

W B | K

WEISS
BURKARDT
KRAMER LLC

Education & Municipal Law

November 21, 2016

VIA E-MAIL

Perry Pander, Board President
Blackhawk School District
500 Blackhawk Road
Beaver Falls, PA 15010

Dear Mr. Pander:

It has been our pleasure to serve as solicitor for Blackhawk School District this past year and we would like to take this opportunity to request the Board vote to retain Weiss Burkardt Kramer LLC as solicitor for 2017. We are not increasing our rates for 2017. As you know, our monthly retainer of \$500 covers attendance at 2 board meetings per month. It also covers telephone calls with members of the board.

Our hourly rate of \$125 per hour will also remain in effect for 2017. Our hourly rate includes services such as collective bargaining, litigation, preparation and attendance at hearings before administrative agencies, responses to Right-to-Know requests, representation of the District in tax assessment appeals, all special education matters including due process hearings, and consultations with administrators.

We appreciate the opportunity to continue serving as your solicitor and look forward to a productive and successful 2017.

Very truly yours,



M. Janet Burkardt, Esquire
Managing Partner

MJB:mm

cc: All Board Members (via e-mail)
Dr. Robert H. Postupac, Blackhawk School District, Substitute Superintendent (via e-mail)

**BLACKHAWK SCHOOL DISTRICT
DEPOSITORY CASH AND RELATED INTEREST INCOME
AS OF NOVEMBER 30, 2016**

WESBANCO BANK	FUND	10/31/2016		DEBIT	CREDIT	INTEREST	11/30/2016				
		ENDING	BALANCE	RECEIVED	DISBURSED	INCOME	ENDING	BALANCE			
GENERAL FUND	10	\$	7,473,218	\$	2,602,937	\$	(3,226,010)	\$	643	\$	6,850,788
PAYROLL (pass-thru account)	10	\$	20,368	\$	1,015,539	\$	(702,230)	\$	8	\$	333,685
CONSTRUCTION FUND	32	\$	86,877	\$	-	\$	-	\$	7	\$	86,884
BLACKHAWK ACTIVITIES & ATHLETICS COMM	32-A	\$	7,246	\$	2,100	\$	-	\$	-	\$	9,346
FOOD SRVICE	51	\$	397,059	\$	45,897	\$	(36,866)	\$	34	\$	406,124
HEALTH FUND	66	\$	2,068,044	\$	838,307	\$	(253,647)	\$	803	\$	2,653,506
DENTAL FUND	67	\$	294,186	\$	40,444	\$	(10,080)	\$	24	\$	324,574
VISION FUND	68	\$	2,147	\$	2,162	\$	(1,426)	\$	0	\$	2,883
HERBERT LUNT ENDOWMWNT FUND	70	\$	169,762					\$	14	\$	169,777
ACTIVITY FUND BHS	81	\$	168,855	\$	23,199	\$	(13,301)	\$	14	\$	178,767
ACTIVITY FUND HMS	81	\$	46,270	\$	19,207	\$	(25,475)	\$	4	\$	40,007
ATHLETIC FUND	29	\$	22,936	\$	2,526	\$	(8,109)	\$	2	\$	17,355
		\$	10,756,968	\$	4,592,318	\$	(4,277,145)	\$	1,554	\$	11,073,695
CERTIFICATE OF DEPOSITS											
GENERAL FUND - Maturity date 2/27/2017	10	\$	3,000,000	\$	-	\$	-	\$	-	\$	3,000,000
HEALTH FUND - Maturity 7/03/2017	66	\$	509,429					\$	576	\$	510,005
HEALTH FUND - Maturity 10/16/2015	66	\$	-					\$	-	\$	-
DENTAL FUND - Maturity 07/01/2017	67	\$	101,181	\$	-	\$	-	\$	115	\$	101,296
		\$	3,610,610	\$	-	\$	-	\$	691	\$	3,611,301
GRAND TOTAL		\$	14,367,579	\$	4,592,318	\$	(4,277,145)	\$	2,244	\$	14,684,997

**BLACKHAWK SCHOOL DISTRICT
EXPENDITURE/REVENUE 2016 - 2017 BUDGET to ACTUAL
EXPENDITURE BY FUNCTION**

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 5 MONTH NOVEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 19,226,072	\$ 15,453,344	\$ (3,772,728)
7000	State Revenue Sources	\$ 16,427,548	\$ 5,926,949	\$ (10,500,599)
8000	Federal Revenue Sources	\$ 372,000	\$ 131,370	\$ (240,630)
Total Revenue		\$ 36,025,620	\$ 21,511,664	\$ (14,513,956)
				(OVER) UNDER BUDGET
Expenditures				
1000 INSTRUCTION				
1100	Regular Programs	\$ 14,778,208	\$ 4,919,318	\$ 9,858,890
1200	Special Programs	\$ 4,222,581	\$ 1,538,456	\$ 2,684,125
1300	Vocational Programs	\$ 1,464,761	\$ 407,819	\$ 1,056,942
1400	Other Instructional Programs - Fed.	\$ 143,246	\$ 22,533	\$ 120,713
1800	Pre - Kindergarten Programs	\$ -	\$ -	\$ -
		\$ 20,608,796	\$ 6,888,126	\$ 13,720,670
2000 SUPPORT SERVICES				
2100	Pupil Personnel	\$ 914,231	\$ 283,589	\$ 630,642
2200	Instructional Staff	\$ 995,918	\$ 464,473	\$ 531,445
2300	Administration	\$ 2,144,061	\$ 954,786	\$ 1,189,275
2400	Pupil Health	\$ 419,224	\$ 128,654	\$ 290,570
2500	Business	\$ 574,148	\$ 201,383	\$ 372,765
2600	Operation & Maintenance	\$ 3,804,757	\$ 1,354,783	\$ 2,449,974
2700	Student Transportation	\$ 2,123,000	\$ 656,222	\$ 1,466,778
2900	Other Support Services	\$ 20,500	\$ -	\$ 20,500
		\$ 10,995,839	\$ 4,043,890	\$ 6,951,949
3000 Noninstructional Services				
3200	Student Activities	\$ 1,268,766	\$ 365,723	\$ 903,043
3300	Community Service	\$ 5,500	\$ 5,000	\$ 500
		\$ 1,274,266	\$ 370,723	\$ 903,543
5000 OTHER FINANCING USES				
5100	Debt Service	\$ 3,019,608	\$ 1,212,857	\$ 1,806,751
Total Expenditures		\$ 35,898,509	\$ 12,515,596	\$ 23,382,913
Revenues exceeding Expenditures		\$ 127,111	\$ 8,996,068	\$ 8,868,957

NOTE: DETAIL ATTACHED FROM FINANCIAL SOFTWARE SYSTEM

**BLACKHAWK SCHOOL DISTRICT
EXPENDITURE/REVENUE 2016 - 2017 BUDGET to ACTUAL
EXPENDITURE BY OBJECT**

ACCT	DESCRIPTION	2016-2017 ADJ. BUDGET TOTAL	2016-2017 5 MONTH NOVEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 19,226,072	\$ 15,453,344	\$ (3,772,728)
7000	State Revenue Sources	\$ 16,427,548	\$ 5,926,949	\$ (10,500,599)
8000	Federal Revenue Sources	\$ 372,000	\$ 131,370	\$ (240,630)
Total Revenue		\$ 36,025,620	\$ 21,511,664	\$ (14,513,956)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 15,279,952	\$ 4,826,407	\$ 10,453,545
200	Benefits	\$ 9,433,713	\$ 3,382,139	\$ 6,051,574
300	Professional/Technical Services	\$ 935,821	\$ 325,135	\$ 610,686
400	Property Services	\$ 655,892	\$ 240,953	\$ 414,939
500	Other Services	\$ 4,540,298	\$ 1,710,865	\$ 2,829,433
600	Supplies/Books	\$ 1,419,561	\$ 521,357	\$ 898,204
700	Equipment/Property	\$ 545,024	\$ 269,414	\$ 275,610
800	Other Objects	\$ 1,510,348	\$ 688,296	\$ 822,052
900	Other Financial Uses	\$ 1,577,900	\$ 551,031	\$ 1,026,869
Total Expenditures		\$ 35,898,509	\$ 12,515,596	\$ 23,382,913
Revenues exceeding Expenditures		\$ 127,111	\$ 8,996,068	\$ 8,868,957

NOTE: DETAIL ATTACHED FROM FINANCIAL SOFTWARE SYSTEM

Date: 12/05/16
 Time: 11:30:45
 Ending Date: 11/30/16

Blackhawk School District
 Account Summary Report 2016-2017
 Revenue Accounts - with Activity Only

	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance	%Rem
ALL						
10 Fund 10						
6000 Revenue From Local Sources	19,226,072.00	0.00	15,448,984.46	1,161,107.93	3,777,087.54	19
6000 Revenue From Local Sources	19,226,072.00	0.00	15,448,984.46	1,161,107.93	3,777,087.54	19
6000 Function (R) Total	19,226,072.00	0.00	15,448,984.46	1,161,107.93	3,777,087.54	19
7000 Revenue From State Sources	16,427,548.00	0.00	5,926,949.31	1,425,058.12	10,500,598.69	63
7000 Revenue From State Sources	16,427,548.00	0.00	5,926,949.31	1,425,058.12	10,500,598.69	63
7000 Function (R) Total	16,427,548.00	0.00	5,926,949.31	1,425,058.12	10,500,598.69	63
8000 Revenue From Federal Sources	372,000.00	0.00	131,370.05	56,234.41	240,629.95	64
8000 Revenue From Federal Sources	372,000.00	0.00	131,370.05	56,234.41	240,629.95	64
8000 Function (R) Total	372,000.00	0.00	131,370.05	56,234.41	240,629.95	64
9000 Other Financing Sources	0.00	0.00	4,359.99	287.97	-4,359.99	-999
9000 Other Financing Sources	0.00	0.00	4,359.99	287.97	-4,359.99	-999
9000 Function (R) Total	0.00	0.00	4,359.99	287.97	-4,359.99	-999
10 Fund (R) Total	36,025,620.00	0.00	21,511,663.81	2,642,688.43	14,513,956.19	40
Report Totals	36,025,620.00	0.00	21,511,663.81	2,642,688.43	14,513,956.19	40

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Ending Date: 11/30/16

Blackhawk School District
 Account Summary Report 2016-2017
 Revenue Accounts - with Activity Only

	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance	\$rem
ALL						
10 Fund 10						
7000 Revenue From State Sources						
7600 Subsidy For Milk, lunch, break.	0.00	0.00	0.00	0.00	0.00	-999
7810 State Shr-soc Sec/medicare Tax	602,469.00	0.00	161,065.69	161,065.69	441,403.31	73
7820 State Shr Retire Contribution	2,251,621.00	0.00	0.00	0.00	2,251,621.00	100
7000 Function (R) Total	16,427,548.00	0.00	5,926,949.31	1,425,058.12	10,500,598.69	63
8000 Revenue From Federal Sources						
8514 NCIB TITLE I	251,000.00	0.00	98,138.00	39,255.20	152,862.00	60
8515 NCIB TITLE II	0.00	0.00	25,861.79	16,026.19	-25,861.79	-999
8519 Other Grants Esea/idea	70,000.00	0.00	4,917.80	0.00	65,082.20	92
8531 Subsidy For Milk, kunch, brkfst	0.00	0.00	0.00	0.00	0.00	-999
8810 Access-medical Assistance	50,000.00	0.00	0.00	0.00	50,000.00	100
8820 Med. Asst. Transportation	1,000.00	0.00	2,452.46	953.02	-1,452.46	-145
8000 Function (R) Total	372,000.00	0.00	131,370.05	56,234.41	240,629.95	64
9000 Other Financing Sources						
9500 Refund Prior Years	0.00	0.00	4,359.99	287.97	-4,359.99	-999
9000 Function (R) Total	0.00	0.00	4,359.99	287.97	-4,359.99	-999
10 Fund (R) Total	36,025,620.00	0.00	21,511,663.81	2,642,688.43	14,513,956.19	40
Report Totals	36,025,620.00	0.00	21,511,663.81	2,642,688.43	14,513,956.19	40

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Blackhawk School District
 Account Summary Report 2016-2017

Revenue Accounts - with Activity Only
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	Anticipated		YTD Revenue Received	Current Revenue Received		Remaining Balance	
	Revenue	Adjustments		Received	Received	Balance	\$Rem
ALL							
10 Fund 10							
6000 Revenue From Local Sources							
6111 Current Real Estate Tax	15,143,167.00	0.00	14,190,045.33	722,276.91	953,121.67	6	
6112 Interim Real Estate Tax	80,000.00	0.00	0.00	0.00	80,000.00	100	
6113 Public Utility Realty Tax	21,952.00	0.00	19,077.41	0.00	2,874.59	13	
6114 Payments In Lieu Of Current	3,500.00	0.00	3,406.41	0.00	93.59	2	
6120 Current Per Capita Tax, Sec	41,000.00	0.00	21,896.42	2,249.38	19,103.58	46	
6141 Current Per Capita Tax, Act	41,000.00	0.00	21,239.39	2,249.37	19,760.61	48	
6143 Local Services Tax	40,000.00	0.00	8,057.14	4,787.78	31,942.86	79	
6151 Cur Earned Income Tax, Act 511	2,340,000.00	0.00	539,980.15	267,423.89	1,800,019.85	76	
6153 Cur Real Est Trans Tax, Act	225,000.00	0.00	111,765.87	24,082.94	113,234.13	50	
6154 Cur Amusement Tax, act 511	45,000.00	0.00	8,364.98	0.00	36,635.02	81	
6411 Del. Real Estate Taxes	775,000.00	0.00	452,826.50	125,692.41	322,173.50	41	
6420 Del. Per Cap Tx, Sec 679	2,000.00	0.00	0.00	0.00	2,000.00	100	
6441 Del Act 511 Per Cap Taxes	20,000.00	0.00	11,696.77	787.88	8,303.23	41	
6451 Del Act 511 Earned Income	15,000.00	0.00	4,072.83	1,475.93	10,927.17	72	
6510 Interest-invest/int Bear Cnk	5,050.00	0.00	2,713.85	650.83	2,336.15	46	
6710 Admissions	60,000.00	0.00	0.00	0.00	60,000.00	100	
6740 Fees	0.00	0.00	8,755.10	890.00	-8,755.10	-999	
6831 Rev From Other Lea's	5,000.00	0.00	0.00	0.00	5,000.00	100	
6832 IDBA	225,000.00	0.00	0.00	0.00	225,000.00	100	
6910 Rentals	50,000.00	0.00	7,371.00	1,050.00	42,629.00	85	
6940 Patron-tuition	8,000.00	0.00	0.00	0.00	8,000.00	100	
6942 Summer School Tuition	0.00	0.00	3,750.00	0.00	-3,750.00	-999	
6944 Other Tuition From Patrons	16,000.00	0.00	0.00	0.00	16,000.00	100	
6990 Miscellaneous Revenue	64,403.00	0.00	8,998.20	7,270.39	55,404.80	86	
6991 Refunds & Other Mis. Rev.	0.00	0.00	24,967.11	220.22	-24,967.11	-999	
6000 Function (R) Total	19,226,072.00	0.00	15,448,984.46	1,161,107.93	3,777,087.54	19	
7000 Revenue From State Sources							
7110 Basic Instructional Subsidy	9,085,000.00	0.00	2,691,752.52	0.00	6,393,247.48	70	
7240 Driver Education-student	2,800.00	0.00	3,605.00	0.00	-805.00	-28	
7271 Spec Educ-school Aged Pupil	1,548,000.00	0.00	706,689.00	235,563.00	841,311.00	54	
7310 Transportation (reg/add'l)	1,716,005.00	0.00	473,755.00	0.00	1,242,250.00	72	
7320 Rentals/sinking Fund Pmts	0.00	0.00	1,028,429.43	1,028,429.43	-1,028,429.43	-999	
7330 Medical/dental Services	46,000.00	0.00	0.00	0.00	46,000.00	100	
7340 Property Tax Reimbursement	861,653.00	0.00	861,652.67	0.00	0.33	0	
7505 grant	314,000.00	0.00	0.00	0.00	314,000.00	100	

Date: 12/05/16
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Ending Date: 11/30/16

Blackhawk School District
 Account Summary Report 2016-2017
 Expenditure Accounts - with Activity Only

ALL	Fund 10	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	*Rem
100	Personal Services - Salaries	15,279,952.00	4,826,407.13	1,157,544.83	0.00	10,453,544.87	68
200	Personal Services-employee	9,433,713.00	3,382,138.81	751,537.25	0.00	6,051,574.19	64
300	Purchased Profes. And Tech.	935,821.00	318,481.06	125,667.89	6,653.48	610,686.46	65
400	Purchased Property Services	655,892.00	230,714.92	59,219.98	10,238.44	414,938.64	63
500	Other Purchased Services	4,540,298.00	1,703,399.18	376,513.62	7,465.55	2,829,433.27	62
600	Supplies	1,419,561.00	449,712.35	54,673.31	71,644.37	898,204.28	63
700	Property	545,024.00	238,249.39	4,741.82	31,164.50	275,610.11	51
800	Other Objects	1,510,348.00	687,147.09	1,650.00	1,149.00	822,051.91	54
900	Other Financing Uses	1,577,900.00	551,030.87	0.00	0.00	1,026,869.13	65
10	Fund (E) Total	35,898,509.00	12,387,280.80	2,531,548.70	128,315.34	23,382,912.86	65
	Report Totals	35,898,509.00	12,387,280.80	2,531,548.70	128,315.34	23,382,912.86	65

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Ending Date: 11/30/16

Blackhawk School District
 Account Summary Report 2016-2017
 Expenditure Accounts - with Activity Only

	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	\$Rem
ALL						
10 Fund 10						
1000 Instruction						
1100 Regular Programs	14,778,208.00	4,866,390.56	1,157,255.35	52,927.77	9,858,889.67	67
1200 Special Programs	4,222,581.00	1,528,233.38	319,396.93	10,222.34	2,684,125.28	64
1300 Vocational Education	1,464,761.00	402,138.87	77,858.63	5,680.02	1,056,942.11	72
1400 Other Instructional Programs	143,246.00	22,533.42	1,396.89	0.00	120,712.58	84
1000 Function (E) Total	20,608,796.00	6,819,296.23	1,555,907.80	68,830.13	13,720,669.64	67
2000 Support Services						
2100 Support Svcs-pupil Personnel	914,231.00	281,615.84	60,943.46	1,973.28	630,641.88	69
2200 Support Svcs-instr. Staff	995,918.00	452,887.64	50,529.63	11,585.12	531,445.24	53
2300 Support Svcs-administration	2,144,061.00	940,630.66	124,373.12	14,154.94	1,189,275.40	55
2400 Support Svcs-pupil Health	419,224.00	127,306.62	32,479.18	1,347.64	290,569.74	69
2500 Support Services-business	574,148.00	197,491.49	48,855.65	3,891.17	372,765.34	65
2600 Operation & Maintenance-plant	3,804,757.00	1,354,593.65	264,716.04	189.24	2,449,974.11	64
2700 Student Transportation	2,123,000.00	656,222.38	217,447.78	0.00	1,466,777.62	69
2800 Support Svcs-central	0.00	0.00	0.00	0.00	0.00	-999
2900 Other Support Svcs	20,500.00	0.00	0.00	0.00	20,500.00	100
2000 Function (E) Total	10,995,839.00	4,010,748.28	799,344.86	33,141.39	6,951,949.33	63
3000 Oper Of Noninstructional Svcs						
3200 Student Activities	1,268,766.00	339,378.80	176,296.04	26,343.82	903,043.38	71
3300 Community Services	5,500.00	5,000.00	0.00	0.00	500.00	9
3000 Function (E) Total	1,274,266.00	344,378.80	176,296.04	26,343.82	903,543.38	71
5000 Other Financing Uses						
5100 Debt Service	3,019,608.00	1,212,857.49	0.00	0.00	1,806,750.51	60
5200 Fund Transfers	0.00	0.00	0.00	0.00	0.00	-999
5000 Function (E) Total	3,019,608.00	1,212,857.49	0.00	0.00	1,806,750.51	60
10 Fund (E) Total	35,898,509.00	12,387,280.80	2,531,548.70	128,315.34	23,382,912.86	65
Report Totals	35,898,509.00	12,387,280.80	2,531,548.70	128,315.34	23,382,912.86	65

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 Time: 11:06:43
 Ending Date: 11/30/16

Blackhawk School District
 Account Summary Report 2016-2017
 Expenditure Accounts - with Activity Only

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	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	*Rem
ALL						
10 Fund 10						
1000 Instruction						
1100 Regular Programs						
100 Personal Services - Salaries	8,459,513.00	2,506,281.48	619,590.23	0.00	5,953,231.52	70
200 Personal Services-employee	5,195,326.00	1,909,963.80	436,731.16	0.00	3,285,362.20	63
300 Purchased Profes. And Tech.	51,271.00	4,173.38	2,661.51	0.00	47,097.62	92
400 Purchased Property Services	30,900.00	8,174.85	0.00	3,625.00	19,100.15	62
500 Other Purchased Services	732,233.00	276,916.17	89,902.75	600.00	454,716.83	62
600 Supplies	245,601.00	129,894.47	8,339.74	40,921.53	74,785.00	30
700 Property	56,424.00	29,389.75	29.96	6,761.24	20,273.01	36
800 Other Objects	6,940.00	1,596.66	0.00	1,020.00	4,323.34	62
1100 Function (Total	14,778,208.00	4,866,390.56	1,157,255.35	52,927.77	9,858,889.67	67
1200 Special Programs						
100 Personal Services - Salaries	1,916,237.00	592,361.70	147,233.74	0.00	1,323,875.30	69
200 Personal Services-employee	1,118,885.00	393,534.57	90,063.23	0.00	725,350.43	65
300 Purchased Profes. And Tech.	152,159.00	38,454.14	28,067.19	0.00	113,704.86	75
500 Other Purchased Services	959,350.00	481,103.96	51,061.69	0.00	478,246.04	50
600 Supplies	49,650.00	20,514.92	2,479.95	4,951.46	24,183.62	49
700 Property	23,800.00	1,629.09	491.13	5,270.88	16,900.03	71
800 Other Objects	2,500.00	635.00	0.00	0.00	1,865.00	75
1200 Function (Total	4,222,581.00	1,528,233.38	319,396.93	10,222.34	2,684,125.28	64
1300 Vocational Education						
100 Personal Services - Salaries	628,245.00	187,600.14	45,278.16	0.00	440,644.86	70
200 Personal Services-employee	374,699.00	124,171.11	27,997.78	0.00	250,527.89	67
400 Purchased Property Services	8,412.00	1,337.30	0.00	1,162.70	5,912.00	70
500 Other Purchased Services	389,650.00	64,930.00	415.73	0.00	324,720.00	83
600 Supplies	55,105.00	23,241.38	4,048.02	4,517.32	27,346.30	50
700 Property	7,800.00	118.94	118.94	0.00	7,681.06	98
800 Other Objects	850.00	740.00	0.00	0.00	110.00	13
1300 Function (Total	1,464,761.00	402,138.87	77,858.63	5,680.02	1,056,942.11	72
1400 Other Instructional Programs						
100 Personal Services - Salaries	78,746.00	9,966.92	0.00	0.00	68,779.08	87
200 Personal Services-employee	46,925.00	9,432.21	1,396.89	0.00	37,492.79	80
300 Purchased Profes. And Tech.	10,500.00	0.00	0.00	0.00	10,500.00	100
400 Purchased Property Services	1,000.00	960.99	0.00	0.00	39.01	4

Date: 12/05/16
 Time: 11:06:43

Ending Date: 11/30/16

Blackhawk School District
 Account Summary Report 2016-2017
 Expenditure Accounts - with Activity Only

	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	%Rem
ALL						
10 Fund 10						
1000 Instruction						
1400 Other Instructional Programs						
500 Other Purchased Services	3,000.00	2,137.30	0.00	0.00	862.70	29
600 Supplies	75.00	36.00	0.00	0.00	39.00	52
700 Property	3,000.00	0.00	0.00	0.00	3,000.00	100
1400 Function (Total	143,246.00	22,533.42	1,396.89	0.00	120,712.58	84
1000 Function (E) Total	20,608,796.00	6,819,296.23	1,555,907.80	68,830.13	13,720,669.64	67
2000 Support Services						
2100 Support Svcs-pupil Personnel						
100 Personal Services - Salaries	523,174.00	159,939.52	32,995.06	0.00	363,234.48	69
200 Personal Services-employee	330,857.00	102,549.28	19,974.83	0.00	228,307.72	69
300 Purchased Profes. And Tech.	49,740.00	17,581.04	7,807.92	0.00	32,158.96	65
500 Other Purchased Services	1,950.00	0.00	0.00	0.00	1,950.00	100
600 Supplies	7,460.00	1,546.00	165.65	1,973.28	3,940.72	53
800 Other Objects	1,050.00	0.00	0.00	0.00	1,050.00	100
2100 Function (Total	914,231.00	281,615.84	60,943.46	1,973.28	630,641.88	69
2200 Support Svcs-instr. Staff						
100 Personal Services - Salaries	303,088.00	96,311.90	21,005.96	0.00	206,776.10	68
200 Personal Services-employee	207,630.00	59,924.48	12,503.68	0.00	147,705.52	71
300 Purchased Profes. And Tech.	88,950.00	41,222.09	6,293.47	6,653.48	41,074.43	46
400 Purchased Property Services	4,960.00	2,987.50	0.00	0.00	1,972.50	40
500 Other Purchased Services	86,560.00	18,357.45	4,250.22	677.00	67,525.55	78
600 Supplies	101,430.00	74,917.49	4,881.10	3,765.87	22,746.64	22
700 Property	203,000.00	158,983.73	1,595.20	488.77	43,527.50	21
800 Other Objects	300.00	183.00	0.00	0.00	117.00	39
2200 Function (Total	995,918.00	452,887.64	50,529.63	11,585.12	531,445.24	53
2300 Support Svcs-administration						
100 Personal Services - Salaries	903,542.00	403,175.90	51,456.01	0.00	500,366.10	55
200 Personal Services-employee	615,526.00	212,536.34	31,568.18	0.00	402,989.66	65
300 Purchased Profes. And Tech.	259,253.00	115,976.00	26,064.37	0.00	143,277.00	55
400 Purchased Property Services	94,880.00	23,625.45	11,828.05	0.00	71,254.55	75
500 Other Purchased Services	203,570.00	161,985.96	1,737.86	6,188.55	35,395.49	17
600 Supplies	47,190.00	8,465.20	1,568.65	7,837.39	30,887.41	65
800 Other Objects	20,100.00	14,865.81	150.00	129.00	5,105.19	25

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Blackhawk School District
 Account Summary Report 2016-2017
 Expenditure Accounts - with Activity Only

	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	\$Rem
ALL						
10 Fund 10						
2000 Support Services						
2300 Function (Total	2,144,061.00	940,630.66	124,373.12	14,154.94	1,189,275.40	55
2400 Support Svcs-pupil Health						
100 Personal Services - Salaries	252,843.00	75,261.38	19,720.81	0.00	177,581.62	70
200 Personal Services-employee	155,686.00	44,614.15	10,712.35	0.00	111,071.85	71
300 Purchased Profes. And Tech.	2,320.00	3,090.00	1,301.50	0.00	-770.00	-33
400 Purchased Property Services	1,540.00	263.50	0.00	0.00	1,276.50	83
500 Other Purchased Services	385.00	45.52	45.52	0.00	339.48	88
600 Supplies	5,750.00	4,032.07	699.00	1,347.64	370.29	6
800 Other Objects	700.00	0.00	0.00	0.00	700.00	100
2400 Function (Total	419,224.00	127,306.62	32,479.18	1,347.64	290,569.74	69
2500 Support Services-business						
100 Personal Services - Salaries	288,060.00	88,682.13	16,627.46	0.00	199,377.87	69
200 Personal Services-employee	174,138.00	76,148.60	12,954.19	0.00	97,989.40	56
300 Purchased Profes. And Tech.	15,000.00	4,000.00	0.00	0.00	11,000.00	73
400 Purchased Property Services	51,150.00	16,725.04	13,373.43	399.00	34,025.96	67
500 Other Purchased Services	23,500.00	8,264.30	4,257.26	0.00	15,235.70	65
600 Supplies	12,000.00	1,371.42	143.31	3,492.17	7,136.41	59
700 Property	3,500.00	0.00	0.00	0.00	3,500.00	100
800 Other Objects	6,800.00	2,300.00	1,500.00	0.00	4,500.00	66
2500 Function (Total	574,148.00	197,491.49	48,855.65	3,891.17	372,765.34	65
2600 Operation & Maintenance-plant						
100 Personal Services - Salaries	1,347,554.00	545,307.53	89,766.27	0.00	802,246.47	60
200 Personal Services-employee	944,675.00	384,053.35	77,012.57	0.00	560,621.65	59
300 Purchased Profes. And Tech.	244,028.00	82,400.00	49,595.00	0.00	161,628.00	66
400 Purchased Property Services	416,050.00	167,039.07	27,896.25	189.24	248,821.69	60
500 Other Purchased Services	4,600.00	568.02	34.02	0.00	4,031.98	88
600 Supplies	692,800.00	173,099.18	20,381.98	0.00	519,700.82	75
700 Property	139,000.00	2,126.50	29.95	0.00	136,873.50	98
800 Other Objects	16,050.00	0.00	0.00	0.00	16,050.00	100
2600 Function (Total	3,804,757.00	1,354,593.65	264,716.04	189.24	2,449,974.11	64
2700 Student Transportation						
500 Other Purchased Services	1,943,000.00	642,517.33	205,481.87	0.00	1,300,482.67	67

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Blackhawk School District
 Account Summary Report 2016-2017
 Expenditure Accounts - with Activity Only

	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	\$Rem
ALL						
10 Fund 10						
2000 Support Services						
2700 Student Transportation						
600 Supplies	180,000.00	13,705.05	11,965.91	0.00	166,294.95	92
2700 Function (Total	2,123,000.00	656,222.38	217,447.78	0.00	1,466,777.62	69
2800 Support Svcs-central						
600 Supplies	0.00	0.00	0.00	0.00	0.00	-999
2800 Function (Total	0.00	0.00	0.00	0.00	0.00	-999
2900 Other Support Svcs						
500 Other Purchased Services	20,500.00	0.00	0.00	0.00	20,500.00	100
2900 Function (Total	20,500.00	0.00	0.00	0.00	20,500.00	100
2000 Function (E) Total	10,995,839.00	4,010,748.28	799,344.86	33,141.39	6,951,949.33	63
3000 Oper Of Noninstructional Svcs						
3200 Student Activities						
100 Personal Services - Salaries	578,950.00	161,518.53	113,871.13	0.00	417,431.47	72
200 Personal Services-employee	269,366.00	65,210.92	30,622.39	0.00	204,155.08	76
300 Purchased Profes. And Tech.	62,600.00	11,584.41	3,876.93	0.00	51,015.59	81
400 Purchased Property Services	47,000.00	9,601.22	6,122.25	4,862.50	32,536.28	69
500 Other Purchased Services	171,500.00	46,573.17	19,326.70	0.00	124,926.83	73
600 Supplies	22,500.00	-1,110.83	0.00	2,837.71	20,773.12	92
700 Property	108,500.00	46,001.38	2,476.64	18,643.61	43,855.01	40
800 Other Objects	8,350.00	0.00	0.00	0.00	8,350.00	100
3200 Function (Total	1,268,766.00	339,378.80	176,296.04	26,343.82	903,043.38	71
3300 Community Services						
500 Other Purchased Services	500.00	0.00	0.00	0.00	500.00	100
800 Other Objects	5,000.00	5,000.00	0.00	0.00	0.00	0
3300 Function (Total	5,500.00	5,000.00	0.00	0.00	500.00	9
3000 Function (E) Total	1,274,266.00	344,378.80	176,296.04	26,343.82	903,543.38	71
5000 Other Financing Uses						
5100 Debt Service						
800 Other Objects	1,441,708.00	661,826.62	0.00	0.00	779,881.38	54
900 Other Financing Uses	1,577,900.00	551,030.87	0.00	0.00	1,026,869.13	65
5100 Function (Total	3,019,608.00	1,212,857.49	0.00	0.00	1,806,750.51	60

Date: 12/05/16
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Blackhawk School District
 Account Summary Report 2016-2017
 Expenditure Accounts - with Activity Only

	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	\$Rem
ALL						
10 Fund 10						
5000 Other Financing Uses						
5200 Fund Transfers						
900 Other Financing Uses	0.00	0.00	0.00	0.00	0.00	-999
5200 Function (Total	0.00	0.00	0.00	0.00	0.00	-999
5000 Function (E) Total	3,019,608.00	1,212,857.49	0.00	0.00	1,806,750.51	60
10 Fund (E) Total	35,898,509.00	12,387,280.80	2,531,548.70	128,315.34	23,382,912.86	65
Report Totals	35,898,509.00	12,387,280.80	2,531,548.70	128,315.34	23,382,912.86	65



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Nate Goodrich Date request submitted: 11/22/16

Date(s) of Field Trip: 12/12/16 Title of Field Trip: Performance for Rotary Club of Beaver Falls

Names of other Teachers in attendance: None

Group or class: BHS Chamber Players (Orchestra) School: BHS Duration of Trip: 2 hrs.

Location of Trip: Salvation Army of Beaver Falls Number of Students involved: 5

Substitute required: YES NO Number of days of substitute time: 1/2 Day

Bus costs: Van Private cars (whose): None


Financial support promised from other agencies (Student Council, PTO, etc.): None

Other expenses: None

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:

This is an opportunity for students from the BHS Orchestra (BHS Chamber Players) to perform and give back in the community. It is also a chance for them to showcase what they've learned this year!

Signature of Lead Sponsoring Teacher:  Date: 11/22/16

Signature of Building Principal/Superintendent:  Date: 11/22/16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Nate Goodrich Date request submitted: 11/22/16

Date(s) of Field Trip: 1/26/17 through 1/28/17 Title of Field Trip: District 2,3,5 Orchestra

Names of other Teachers in attendance: Nate Goodrich

Group or class: BHS Orchestra School: BHS Duration of Trip: 1/26-28/17 *2 school days*

Location of Trip: Indiana Area Junior High School Number of Students involved: 5

Substitute required: YES NO Number of days of substitute time: 2

Bus costs: Van Private cars (whose): none

Financial support promised from other agencies (Student Council, PTO, etc.): None

Other expenses: See Conference Request Form

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
District 2,3,5 Orchestra is a yearly festival that allows students to participate in a 150 Symphonic Orchestra with the best students from Western PA. This year 5 BHS students qualified!!!

Signature of Lead Sponsoring Teacher: *Nate Goodrich* Date: 11/22/16

Signature of Building Principal/Superintendent: *[Signature]* Date: 11/22/16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Linkenheimer Date request submitted: 9-16-16

Date(s) of Field Trip: 3-1-17 Title of Field Trip: TSA TEAMS HS Competition

Names of other Teachers in attendance: NA

Group or class: TSA School: BHS Duration of Trip: 1 Day

Location of Trip: BVIU Number of Students involved: 16

Substitute required: YES NO Number of days of substitute time: 1/2 Day 1 Teacher

Bus costs: \$300.00 Private cars (whose): _____

Financial support promised from other agencies (Student Council, PTO, etc.): _____

Other expenses: _____

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
Students will be will have the opportunity to compete against other school throughout the state in an engineering math based academic competition.

Signature of Lead Sponsoring Teacher: [Signature] Date: 9-16-16

Signature of Building Principal/Superintendent: [Signature] Date: 9/20/16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Linkenheimer Date request submitted: 9-16-16

Date(s) of Field Trip: 3-2-17 Title of Field Trip: TSA TEAMS MS Competition

Names of other Teachers in attendance: NA

Group or class: TSA School: HMS Duration of Trip: 1 Day

Location of Trip: BVIU Number of Students involved: 16

Substitute required: YES NO Number of days of substitute time: 1/2 Day 1 Teacher PM

Bus costs: _____ Private cars (whose): School Van

Financial support promised from other agencies (Student Council, PTO, etc.): _____

Other expenses: _____

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
Students will be will have the opportunity to compete against other school throughout the state in an engineering math based academic competition.

Signature of Lead Sponsoring Teacher: [Signature] Date: 9-16-16

Signature of Building Principal/Superintendent: [Signature] Date: 9-16-16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Anita Steppe Date request submitted: 9-9-16

Date(s) of Field Trip: March 8 2017 Title of Field Trip: 1984

Names of other Teachers in attendance: Joy Winters

Group or class: English Club School: High school Duration of Trip: 1 school day

Location of Trip: Pittsburgh, PA Number of Students involved: 40

Substitute required: YES NO Number of days of substitute time: 1 day for 2 teachers

Bus costs: paid by students Private cars (whose): none

Financial support promised from other agencies (Student Council, PTO, etc.): none

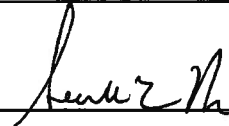
Other expenses: tickets--paid for by students

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:

1984 is a literary classic and a text that is a part of our curriculum. It would be advantageous for students to see a live performance of such a classic not just for its literary merits but also because of its dystopian themes and historical content.

Signature of Lead Sponsoring Teacher:  Date: 9/9/16

Signature of Building Principal/Superintendent:  Date: 9/20/16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Jeff Tripodi Date request submitted: September 19, 2016

Date(s) of Field Trip: February 7, 2017 Title of Field Trip: Presidents tournament (Academic Games)

Names of other Teachers in attendance: _____

Group or class: Gifted support/Academic Games School: BHS Duration of Trip: one day

Location of Trip: Geneva College Number of Students involved: appx. 15

Substitute required: YES NO Number of days of substitute time: one


Bus costs: \$140 Private cars (whose): _____

Financial support promised from other agencies (Student Council, PTO, etc.): _____

Other expenses: _____

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
Students will compete against other Beaver County schools' academic teams

Signature of Lead Sponsoring Teacher:  Date: 9.19.2017

Signature of Building Principal/Superintendent:  Date: 9/20/16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Jeff Tripodi Date request submitted: 9.15.2016

Date(s) of Field Trip: February 22, 2017 Title of Field Trip: Academic Games: Equations tournament

Names of other Teachers in attendance: n/a

Group or class: Gifted support/Academic Games School: Blackhawk High School Duration of Trip: one day

Location of Trip: Center Stage Number of Students involved: approximately 15

Substitute required: YES NO Number of days of substitute time: one day

Bus costs: \$165 Private cars (whose): _____

Financial support promised from other agencies (Student Council, PTO, etc.): _____

Other expenses: Registration (\$3.50/student)

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
Students will compete against other Beaver County schools' academic teams

Signature of Lead Sponsoring Teacher: Date: 9.15.2016

Signature of Building Principal/Superintendent: Date: 9/20/16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Jeff Tripodi Date request submitted: 9.15.2016

Date(s) of Field Trip: April 28-May 2, 2017 Title of Field Trip: Academic Games national tournament

Names of other Teachers in attendance: _____

Group or class: Gifted support/Academic Games School: Blackhawk High School Duration of Trip: five days

Location of Trip: Wheeling, WV Number of Students involved: TBD (between seven and 15)

Substitute required: YES NO Number of days of substitute time: three days

Bus costs: n/a Private cars (whose): Parent chaperones

Financial support promised from other agencies (Student Council, PTO, etc.): _____

Other expenses: Registration and student lodging (appx. \$435/student), teacher transportation (car: 145 miles roundtrip) and meals, incidentals

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
Students will compete nationally against other schools' academic teams

Signature of Lead Sponsoring Teacher:  Date: 9.15.2016

Signature of Building Principal/Superintendent:  Date: 9/20/16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Sarah Shuleski Date request submitted: 9/20/16

Date(s) of Field Trip: 4/28/16 Title of Field Trip: YSU English Festival

Names of other Teachers in attendance: Lauren Bartoe, Dana Cox

Group or class: 7-8th grade students School: Highland Duration of Trip: 1 day

Location of Trip: Youngstown Number of Students involved: 30

Substitute required: YES NO Number of days of substitute time: 1 day

Bus costs: 1 bus Private cars (whose): none

Financial support promised from other agencies (Student Council, PTO, etc.): Students will contribute to registration fees and bus costs

Other expenses: _____

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:

The YSU English Festival provides students with the opportunity to read and write in a college type setting. Students read up to 7 books selected by the festival committee and participate in reading and writing sessions throughout the day. Art, writing, and music contests are provided prior to the festival.

Signature of Lead Sponsoring Teacher:

Date: 9/20/16

Signature of Building Principal/Superintendent:

Date: 9.26.16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Linkenheimer Date request submitted: 9-23-16

Date(s) of Field Trip: 5-18-17 Title of Field Trip: Blackhawk TSA Pittsburgh Pirates Education Days Field Trip

Names of other Teachers in attendance: Moll, Biega

Group or class: TSA School: HMS Duration of Trip: 1 Day

Location of Trip: PNC Park Number of Students involved: 30

Substitute required: YES NO Number of days of substitute time: 2 1/2 1 Day

Bus costs: \$350 Private cars (whose): _____

Financial support promised from other agencies (Student Council, PTO, etc.): _____

Other expenses: All expenses for this trip will be paid by the students participating.

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:

The middle school Blackhawk TSA chapter will participate in a variety of education based activities while attending a Pittsburgh Pirates baseball game.

Signature of Lead Sponsoring Teacher: [Signature] Date: 9-23-16

Signature of Building Principal/Superintendent: [Signature] Date: 9.26.16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



THE A.G. MAURO COMPANY
310 ALPHA DRIVE, PITTSBURGH, PA 15238
TELEPHONE: (412)782-6600
FAX: (412)963-6913
ARCHITECTURAL HARDWARE, DOORS & SPECIALTIES

QUOTE NO. AJP111416-1 REV-1
DECEMBER 1, 2016

BLACKHAWK SCHOOL DISTRICT
ATTN: MR. CRAIG ZEIGLER
EMAIL: zeiglerc@bsd.k12.pa.us
JOB NAME: INTERMEDIATE SCHOOL
JOB LOCATION:

WE HEREBY PROPOSE TO FURNISH THE FOLLOWING MATERIALS:

- A) FINISH HARDWARE
 - 12 EA. HINGES BB1191 4-1/2" X 4-1/2" X 26D X NRP
 - 2 EA. RIM PANIC DEVICES 8810 X 32D X EXIT ONLY
 - 1 EA. RIM PANIC DEVICE 16-70-8810-ETL X 32D X DUMMY TRIM X CYLINDER DOGGING X LESS BEST CORE TO BE SUPPLIED BY OWNER
 - 1 EA. RIM PANIC DEVICE 16-70-8806-ETL X 32D X STOREROOM FUNCTION X TWO CYLINDER DOGGING X LESS BEST CORE TO BE SUPPLIED BY OWNER
 - 2 EA. STEEL MULLIONS 980S
 - 4 EA. DOOR CLOSERS EN 1431-P9
 - 2 EA. THRESHOLDS
 - 4 EA. DOOR SWEEPS
 - 2 PIECES WEATHER STRIPPING

- B) HOLLOW METAL
 - 4 EA. HOLLOW METAL DOORS 3'0" X 7'2" X 1-3/4" X 18 GAUGE X GALVANIZED X 6" X 36" NARROW LITE GLAZED WITH 1/2" INSULATED GLASS X SIZED TO FIT EXISTING HOLLOW METAL FRAMES

TOTAL BID PRICE INSTALLED: \$ 10,632.00

QUALIFICATIONS:

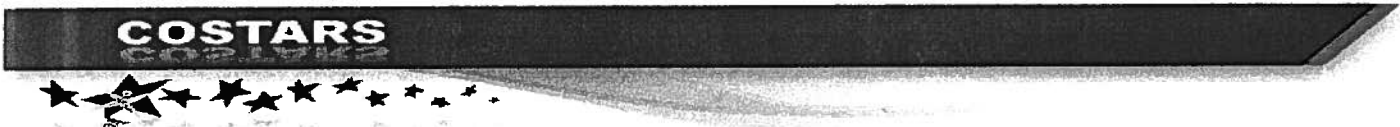
1. ANY FIELD CHANGES OR CORRECTIVE WORK CANNOT BE ASSESSED AGAINST THE A.G. MAURO COMPANY OR RESPECTIVE MANUFACTURERS WITHOUT PRIOR APPROVAL.

PLEASE SIGN AND RETURN THIS QUOTATION IF WE ARE TO PROCEED.
NO FURTHER ACTION WILL BE TAKEN AT THIS TIME.

COSTARS CONTRACT # 008-289

STATE CONTRACT #4400014916

VENDOR #143426



Terms No Retention-Net 30 Days

Quoted By *Angelo J. Papale*

Finance charge of 1-1/4% per month.
 will be applied on invoices after 60 days.

Angelo J. Papale, Ext. 143
 Commercial Sales

All Prices delivered unless noted. All prices quoted herein are guaranteed for fifteen (15) days only unless otherwise noted, and are thereafter subject to change without notice. All quotations made and orders received applying thereto are subject to the approval of our Credit Dept.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, terms and conditions are satisfactory and are hereby accepted.

DATE OF ACCEPTANCE _____ COMPANY _____
 BY _____



Blackhawk School District

Conference Request

.....
 Please forward a hard copy of this document to your building principal.

Employee Name: Tara Jones Building where Employed: Central

Name of Meeting, Event, or Conference: 2017 PDE Data Summit

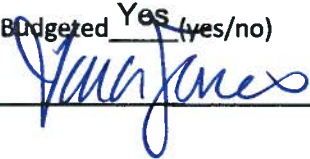
Location of Conference: Hershey, PA

Conference Beginning Date: March 12 Conference End Date: March 15

Purpose of Attendance: PDE PIMS Data Submission requirements / best practices / updates
 (Please list subject or purpose of conference. Ex: Curriculum, Title I, Math)

Substitute Needed: Yes No Dates Absent from School: N/A

Estimated Expenses: Travel \$270 Meals \$80 Lodging \$450 Other \$300
 Budgeted Yes (yes/no) Total \$1100.00

Employee Signature:  Date: 1/29/16

Principal Signature: _____ Date: _____ ASN#: _____

Superintendent Signature:  Date: _____

Note: If you have a conference registration form to fill out and send in, please do so and attach a copy to this form. **District Office will not make reservations-each employee should do this on his/her own.**