.**

### **Authority**

Student activity funds are **not part of district funds but** must be approved by the Board. The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.[1]

### **Delegation of Responsibility**

**The Superintendent or designee is responsible for developing administrative regulations governing student activity funds.**

**The building principal is responsible for working with students and advisors, implementing policies and procedures, and maintaining fiscal records. The principal shall serve as custodian of the funds and shall countersign all checks drawn upon them. The principal shall be bonded.[2]**

**Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and administrative regulations by the student organization.**

**The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Board.**

### **Guidelines**



Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.

All student activities shall be on a self-sustaining basis, except for situations approved by the Board.

Funds of any student body organization may be deposited or invested in banks whose accounts are insured by FDIC or investment certificates or withdrawable shares in state-chartered savings and loan associations doing business in-state and insured by FDIC or FSLIC.[3][4]

All funds collected by student organizations shall be deposited in a student activities fund in a bank designated by the Board. No school-sponsored student organization is permitted to establish an account separate from the student activities fund.[1][5]

Funds collected shall be turned in to the custodian of the fund before the end of each school day, and they shall be safeguarded until deposited as soon as possible.

Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity approved by the Board.[1]

Disbursements from such funds shall be made only by check upon the request of the authorized advisor and the approval of the fund custodian. Disbursements shall be supported by invoices or verified documentation.

All checks shall be signed by two (2) individuals authorized to approve such disbursements.

All purchases of materials or supplies by any organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of law.[1][6]

All funds shall be of an exchange nature, and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.

All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year.[1]

A financial report of the condition of each student activity fund shall be submitted to the Board at least quarterly.[1]

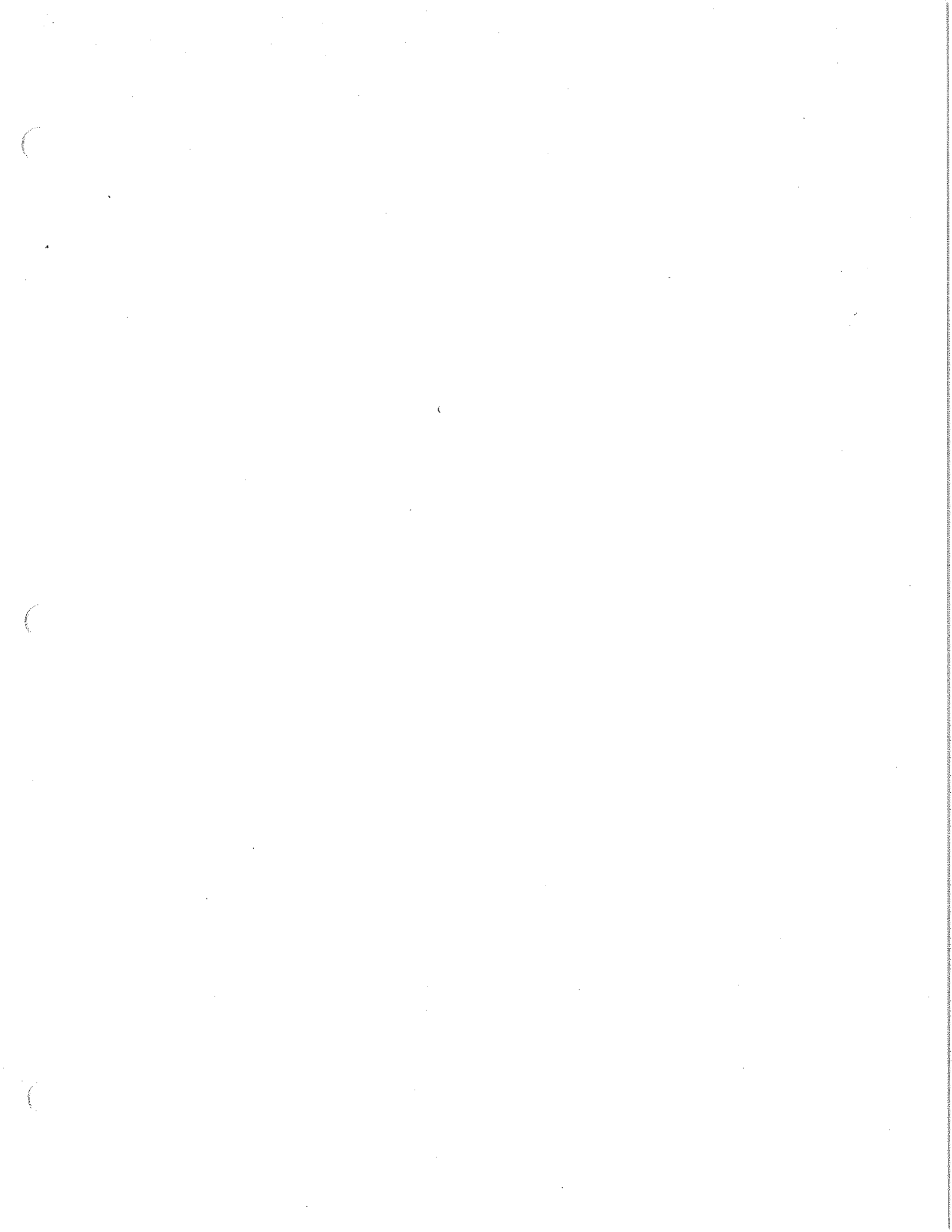
The student activity fund shall be audited annually during the district's established audit.[7]

### Graduating Classes

All graduating classes, after payment of all financial obligations and prior to graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing, such as a senior gift or scholarship fund.

Funds may not be disbursed or set aside for future obligations, such as class reunions.

st Modified by Tammy Medellin on September 16, 2016



Book	Policy Manual
Section	600 Finances
Title	District Audit
Number	619
Status	From PSBA
Legal	<u>1. 24 P.S. 408</u> <u>2. 24 P.S. 2401</u> <u>3. 65 P.S. 67.701</u> 4. Pol. 801 <u>5. 24 P.S. 437</u> <u>6. 24 P.S. 2408</u> <u>7. 24 P.S. 2441</u> <u>8. 24 P.S. 218</u> <u>24 P.S. 504</u> <u>24 P.S. 511</u> <u>24 P.S. 1337</u> <u>24 P.S. 2432</u> <u>65 P.S. 67.101 et seq</u>

### **Purpose**

The Board recognizes the importance of the public's right to have access to the public records of the district, including public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the district's accountants and the audit conducted by the Auditor General's office.[1][2][3][4]

### **Authority**

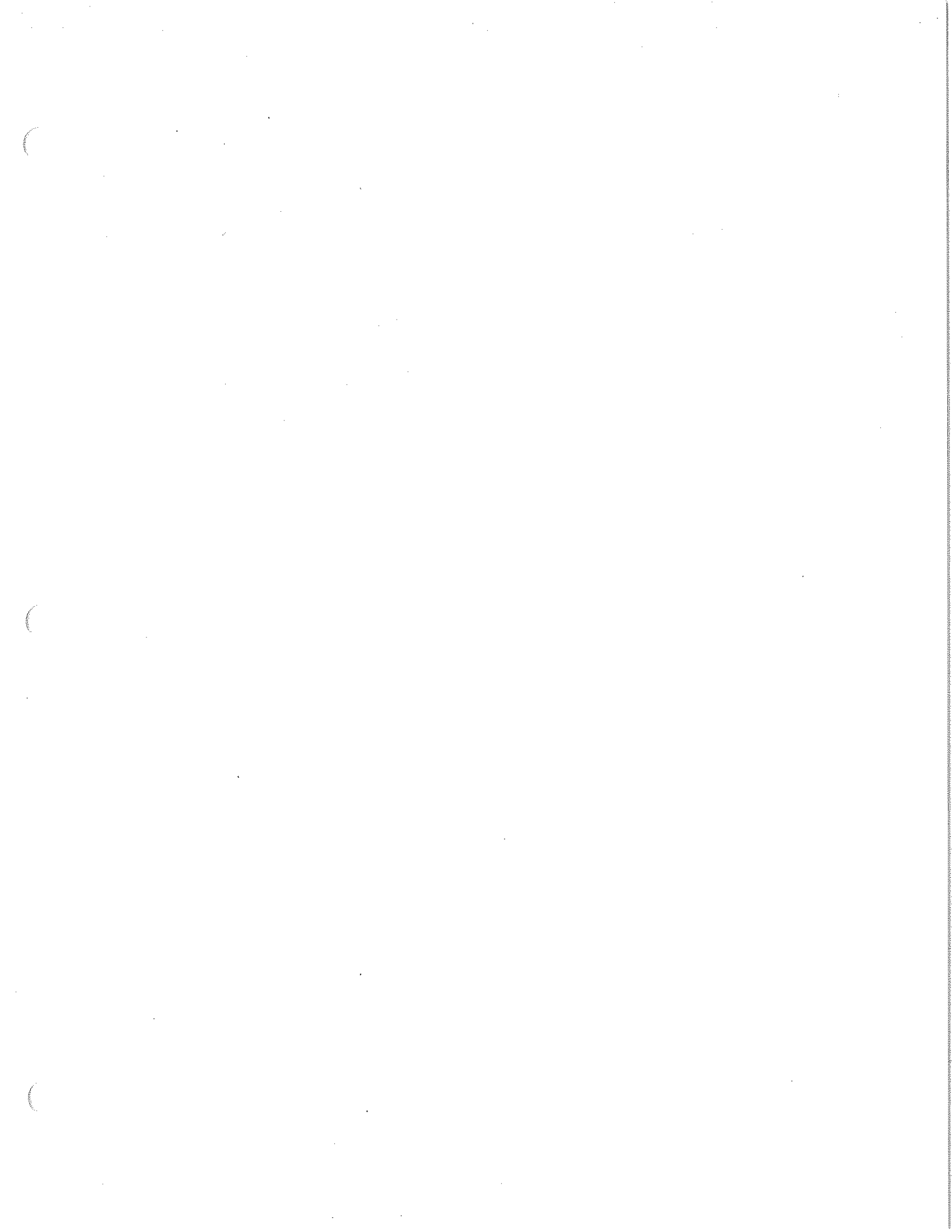
The Board shall employ an independent, certified public accountant to conduct an annual district audit in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval.[5][2][6][7]

The Board recognizes its obligation as an elected body to represent the best interests of all its constituents. Therefore, the Board shall make the results of both the district's accountant's audit and the Auditor General's audit available to the public at the business office of the district.

### **Delegation of Responsibility**

**The Superintendent and Board Secretary shall annually, by December 31, submit a signed statement to the Pennsylvania Department of Education certifying that the financial statements of the school district have been properly audited pursuant to law and that in the independent auditor's opinion, the financial information submitted in the annual financial report is materially consistent with the audited financial statements. If the financial information is not deemed materially consistent, the district shall submit a revised annual financial report no later than December 31.[8]**

Last Modified by Tammy Medellin on September 16, 2016



Book	Policy Manual
Section	600 Finances
Title	Fund Balance
Number	620
Status	From PSBA
Legal	<u>24 P.S. 218</u> <u>24 P.S. 688</u>

### **Purpose**

The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the school district and is fiscally advantageous for both the district and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the district.

### **Definitions**

**Fund balance** is a measurement of available financial resources. Fund balance is the difference between total assets and total liabilities in each fund.

GASB Statement 54 **distinguishes** fund balance **between amounts that are considered nonspendable, such as fund balance associated with inventories, and other amounts that are classified** based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts shall be reported in the following classifications:

**Restricted** - amounts limited by external parties, or legislation (e.g., **debt covenants and grants**).

**Committed** - amounts limited by Board policy **or Board action** (e.g., future anticipated costs). **Action must be taken by the Board to commit fund balance for the designated purpose prior to the end of the fiscal year.**

**Assigned** - amounts that are intended for a particular purpose. **Generally balances in special revenue funds or capital project funds will be designated as assigned.**

**Unassigned** - amounts available for consumption or not restricted in any manner.

### **Authority**

**An official Board resolution shall be required to establish, modify or rescind a commitment of fund balance.**

### **Guidelines**

The school district will strive to maintain an unassigned general fund balance of not less than five percent (5%) and not more than eight percent (8%) of the budgeted expenditures for **that** fiscal year.

The total fund balance, consisting of several portions including **restricted**, committed, assigned and unassigned, may exceed eight percent (8%).

If the unassigned portion of the fund balance falls below the threshold of five percent (5%) **of budgeted expenditures**, the Board will pursue **options for** increasing revenues and decreasing expenditures, or a combination of both until five percent (5%) is attained.

If the unassigned portion of the fund balance exceeds five percent (5%) of budgeted expenditures, the Board may utilize a portion of the fund balance by appropriating excess funds for expenditures. The goal shall be to use any excess fund balance for nonrecurring expenditures; not for normal operating costs.

#### Use of Fund Balance

The restricted fund balance shall be reduced to the extent that the underlying reason for the restriction has been eliminated.

If the district experiences an excess of expenditures over revenues for a given fiscal year, the fund balance shall be consumed in the following order:

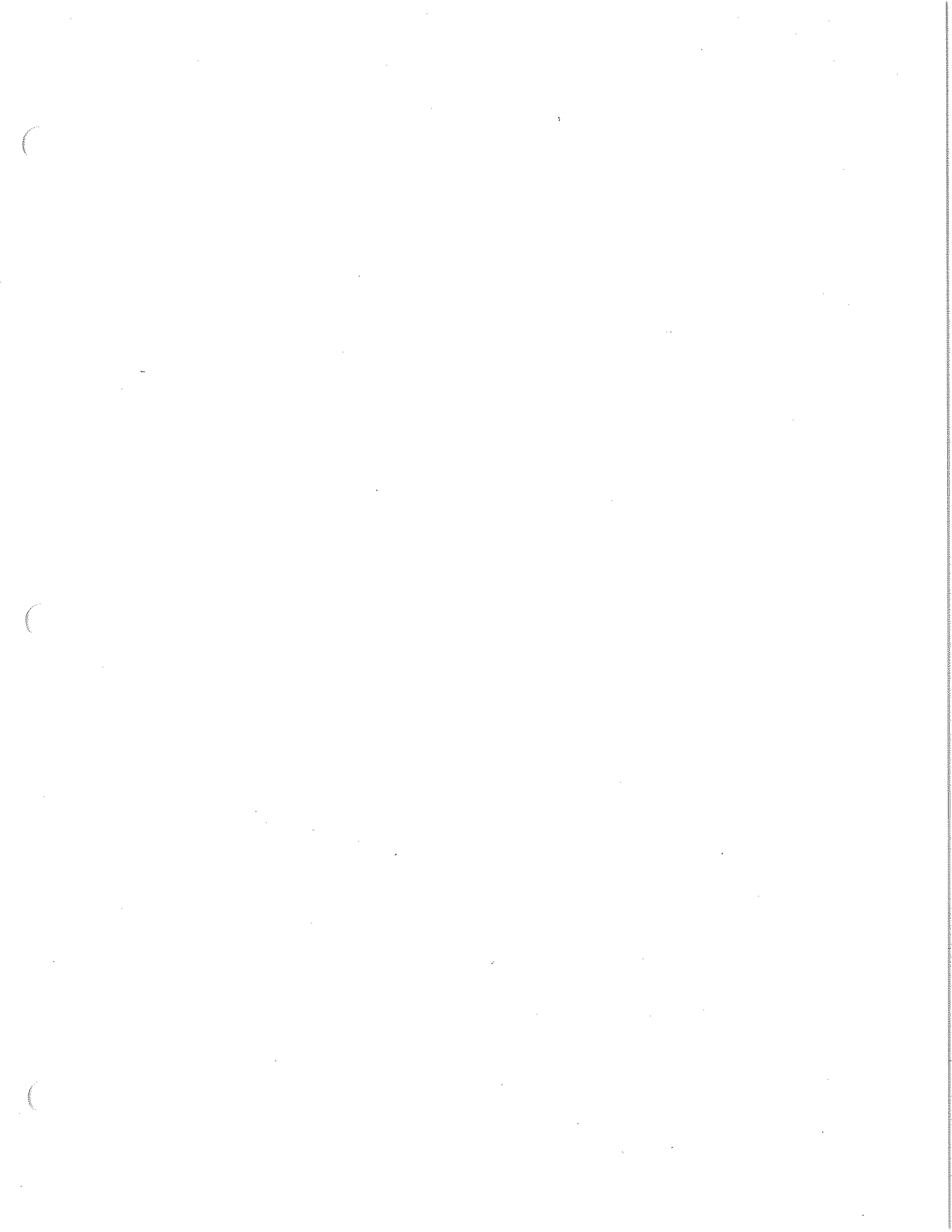
1. **Restricted fund balance to the extent that expenditures related to the restriction contributed to the excess of expenditures over revenues.**
2. **Committed fund balance to the extent that expenditures related to the commitment contributed to the excess of expenditures over revenues. If a plan for periodic use of committed fund balance is reviewed and approved by the Board, the committed fund balance will not be reduced by more than the amount designated in the plan.**
3. **Assigned fund balance to the extent that expenditures related to the assignment contributed to the excess of expenditures over revenues.**
4. **Unassigned fund balance for any remaining excess of expenditures over revenues.**

#### Delegation of Responsibility

The **Business Director** or designee may assign fund balance for items deemed appropriate at any time prior to the issuance of the audited financial statements for a given year.

The **Business Director** or designee shall be responsible for the enforcement of this policy.

Last Modified by Tammy Medellin on September 16, 2016





Book Policy Manual  
Section 600 Finances  
Title Local Taxpayer Bill of Rights  
Number 621  
Status From PSBA  
Legal 1. 53 Pa. C.S.A. 8401 et seq  
2. 53 P.S. 6924.101 et seq  
3. 53 Pa. C.S.A. 8422  
4. 53 Pa. C.S.A. 8423  
5. 53 Pa. C.S.A. 8437  
6. 53 Pa. C.S.A. 8430

### **Purpose**

**As a local taxing authority, the Board recognizes the school district's responsibility to comply with the requirements of applicable law.[1]**

### **Definition**

**Eligible taxes shall be defined as all non-real estate taxes, including per capita; occupation, occupation assessment and occupation privilege; income and net profits; business gross receipts; privilege; amusements or admissions; and any other tax authorized by the Local Tax Enabling Law.[2][3]**

### **Authority**

**The Board shall adopt a Local Taxpayer Bill of Rights that includes the following components in simple and nontechnical terms:[4]**

- 1. Taxpayer rights and the district's obligation during an audit or administrative review of the taxpayer's books or records.**
- 2. Administrative and judicial procedures for a taxpayer to appeal or seek review of any adverse tax decision.**
- 3. Procedures for filing and processing refund claims and taxpayer complaints.**
- 4. Enforcement procedures.**

**The Board shall ensure that taxpayers are notified about the district's Local Taxpayer Bill of Rights any time they are contacted regarding assessment, audit, determination, review and collection of any tax other than property taxes.[4]**

### **Delegation of Responsibility**

**It shall be the responsibility of the Superintendent, Business Manager, and/or other designated school district employee to develop administrative regulations to implement this policy which shall include:**

- 1. Preparation and dissemination of the required notice of availability of the Local Taxpayer Bill of Rights.**

2. **Preparation of a Local Taxpayer Bill of Rights.**
3. **Preparation of a procedure for the district to request information from a taxpayer.**
4. **Establishment of an administrative appeals process.**
5. **Development of the form, content, process and deadlines for taxpayers to file a tax appeal petition.**
6. **Formulation of rules of practice and procedure for hearings.**

The district shall respond to taxpayer requests for the Local Taxpayer Bill of Rights by making copies available at the district offices or mailing at district expense.[4]

### **Guidelines**

Information obtained by the school district as a result of an audit, return, report, investigation, hearing or verification shall be confidential. If a violation of confidentiality is committed by an officer or employee of the Board, s/he shall be subject to fines and dismissal from office or discharge from employment.[5]

### **Appeals Process**

The district establishes the following administrative process to receive and make determinations on petitions from taxpayers relating to assessment, determination or refund of an eligible tax:[6]

1. **Review or hearing and decision by a local tax appeals board appointed by the Board, consisting of three (3) to seven (7) members, including joint local tax appeal boards with other political subdivisions.**
2. **Review and decision by the Board in executive session.**
3. **Hearing and decision by a hearing officer appointed by the Board, which shall determine the qualifications and compensation of the appointee.**
4. **Administrative review or appeal process currently in effect in the district that meets the requirements of applicable law.**

Last Modified by Tammy Medellin on September 16, 2016



Book Policy Manual  
Section 600 Finances  
Title GASB Statement 34  
Number 622  
Status From PSBA  
Legal 1. 24 P.S. 218  
2. 24 P.S. 613  
Governmental Accounting Standards Board, Statement No. 34

### **Purpose**

The Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.

The primary objectives of implementing the **Governmental Accounting Standards Board (GASB)** Statement 34 are to assure compliance with state requirements, and properly account for both the financial and economic resources of the district.

### **Authority**

Participation of the school district in any such activity shall be in accordance with Board policy.[1][2]

### **Delegation of Responsibility**

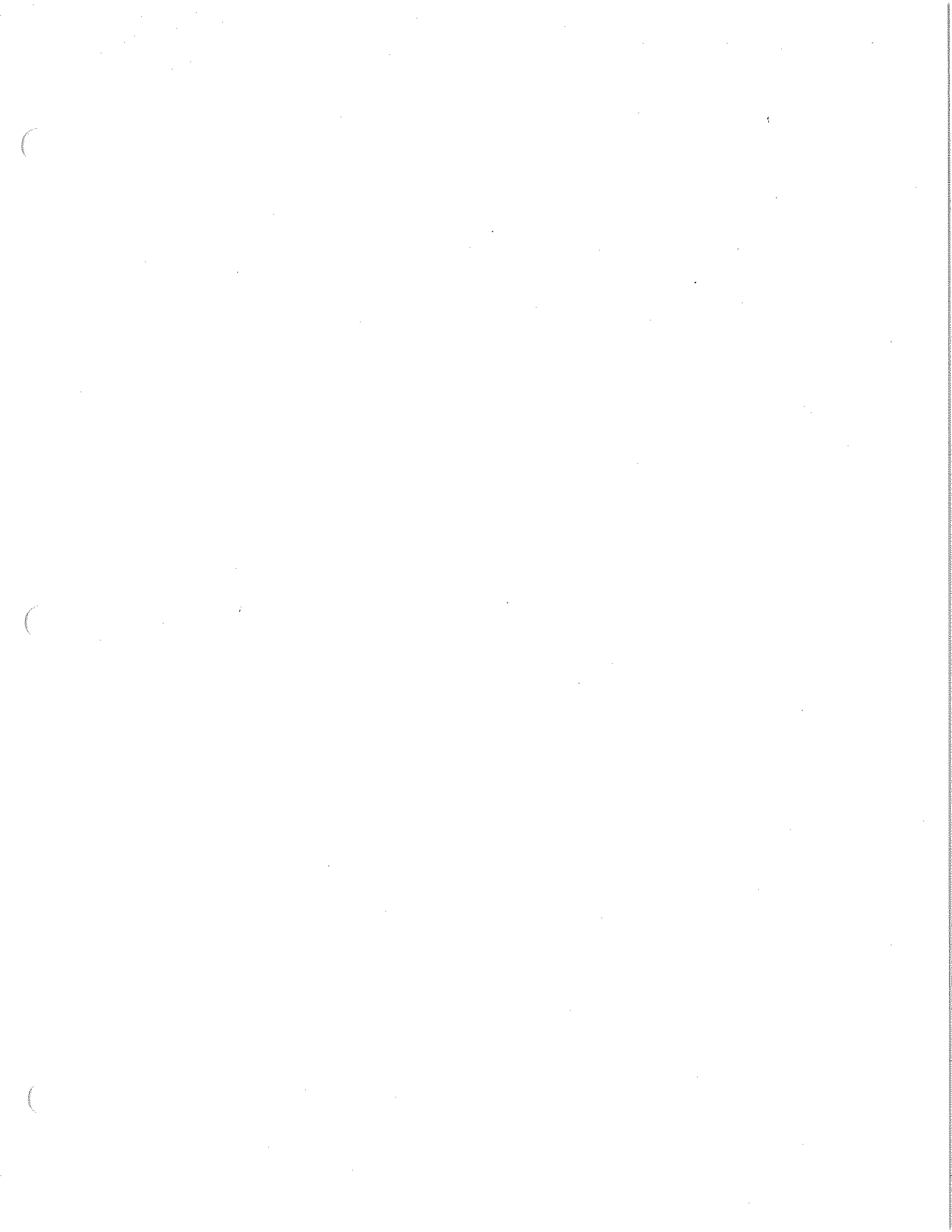
The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Business Director.

The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the Finance Committee.

The Superintendent shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval, prior to publication.

Prior to submission of the MD&A for Board approval, the district's independent auditors shall review the MD&A, in accordance with SAS No. 52, "Required Supplementary Information".

Last Modified by Tammy Medellin on September 16, 2016



Book	Policy Manual
Section	600 Finances
Title	Taxable Fringe Benefits
Number	624
Status	From PSBA
Legal	<u>26 U.S.C. 1 et seq</u> Pol. 331 Pol. 717 Pol. 813 Pol. 815

### **Authority**

**It shall be the policy of the Board to comply with regulations of the Internal Revenue Service (IRS) regarding taxability of employee fringe benefits.**

### **Definitions**

**Taxable fringe benefit - a form of pay, in addition to salary, for the performance of duties; taxable wages unless excluded by the Internal Revenue Code.**

**Convenience of the district - where the personal use was in the best interest of the district.**

**De minimis - an amount where either the cost of determining specific value exceeds the value of the use, or the actual cost of the use was negligible at the organizational level.**

### **Delegation of Responsibility**

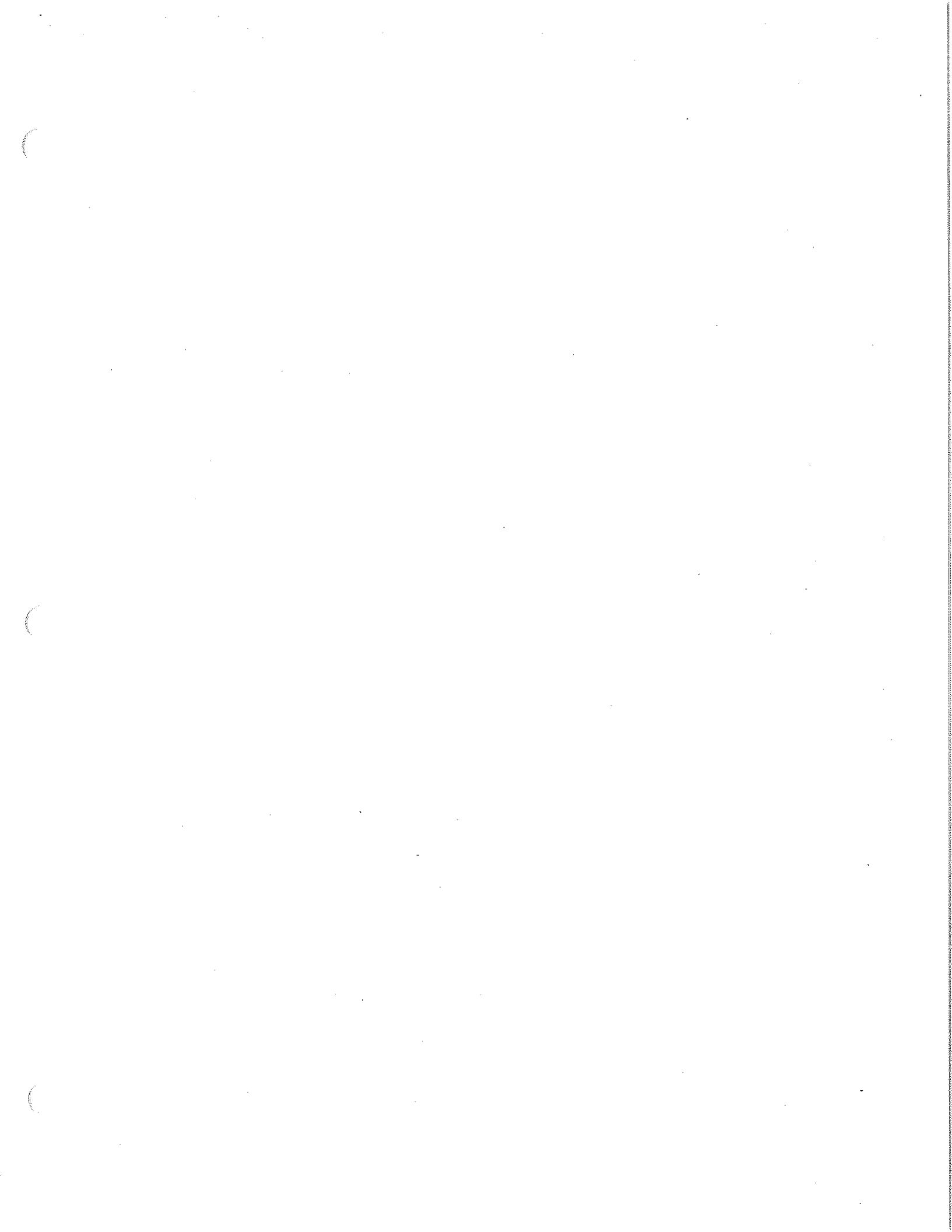
**The Superintendent or designee shall be responsible to ensure that employees verify the use of district equipment for business purposes and report any use or fringe benefits that may be taxable as compensation.**

**The employee verification process shall occur monthly prior to payment of bills.**

**The Business Director shall report the value of taxable fringe benefits with the regular payroll for the payroll immediately following the determination of taxable fringe benefits.**

**The Business Director shall annually review the determinations of convenience of the district and de minimis amount to ensure compliance with federal regulations. The review may include discussions with the district auditor.**

Last Modified by Tammy Medellin on September 16, 2016



Book Policy Manual  
Section 600 Finances  
Title Procurement Cards  
Number 625  
Status From PSBA  
Legal 1. 24 P.S. 510  
2. Pol. 317  
3. 24 P.S. 751  
4. 24 P.S. 807.1  
5. Pol. 610  
6. Pol. 611

### **Authority**

The Board **approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.**<sup>[1]</sup>

**The Board shall approve the list of employees authorized to use district procurement cards.**

**The Board shall purchase adequate insurance coverage for procurement card misuse.**

### **Definition**

**Procurement card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.**

### **Delegation of Responsibility**

**A list of authorized users of procurement cards shall be maintained in the Business Office and shall include employees in designated positions.**

**All use of procurement cards shall be supervised and monitored on a regular basis by the Superintendent or designee, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.**

**Proper accounting procedures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Superintendent or designee.**

An **employee** authorized to use a **procurement card** shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may **the card** be used by another individual.

### **Guidelines**

**Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.**

**Procurement cards shall be used only for authorized district purchases and shall not be used for personal purchases. The district retains the authority to revoke any procurement card used for**



unauthorized or personal purposes.

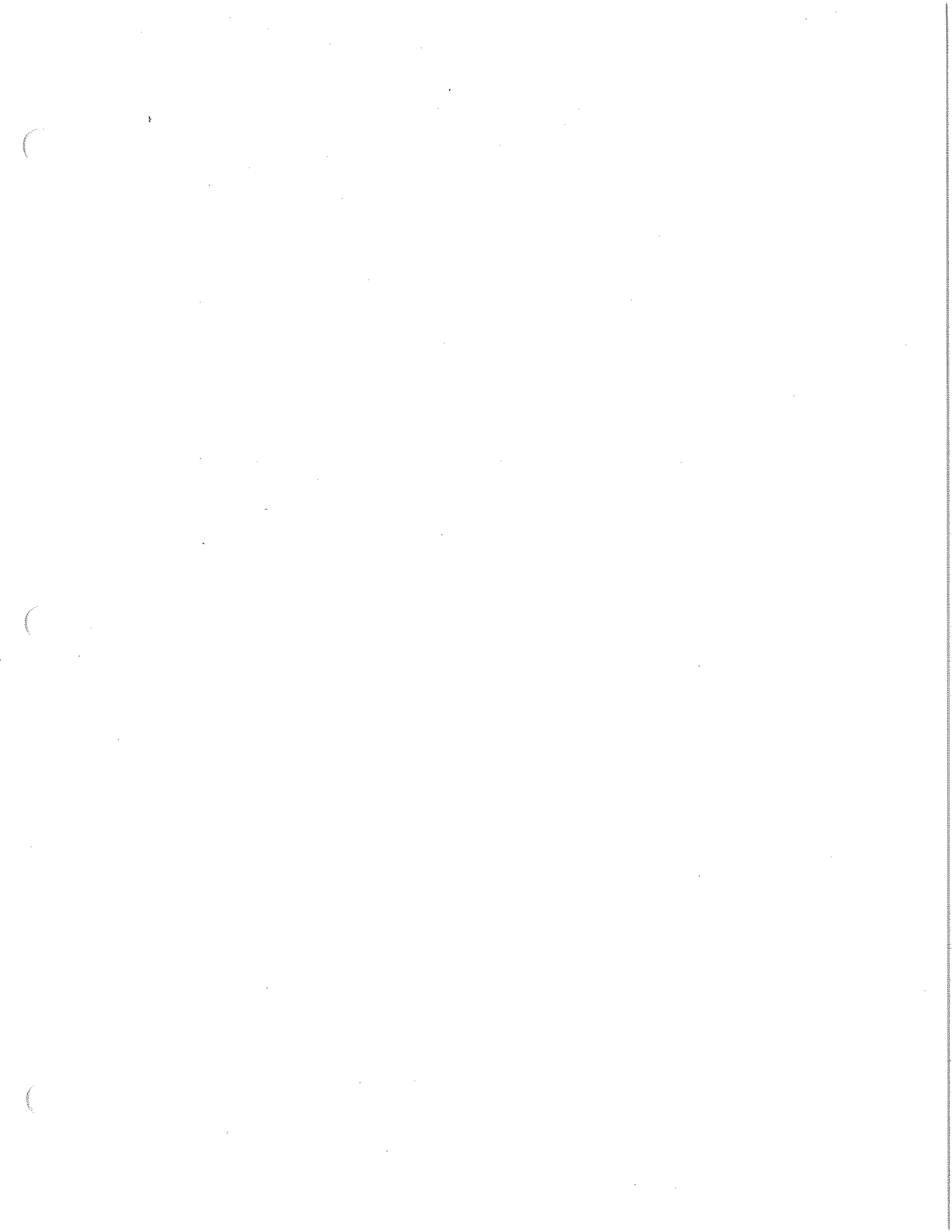
**Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.[2]**

**The established procedure for processing purchases by employees using procurement cards shall be as follows:**

- 1. Employee deals directly with the vendor.**
- 2. Business Office receives the consolidated invoice for payment.**
- 3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.**
- 4. Supervisor reviews statement and signs approval.**

**Procurement cards shall not be used to circumvent the required bidding process.[3][4][5][6]**

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Book Policy Manual  
Section 600 Finances  
Title Federal Fiscal Compliance  
Number 626  
Status From PSBA  
Legal 1. 2 CFR Part 200  
2. Pol. 827  
3. Pol. 317  
4. 2 CFR 200.430  
5. Pol. 626.1  
6. Pol. 304  
7. Pol. 319  
8. Pol. 336  
9. Pol. 337  
10. Pol. 624  
11. Pol. 813  
12. 2 CFR 200.333-200.337  
13. Pol. 800  
14. 34 CFR 75.730-75.732  
15. 34 CFR 76.730-76.731  
16. 2 CFR 200.336  
17. 2 CFR 200.333  
18. Pol. 113.4  
19. Pol. 216  
20. Pol. 324  
21. 2 CFR 200.330-200.331  
22. 2 CFR 200.338  
23. 2 CFR 200.339  
Pol. 610  
Pol. 611  
Pol. 612  
Pol. 613  
Pol. 625

### **Authority**

**The Board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance.**

[1]

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

### Delegation of Responsibility

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

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

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

### Guidelines

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

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

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

### Standards of Conduct

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

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[3]

### Employees - Time and Effort Reporting

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.[4]

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[5]

The district shall establish and maintain employee policies on hiring, benefits and leave and outside activities, as approved by the Board.[6][7][8][9][10][11]

### Record Keeping

The district shall develop and maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.[12][13]

The district shall ensure the proper maintenance of federal fiscal records documenting:[13][14][15]

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

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

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents.[16]

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.[17]

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.[17]

As part of the Records Management Plan, the district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.[13]

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.[13]

The district shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations.[18][19][20]

### Subrecipient Monitoring

In the event that the district awards subgrants, the district shall establish procedures to:[21]

1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
3. Ensure the district's record retention schedule addresses document retention on assessment and monitoring.[13]

### Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.[22][23]

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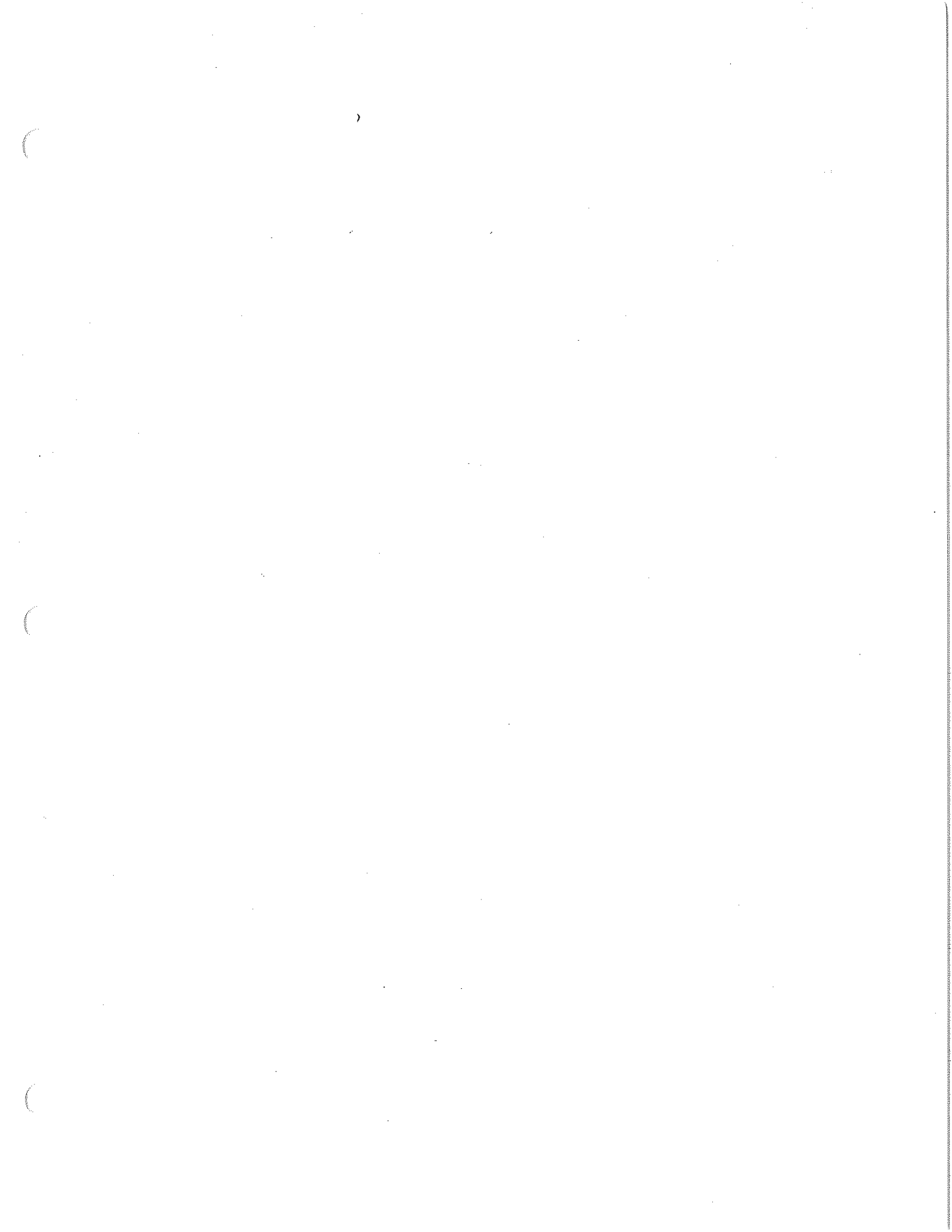
626-Attach-AllowabilityofCosts.doc (90 KB)

626-Attach-CashManagement.docx (17 KB)

626-Attach-SubrecipientMonitoring.doc (56 KB)

626-Attach-Procurement.doc (93 KB)

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Book Policy Manual  
Section 600 Finances  
Title Travel Reimbursement - Federal Programs  
Number 626.1  
Status From PSBA  
Legal 1. 2 CFR 200.474  
2. 24 P.S. 516.1  
3. 24 P.S. 517  
4. Pol. 004  
5. Pol. 331

### **Authority**

**The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[1][2][3]**

### **Definition**

**For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.[1]**

### **Delegation of Responsibility**

**School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.[4][5]**

**The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent or designee.**

### **Guidelines**

**Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district's nonfederally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations.[1][4][5]**

**Mileage reimbursements shall be at the rate approved by the Board for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Board.**

**All travel costs must be presented with an itemized, verified statement prior to reimbursement.[2][3]**

**In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:[1][4][5]**



1. **Participation of the individual is necessary to the federal award.**
2. **The costs are reasonable and consistent with the district's established policy.**

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