

V. Items for Discussion

e. Auditing Services RFP

**EAST STROUDSBURG AREA SCHOOL DISTRICT**



**Business Office**  
**Thomas J. McIntyre, PRSBO**

**Chief Financial Officer**

50 Vine Street

East Stroudsburg, PA 18301

Phone: (570) 424-8500 • Fax: (570) 420-8384

**REQUEST FOR PROPOSAL – AUDIT SERVICES**

The East Stroudsburg Area School District, together with the East Stroudsburg Board of Education, HEREBY GIVES PUBLIC NOTICE THAT SEALED PROPOSALS WILL BE OPENED FOR THE FOLLOWING:

<b>PROPOSAL #</b>	<b>PROPOSAL TITLE</b>	<b>PROPOSAL OPENING DATE</b>	<b>TIME</b>
<b>ESASD – AS19-20</b>	<b>Audit Services</b>	<b>May 15, 2019</b>	<b>2:00 PM</b>

**SPECIFICATIONS**

The East Stroudsburg Area School District (“the District”) is soliciting proposals from independent certified public accounting firms to provide auditing services to the school district for the District’s fiscal years ending June 30, 2019, 2020, and 2021, with possible extensions to include fiscal years ending June 30, 2022 and June 30, 2023.

Proposals will be received by Mr. Thomas McIntyre, Chief Financial Officer, East Stroudsburg School District, 50 Vine Street, East Stroudsburg, PA 18301 until May 15, 2019 at 2:00 PM prevailing time at which time and place there will be a public opening of proposals received.

Proposals should clearly indicate “AUDIT SERVICES PROPOSAL” on the outside of the envelope. Faxed or e-mailed proposals will not be accepted.

No proposal may be withdrawn before 90 days after the date of the opening of the proposals. Tentative plans call for the East Stroudsburg Area Board of Education to review the proposals and to take action to award a contract at its regular public meeting on June 24, 2019.

The East Stroudsburg Board Education reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto, and to further negotiate with any firms submitting proposals.

Information regarding the Request for Proposal for Audit Services and specifications may be obtained from Mr. Thomas McIntyre, Chief Financial Officer, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg PA 18301, (570) 424-8500 ext. 10101, Monday through Friday between 7:45am – 3:45pm as well as on the District’s web site at [www.esasd.net](http://www.esasd.net).

The District reserves the right to reject any and all bids, to waive any informality in any bid or bids and to make such awards that are in the best interest of the East Stroudsburg Area School District.

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
REQUEST FOR PROPOSAL FOR AUDITING SERVICES**

**1. Invitation for Proposal**

The East Stroudsburg Area School District (“the District”) is soliciting proposals from independent certified public accounting firms to provide auditing services to the school district for the District’s fiscal years ending June 30, 2019, 2020, and 2021 with possible extensions for fiscal years ending June 30, 2022 and June 30, 2023 at the District’s discretion.

Proposals will be received by Mr. Thomas McIntyre, Chief Financial Officer, East Stroudsburg School District, 50 Vine Street, East Stroudsburg, PA 18301 until May 15, 2019 at 2:00 PM prevailing time at which time and place there will be a public opening of proposals received.

Proposals should clearly indicate “**AUDIT SERVICES PROPOSAL**” on the outside of the envelope. Faxed or e-mailed proposals will not be accepted.

No proposal may be withdrawn before 90 days after the date of the opening of the proposals. Tentative plans call for the East Stroudsburg Area Board of Education to review the proposals and to take action to award a contract at its regular public meeting on June 24, 2019.

The East Stroudsburg Board Education reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto, and to further negotiate with any firms submitting proposals.

Information regarding the Request for Proposal for Audit Services and specifications may be obtained from Mr. Thomas McIntyre, Chief Financial Officer, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg PA 18301, as well as on the District’s web site at [www.esasd.net](http://www.esasd.net).

**About East Stroudsburg Area School District**

With a student population of approximately 7,200, the District spans over 219 square miles and is located in Monroe and Pike Counties, Pennsylvania. The current District Facilities consist of six elementary buildings, two intermediate schools, and two high schools. The district currently employs 656 teachers, 36 Administrators, and 608 non-instructional support staff. The 2017-2018 annual expenditure budget is \$156,360,840.

**2. Specifications for Proposal**

**A. Term of Agreement**

The District is requesting proposals to provide auditing services for the District’s fiscal years 2018-19, 2019-20 and 2020-21. The District, at its discretion may extend the engagement to include fiscal years 2021-22 and 2022-23.

The District’s fiscal year ends on June 30. Records necessary to conduct the year-end audit are generally available for final review on or about September 1. The audit must be

completed by October 15 of each year with the printed audit available no later than December 15 of each year.

**B. Audit Firm's Qualifications**

Eligible accounting firms shall meet the following specifications:

- Shall have no obligations or interests that conflict with the best interests of the District;
- Shall have successfully complied and be currently in conformity with the membership requirements of the Private Companies Practice Section of the American Institute of Certified Public Accountants quality control program; (or comparable quality control program);
- Shall have received an unqualified peer review opinion from an independent CPA firm in its last review;
- Shall have the professional proficiency to provide the services requested herein;
- Shall have credible experience auditing Pennsylvania school districts;
- Shall be familiar with the Pennsylvania School Systems Manual of Accounting and Related Financial Procedures, the PA Public School Code of 1949, as amended; and with the Federal and State Single Audit Act regulations and guidelines and recent bulletins and directives related to school finance issued by the Pennsylvania Department of Education (PDE) and the PA Auditor General's Office;
- Shall be knowledgeable of the regulations and accounting statements of the Governmental Accounting Standards Board, particularly Statement No. 34 ("GASB Statement #34").
- Shall have at least three Pennsylvania public school districts or public school entities as current clients.

**C. GASB Statement #34**

The District's audit firm will be required to provide audited statements in compliance with GASB Statement #34.

The proposal must address the following tasks and related costs to assist the School District in implementation of GASB Statement #34:

- Meetings to review and identify the reconciling of items to the government-wide financial statements;
- Additional annual work required in preparing or auditing the government-wide financial statements, required supplementary information and management discussion and analysis of financial information.

The proposal shall indicate the firm's experience with the implementation of GASB Statement #34 on behalf of and with other governmental entities. The proposal shall also indicate how the firm has trained its staff in preparation for the implementation of GASB Statement #34.

#### **D. Scope of Audit**

The audit will cover all programs of the District including but not limited to the general fund including athletics, cafeteria fund, student and special activity fund, enterprise fund, private-purpose fund, special revenue fund, capital reserve fund, debt service fund, construction fund and Federal programs.

A minimum of twenty-five prescribed copies of the annual audit report shall be submitted.

The auditors shall observe and review the adequacy of the District's systems of internal control. If material weaknesses are noted, appropriate recommendations shall be reviewed with the Business Manager and the Superintendent of Schools prior to the inclusion in a management letter to the Board of Education of the District.

The audit shall be completed no later than October 15 of each year with the final printed audit report available no later than December 15 of each year.

The District shall reserve the right to request copies of any of the working papers prepared in conjunction with the audit engagement at no additional cost to the District. Such working papers shall be provided on a timely basis, regardless of the status of any current agreements between the District and the audit firm. The audit shall comply with the Single Audit Act implemented by the Federal Office of Management and Budget in accordance with circular A-133 and any subsequent announcements, as applicable.

Audit confirmations (legal, financial, and others) will be prepared by the auditor in final form and mailing costs will be borne by the auditor.

#### **E. Audit Standards**

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures as considered necessary to express such opinions and to render the required reports.

#### **Non-Federal Programs Scope of Work:**

The audit will encompass a financial and internal control audit of the financial records and systems of the District for each covered school year ending June 30<sup>th</sup>. The audit report must give an opinion on the fair presentation of the District's general purpose financial statement in accordance with generally accepted accounting principles and must include a review of the internal controls of the District's accounting systems which include a minimum review of the following:

1. Board Minutes
2. Verification of receipts
3. Expenditures
4. Journal Entries
5. Budget transfers
6. Payroll System
7. Verification of assets and liabilities

8. Reconciliation of bank statements and investments
9. Subsidiary records including insurance

It is expected that the auditor shall perform the following in the normal course of the audit:

1. Analysis of sundry income and expense accounts (other income, sale of assets, legal expenses)
2. Completion of various internal control questionnaires and single audit checklists
3. Management Discussion and Analysis
4. Auditors' Report
5. Notes to Financial Statements
6. Schedule of Expenditures of Federal Awards
7. All other schedules and opinions to be included in the Single Audit Report
8. Annual Report of Revenues and Expenditures for all Special Revenue Funds
9. Schedule of Major/Non-Major Fund Determination
10. Government-wide Financial Statements
11. File the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations
12. Preparation and filing of Federal Audit Clearinghouse SF-SAC
13. Assist the Business Office Staff with the preparation of the Annual Financial Report (AFR) to the Department of Education.

#### **Federal Programs**

The audit will encompass a financial and compliance audit as outlined in the Single Audit Act of 1984, as amended. For a review of each program's compliance, the auditing firm will use the OMB's Compliance Supplement for Single Audits of State and Local Governments, AICPA and PDE Audit guidelines. The auditing firm shall design its own procedures to supplement existing audit steps in order to form an opinion.

The auditing firm shall perform sufficient work to issue a report and render an opinion. All audit work, which can be performed on existing records, must be completed in accordance with the pertinent audit guidelines. Any findings, material weaknesses, instances of material noncompliance, significant deficiencies, and questioned or recommendations for disallowance shall be disclosed, in addition to recommendation for corrective action. All reports shall contain the appropriate Opinion and Disclaimer of Opinion in accordance with current auditing guidelines.

#### **F. Other Services:**

The District may request additional services to be rendered. Services are to be provided based upon an agreed to price prior to the start of additional services being rendered.

The District may request additional meetings with the auditing firm to discuss items not directly related to the audit, the accounting and reporting of which items may impact future year audits. Attendance at these meetings shall be provided at no additional cost to the District.

#### **G. Form of Proposal**

In order to facilitate a uniform audit proposal review process and maximize comparability, it is required that auditing firms submitting proposals organize them in the following manner:

**1. Title Page:**

Statement that the document is a “Proposal for Auditing Services” and list the following information: Name of the auditing firm, local address, phone number, name and email address of lead contact person, and date submitted.

**2. Table of Contents:**

Identify the content by section and page number

**3. Profile of the Audit Firm:**

- i. Explanation of the size and structure of your firm.
- ii. The level of the firm’s technical experience in preparing school audit reports.
- iii. Presentation of names of the individuals who will be authorized to make representations on behalf of the audit firm, including title, address, and telephone number of each.
- iv. Listing of the number of people, individual experience level, and qualifications of the individuals that are expected to conduct the audit for the District. A resume for each individual is suggested. Describe the experience of the senior auditor who will be assigned to the audit and indicate the percentage of time that partner, manager, supervisor and senior auditor will be on site.

**4. Summary of Qualifications:**

- i. Brief statement of understanding of the work to be done and a positive commitment to perform the work within the specified time period.
- ii. State whether your auditing firm is a national, regional, or local firm. Describe the certifications, public school audit experience and the continuing professional education subjects outlined by the Government Auditing Standards of each person assigned to the audit team including the position held on each audit. Provide a copy of the firm’s most current peer review. Describe the firm’s participation in AICPA sponsored quality control programs. Also, briefly describe the firm’s experience with Pennsylvania school district audits and specifically with GASB 34, GASB 45 and GASB 54 reporting requirements.
- iii. Reference list of public school district audit clients including the types of services performed and the length of service with each district.

**5. The firm’s approach to performing:**

Describe the firm’s approach to the audit, including: (i) type of audit program used, (ii) use of statistical sampling, (iii) organization of the audit team and estimate of total job hours, (iv) sample management letter, (v) assistance expected from District staff, and (vi) timeline for conducting the audit.

**6. Fee for Service:**

The fixed fee quote for the audit for the 2019-20, 2020-21, and the 2021-22 fiscal years. Elective fixed fee quotes may also be included for fiscal years 2022-23. The audit proposal may not be withdrawn for a period of ninety (90) days from the date the proposals are opened. A quote form is attached to this Request for Proposal for Auditing Services.

**Evaluation of Proposal**

Proposals will be evaluated using the following criteria:

1. The volume and success of Pennsylvania public school districts auditing experience.
2. The firm's technical experience, as evidence by sample audit reports of other public school districts to be included with the proposal.
3. The experience and professional qualifications of the audit team.
4. Cost of the auditing services.
5. Other supportive considerations as documented by the firm submitting the proposal.

**Additional Information**

1. The District will not be liable for any cost incurred in the preparation of proposals.
2. The audit proposal may not be withdrawn for a period of ninety days from the date the proposals are opened.
3. The submission of a proposal shall be prima facie evidence that the auditing firm has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
4. The auditing firm shall furnish the District such additional information as the District may reasonably require.
5. The District will not be liable and will not pay for any costs not included in the proposal. Specifically, it will not be subject to any fees for "extra work" unless contracted for by separate written agreement approved by the Board of Education and executed by both the auditing firm and the District.
6. The auditing firm will be responsive to the District's requests for miscellaneous payroll tax form processing information and other general accounting and tax matters throughout the year without additional cost to the District.
7. The District reserves the right to conduct interviews of any or all auditing firms prior to selection. The District will not be liable for any costs incurred by the auditing firm in connection with such interview (i.e., travel, reproduction costs, etc.)
8. The District reserves the right to conduct post-proposal and/or pre-contract negotiations with any or all potential auditing firms.
9. The District reserves the right to reject any and all proposals. It retains sole discretion to accept the proposal it considers most favorable to its interest, and the right to waive minor irregularities in the proposals. The District further reserves the right to reject all proposals and seek new proposals when such a process is in the best interest of the District.



10. The District reserves the right to award a contract to the successful applicant for a period of one year, two years, or all three years at its discretion.
11. The District audit reports and annual financial reports for the past 2 years may be viewed at <http://www.esasd.net/business/audit.php>.

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
REQUEST FOR PROPOSALS  
FOR  
AUDITING SERVICES**

Auditing Fee for 2018-19 \$ \_\_\_\_\_

Auditing Fee for 2019-20 \$ \_\_\_\_\_

Auditing Fee for 2020-21 \$ \_\_\_\_\_

Optional Auditing Fee for 2021-22 \$ \_\_\_\_\_

Optional Auditing Fee for 2022-23 \$ \_\_\_\_\_

**Additional Services - Hourly Rate:**

Partner \$ \_\_\_\_\_

Senior Auditor \$ \_\_\_\_\_

Manager \$ \_\_\_\_\_

Staff Accountant \$ \_\_\_\_\_

Supervisor \$ \_\_\_\_\_

Paraprofessional \$ \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Form of Business Entity:** \_\_\_\_\_

**Employer Identification Number:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## V. Items for Discussion

### f. IU Paper & Janitorial Bid Results

NORTHAMPTON/MONROE/PIKE COUNTY JOINT PURCHASING BOARD  
SUMMARY OF BID AWARDS  
2019-2020 SCHOOL YEAR

Item #	District	Company Awarded	Brand Name Awarded	Case Qty	Price/Case	Total Amount
CP-2	East Stroudsburg ASD	W.B. Mason	Pacon	8	\$23.20	\$ 185.60
CP-3	East Stroudsburg ASD	W.B. Mason	Pacon	29	\$23.20	\$ 672.80
CP-4	East Stroudsburg ASD	W.B. Mason	Pacon	20	\$23.10	\$ 462.00
ENV-1	East Stroudsburg ASD	Paper Mart Inc.	Standard	18	\$45.95	\$ 827.10
ENV-2	East Stroudsburg ASD	Paper Mart Inc.	Printmaster	3	\$53.75	\$ 161.25
ENV-3	East Stroudsburg ASD	Paper Mart Inc.	Printmaster	5	\$49.55	\$ 247.75
FT-1	East Stroudsburg ASD	United Sales	Elegant 826-100	342	\$11.00	\$ 3,762.00
IP-1	East Stroudsburg ASD	W.B. Mason	Neenah Exact	73	\$42.88	\$ 3,130.24
IP-10	East Stroudsburg ASD	Paper Mart Inc.	Exact	3	\$37.60	\$ 112.80
IP-12	East Stroudsburg ASD	Paper Mart Inc.	Exact	2	\$37.60	\$ 75.20
IP-13	East Stroudsburg ASD	Paper Mart Inc.	Exact 67#	2	\$37.60	\$ 75.20
IP-14	East Stroudsburg ASD	Paper Mart Inc.	Exact 67#	1	\$37.60	\$ 37.60
IP-15	East Stroudsburg ASD	Paper Mart Inc.	Exact	1	\$37.60	\$ 37.60
IP-2	East Stroudsburg ASD	Paper Mart Inc.	Exact	22	\$50.90	\$ 1,119.80
IP-3	East Stroudsburg ASD	Paper Mart Inc.	Exact	9	\$50.90	\$ 458.10
IP-4	East Stroudsburg ASD	Paper Mart Inc.	Exact	13	\$50.90	\$ 661.70
IP-5	East Stroudsburg ASD	Paper Mart Inc.	Exact	21	\$50.90	\$ 1,068.90
IP-6	East Stroudsburg ASD	Paper Mart Inc.	Exact	13	\$50.90	\$ 661.70
IP-7	East Stroudsburg ASD	Paper Mart Inc.	Exact	9	\$50.90	\$ 458.10
IP-8	East Stroudsburg ASD	Paper Mart Inc.	Exact	17	\$37.60	\$ 639.20
IP-9	East Stroudsburg ASD	W.B. Mason	Neenah Exact	5	\$31.84	\$ 159.20
PT-1	East Stroudsburg ASD	W.B. Mason	Brand - Scott	677	\$28.94	\$ 19,592.38
PT-2	East Stroudsburg ASD	United Sales	Nittany SF4000W	150	\$14.50	\$ 2,175.00
PT-4	East Stroudsburg ASD	W.B. Mason	Brand - Kimberly Clark	47	\$32.41	\$ 1,523.27
PT-5	East Stroudsburg ASD	United Sales	Nittany-MFN4000	300	\$13.05	\$ 3,915.00
PT-6	East Stroudsburg ASD	W.B. Mason	Marcal #P726N	40	\$24.10	\$ 964.00
PT-7	East Stroudsburg ASD	Penn Valley Chemical	Brand-Georgia Pacific	181	\$23.47	\$ 4,248.07
SN-1	East Stroudsburg ASD	W.B. Mason	Brand- Modess	5	\$45.52	\$ 227.60
T-1	East Stroudsburg ASD	W.B. Mason	Brand	4	\$46.50	\$ 186.40
TT-1	East Stroudsburg ASD	W.B. Mason	Atlas -125	75	\$29.34	\$ 2,200.50
TT-2	East Stroudsburg ASD	W.B. Mason	Atlas -235	600	\$23.23	\$ 13,938.00
XP-1	East Stroudsburg ASD	W.B. Mason	Mason Flagship	2,383	\$27.37	\$ 65,222.71
XP-10	East Stroudsburg ASD	W.B. Mason	Firework by Boise	9	\$34.60	\$ 311.40
XP-11	East Stroudsburg ASD	W.B. Mason	Mason Flagship	2	\$30.72	\$ 61.44
XP-12	East Stroudsburg ASD	W.B. Mason	Firework by Boise	29	\$34.60	\$ 1,003.40
XP-13	East Stroudsburg ASD	W.B. Mason	Firework by Boise	21	\$34.60	\$ 726.60
XP-14	East Stroudsburg ASD	W.B. Mason	Mason Circus	15	\$34.60	\$ 519.00
XP-15	East Stroudsburg ASD	W.B. Mason	Firework by Boise	40	\$34.60	\$ 1,384.00
XP-17	East Stroudsburg ASD	Paper Mart Inc.	Report Laser	2	\$48.00	\$ 96.00
XP-2	East Stroudsburg ASD	W.B. Mason	Mason Flagship	35	\$38.83	\$ 1,359.05
XP-3	East Stroudsburg ASD	W.B. Mason	Mason Circus	42	\$34.60	\$ 1,453.20
XP-4	East Stroudsburg ASD	W.B. Mason	Mason Circus	38	\$34.60	\$ 1,314.80
XP-5	East Stroudsburg ASD	W.B. Mason	Mason Circus	46	\$34.60	\$ 1,591.60
XP-6	East Stroudsburg ASD	W.B. Mason	Firework by Boise	16	\$34.60	\$ 553.60
XP-7	East Stroudsburg ASD	W.B. Mason	Mason Circus	24	\$34.60	\$ 830.40
XP-8	East Stroudsburg ASD	W.B. Mason	Mason Circus	17	\$34.60	\$ 588.20
XP-9	East Stroudsburg ASD	W.B. Mason	Mason Circus	22	\$34.60	\$ 761.20
	East Stroudsburg ASD Total			5,436		\$ 141,760.66

## V. Items for Discussion

g. Waste Management Landfill Dumping Agreement



# INDUSTRIAL WASTE & DISPOSAL SERVICES AGREEMENT

COMPANY: Waste Management of PA, Inc  
A WASTE MANAGEMENT COMPANY

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Authorized Signature*

Name: Thomas Ashelman

Title: Sr 3rd Party Ind Acct Mgr

Effective Date: \_\_\_\_\_ *Date*

CUSTOMER: East Stroudsburg Area School District

Address: 50 Vine Street

City/State/Zip: East Stroudsburg, PA 18301

Signed: \_\_\_\_\_  
*Authorized Signature*

Name: Thomas McIntyre

Title: CFO

Initial Term: 36 months *Date*

## AGREEMENT

This INDUSTRIAL WASTE & DISPOSAL SERVICES AGREEMENT, consisting of the terms and conditions set forth herein, and Exhibit A, and/or Confirmation Letter(s) and the Profile Sheet(s) entered into from and after the date hereof from time to time (all of the foregoing being collectively referred to as the "Agreement"), is made as of the Effective Date shown above by and between the Customer named above, on its and its subsidiaries and affiliates behalf (collectively, "Customer") and the Waste Management entity named above ("the Company").

## TERMS AND CONDITIONS

**1. SERVICES PROVIDED.** The Company and/or its affiliates will provide Customer with collection, management, transportation, disposal, treatment and recycling services ("Services") for Customer's non-hazardous Solid Waste, Special Waste, Hazardous Waste, and/or Recyclables, as described on Exhibit A and/or Confirmation Letter(s) and/or applicable Profile Sheets (collectively "Industrial Waste"). All Industrial Waste that is generated, handled and/or collected by Customer shall be managed exclusively by Company during the term of this Agreement. "Solid Waste" means garbage, refuse and rubbish including those which are recyclable but excluding Special Waste and Hazardous Waste. "Special Waste" includes polychlorinated biphenyl ("PCB") wastes, industrial process wastes, asbestos containing material, petroleum contaminated soils, treated/de-characterized wastes, incinerator ash, medical wastes, demolition debris and other materials requiring special handling in accordance with any applicable federal, state, provincial or local laws or regulations. "Hazardous Waste" means any hazardous, toxic, or radioactive substances, as such terms are defined by any applicable federal, state, provincial or local laws or regulations. "Nonconforming Waste" means waste that (a) is not in conformance with waste descriptions given by Customer under this Agreement, in an Exhibit A, Confirmation Letter(s) or the Profile Sheet incorporated herein; (b) is prohibited from being received, managed or disposed of at a transfer, storage or disposal facility used hereunder by federal, state or local law, regulation, ordinance, permit or other legal requirement; (c) is non-hazardous Solid Waste that contains regulated Special Waste or Hazardous Waste; (d) is or contains any infectious waste, radioactive, volatile, corrosive, flammable, explosive, biomedical, biohazardous material, regulated medical or hazardous waste or toxic substances, as defined pursuant to or listed or regulated under applicable federal, state or local law, except as stated on Exhibit A, the Profile Sheet or Confirmation Letter; or (e) contains information protected by federal, state or local privacy or data security laws, including but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA").

**2. CUSTOMER WARRANTIES.** Customer hereby represents and warrants that all Industrial Waste collected by or delivered to the Company shall be in accordance with waste descriptions given in this Agreement and shall not be or contain any Nonconforming Waste. When the Company handles Special or Hazardous Waste for Customer, Customer will provide the Company with a Generator's Waste Profile Sheet ("Profile Sheet") describing all Special or Hazardous Waste, and provide a representative sample of such waste on request. In the event this Agreement includes transportation by the Company, Customer shall, at the time of tender, provide to the Company accurate and complete documents, shipping papers or manifests as are required for the lawful transfer of the Industrial Waste under all applicable federal, state or local laws or regulations. Tender or delivery shall be considered nonconforming if not in accordance with this Section. Customer further represents and warrants that it will comply with all applicable laws, ordinances, regulations, orders, permits or other legal requirements applicable to the Industrial Waste. Customer shall provide the Company and its Subcontractors a safe work environment for Services performed on any premises owned or controlled by Customer.

**3. TERM OF AGREEMENT; RIGHT OF FIRST REFUSAL.** The Initial Term of this Agreement shall be as set forth above and if no such term is set forth above, it shall be 36 months, commencing on the Effective Date set forth above. This Agreement shall

automatically renew thereafter for additional terms of twelve (12) months each ("Renewal Term") unless either party gives to the other party written notice of termination at least ninety (90) days prior to the termination of the then-existing term; provided however, that the terms and conditions of this Agreement shall remain in full force and effect, in accordance with its terms, with respect to any uncompleted or unfinished Services provided for in an Exhibit A, Confirmation Letter and/or Profile Sheet until such Services are completed. Customer grants to Company a right of first refusal to match any offer relating to services similar to those provided hereunder which Customer receives (or intends to make) upon termination of this Agreement for any reason and Customer shall give Company prompt written notice of any such offer and a reasonable opportunity to respond to it.

**4. INSPECTION; REJECTION OF WASTE.** Title to and liability for Nonconforming Waste shall remain with Customer at all times. Company shall have the right to inspect, analyze or test any waste delivered by Customer. If Customer's Industrial Waste is Nonconforming Waste, Company can, at its option, reject Nonconforming Waste and return it to Customer or require Customer to remove and dispose of the Nonconforming Waste at Customer's expense. Customer shall indemnify, hold harmless (in accordance with Section 9) and pay or reimburse Company for any and all costs, damages and/or fines incurred as a result of or relating to Customer's tender or delivery of Nonconforming Waste or other failure to comply or conform to this Agreement, including costs of inspection, testing and analysis. Company also may reject any Industrial Waste that could adversely impact the receiving facility, or Company may terminate the Agreement or the applicable Exhibit A related to such Industrial Waste.

**5. SPECIAL HANDLING; TITLE.** If Company elects to handle, rather than reject, Nonconforming Waste, Company shall have the right to manage the same in the manner deemed most appropriate by Company given the characteristics of the Nonconforming Waste. Company may assess and Customer shall pay additional fees associated with delivery of Nonconforming Waste, including, but not limited to, special handling or disposal charges, and costs associated with different quantities of waste, different delivery dates, modifications in operations, specialized equipment, and other operational, environmental, health, safety or regulatory requirements. Title to and ownership of acceptable Industrial Waste shall transfer to Company upon its final acceptance of such waste.

**6. COMPANY WARRANTIES.** Company hereby represents and warrants that: (a) Company will manage the Industrial Waste in a safe and workmanlike manner in full compliance with all valid and applicable federal, state and local laws, ordinances, orders, rules and regulations; and (b) it will use disposal and recycling facilities that have been issued permits, licenses, certificates or approvals required by valid and applicable laws, ordinances and regulations necessary to allow the facility to accept, treat and/or dispose of Industrial Waste. Except as provided herein, Company makes no other warranties and hereby disclaims any other warranty, whether implied or statutory.

**7. LIMITED LICENSE TO ENTER.** When a Customer is transporting Industrial Waste to a Company facility, Customer and its subcontractors shall have a limited license to enter a disposal facility for the sole purpose of off-loading Industrial Waste at an area designated, and in the manner directed, by Company. Customer shall, and shall ensure that its subcontractors, comply with all rules and regulations of the facility, as amended. Company



# Industrial Waste & Disposal Services Agreement

# Exhibit A

Profile number: \_\_\_\_\_ TSR: Christy McCalla Sales person: Thomas Ashelman

### A. GENERATOR

1. Name: East Stroudsburg Area School District  
2. Address: 50 Vine Street  
City: East Stroudsburg County: \_\_\_\_\_  
State: PA ZIP code: 18301

### B. CUSTOMER BILLING INFORMATION

1. Name: East Stroudsburg Area School District  
2. Address: 50 Vine Street  
City: East Stroudsburg  
State: PA ZIP code: 18301

### C. FACILITY

1. Name(s): Grand Central Landfill  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Contact name: Thomas McIntyre  
4. Email: thomas-mcintyre@esasd.net  
5. Phone: 570-424-8500 6. Fax: \_\_\_\_\_  
7. P.O. number: \_\_\_\_\_

### D. MATERIAL

1. Name: C&D/MSW  
2. Anticipated volume: \_\_\_\_\_

### E. CHARGES

See Attached

DESCRIPTION	RATE	MINIMUM
Base Disposal Rate "ALL IN" - MONROE COUNTY ONLY	\$73.00	

Other services not listed above will incur additional charges that vary by location and are subject to change without notice. Payment of invoice represents agreement of such charges.

### F. COMMENTS

See Attached

Customer acknowledges and agrees that, notwithstanding anything to the contrary in section 8 of the Terms and Conditions of this Agreement, Company can adjust all pricing provided herein, and can adjust or impose a disposal volume limitation, at any time on ten (10) days' advance written notice to Customer. Customer may not broker the disposal of Industrial Waste through third parties under this Agreement without Company's express written consent.

The work contemplated by this Exhibit A is to be done in accordance with the terms and conditions of the Industrial Waste & Disposal Services Agreement or other contractual agreement between the parties dated: . YOUR ACCEPTANCE OF THESE TERMS CREATES A BINDING AGREEMENT AS FOLLOWS: (I) TYPE OR SIGN YOUR NAME AND TITLE WHERE INDICATED BELOW OR (II) YOUR TENDER OR DELIVERY TO COMPANY OF THE INDUSTRIAL WASTE DESCRIBED IN THE COMPANY APPROVED PROFILE SHEET AND (IF APPLICABLE) CONFIRMATION LETTER SHALL CONSTITUTE YOUR ACCEPTANCE OF THESE TERMS WITHOUT YOUR SIGNATURE.

The work contemplated by this Exhibit A is to be done in accordance with the terms and conditions of the Industrial Waste & Disposal Services Agreement or other contractual agreement between the parties dated: \_\_\_\_\_

COMPANY \_\_\_\_\_ COMPANY \_\_\_\_\_  
 By: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Title: \_\_\_\_\_





## V. Items for Discussion

### h. MCTI Excess Funds

# MONROE CAREER AND TECHNICAL INSTITUTE

## NOTES TO FINANCIAL STATEMENTS

June 30, 2018

### Discount Rate

The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

### Sensitivity of the MCTI's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following represents the net pension liability, calculated using the discount rate of 7.25%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.25%) or 1-percentage point higher (8.25%) than the current rate:

	<u>1% Decrease</u> <u>6.25%</u>	<u>Current</u> <u>Discount</u> <u>Rate</u> <u>7.25%</u>	<u>1% Increase</u> <u>8.25%</u>
MCTI's proportionate share of the net pension liability	<u>\$19,515,000</u>	<u>\$15,854,000</u>	<u>\$12,763,000</u>

### Pension Plan Fiduciary Net Position

Detailed information about the PSERS' fiduciary net position is available in PSERS Comprehensive Annual Financial Report which can be found on the system's website at [www.psers.state.pa.us](http://www.psers.state.pa.us).

## (9) DUE FROM/TO MEMBER SCHOOL DISTRICTS

Member district contributions are determined annually and are based upon budgeted operating revenues and expenditures which are allocated based upon projected average daily membership. Any deficiency or excess of contributions are either billed or credited to each member district at year end. The amount due to member districts at June 30, 2018 was calculated as follows:

	<u>Pocono</u> <u>Mountain</u>	<u>East</u> <u>Stroudsburg</u>	<u>Pleasant</u> <u>Valley</u>	<u>Stroudsburg</u> <u>Area</u>	<u>Total</u>
Calculated % of budget	31.083%	22.501%	27.963%	18.453%	100.00%
Net operating expenses to be funded	\$ 2,288,672	\$ 1,656,769	\$ 2,058,941	\$ 1,358,711	\$ 7,363,093
Contributions received during 2018	<u>(2,532,348)</u>	<u>(1,833,252)</u>	<u>(2,278,224)</u>	<u>(1,503,432)</u>	<u>(8,147,256)</u>
Due to member districts at June 30, 2018	<u>\$ (243,676)</u>	<u>\$ (176,483)</u>	<u>\$ (219,283)</u>	<u>\$ (144,721)</u>	<u>\$ (784,163)</u>

The land and buildings and improvements owned by the Authority are operated by the MCTI under a long-term lease rental agreement. Pursuant to the lease rental agreement, each member district has pledged its full faith, credit and taxing power to pay for its proportionate share of debt service obligations and administrative fees incurred by the Authority to acquire, hold, construct, improve, maintain, own or lease, in the capacity of lessor or lessee, buildings and facilities for the benefit of the MCTI. The prior lease rental agreement expired November 2016.

## V. Items for Discussion

### i. 2019-20 Budget Update

# EAST STROUDSBURG AREA SCHOOL DISTRICT

2019-20 BUDGET

DRAFT 2

4/8/19



# DRAFT 1

- ▶ Anticipated Revenues \$159,417,071
- ▶ Anticipated Expenses \$164,326,728
- ▶ Expenses > Revenues \$ 4,909,657

# BUDGET ADJUSTMENTS - REVENUES

Account	Draft 1	Draft 2	Change	Reason
Real Estate Transfer Tax	\$ 950,000	\$ 1,050,000	\$ 100,000	Est. based on last 3 years.
Bond Reimb. From State	\$ 1,125,000	\$ 1,375,500	\$ 250,500	Est. based on increase in Ratio Rates.
Soc Sec Reimb	\$ 2,491,494	\$ 2,711,120	\$ 219,626	Share of additional cost
PSERS Reimb	\$11,313,537	\$12,409,956	\$ 1,096,419	Share of additional cost

# BUDGET ADJUSTMENTS - EXPENSES

Account	Draft 1	Draft 2	Change
Salaries	\$66,915,088	\$66,895,824	(\$ 19,264)
Fringe Benefits	\$48,410,344	\$48,303,757	(\$ 106,587)

## Reasons for the Change

- ▶ Increased Professional Staff by 1 extra step in first Draft.
- ▶ Added Teacher Substitutes back into Salaries with the cancellation of the ESS Contract.
- ▶ Added 6 additional Professional staff based on District needs.
- ▶ Included anticipated retirements.

# BUDGET ADJUSTMENTS - EXPENSES CON'T

Account	Draft 1	Draft 2	Change
300 - Professional Services	\$8,895,850.84	\$7,727,595	(1,168,255)

## Reasons for the Change

- ▶ Added Maintenance Agreement, Also removed a double budgeted alarm monitoring.
- ▶ ESS Substitutes Moved into Salaries.
- ▶ IU Cost Reduction based on last 3 yrs average.
- ▶ Added Security Training to Conference fees.
- ▶ Reduction in professional services in pupil services based on three year average.



# BUDGET ADJUSTMENTS - EXPENSES CON'T

Account	Draft 1	Draft 2	Change
400 - Contracted Services	\$3,526,274	\$2,317,677	(\$1,208,596)

## Reasons for the Change

- ▶ Removed seal coating parking lots, line painting, crack sealing at Bushkill, Resica, & Smithfileld.

# BUDGET ADJUSTMENTS - EXPENSES CON'T

Account	Draft 1	Draft 2	Change
500 - Other Purchased Services	\$9,066,220	\$9,051,364	(\$14,856)

## Reasons for the Change

- ▶ Reduced Based on recent IU20 Budget.
- ▶ Increased Chapter 15 Services Est. based on last 3 year average.
- ▶ Charter School Payment Reduction based on last 3 year average.
- ▶ Increase in MCTI Budget.
- ▶ Lowered insurance premiums.

# BUDGET ADJUSTMENTS - EXPENSES CON'T

Account	Draft 1	Draft 2	Change
600 - Supplies	\$6,159,365	\$6,118,897	(\$40,467)

## Reasons for the Change

- ▶ Added headsets for both Football Teams.
- ▶ Added Library costs based on student enrollment.
- ▶ Reduction in Energy use after reviewing the last 3 year average.
- ▶ Reduction in Supplies after reviewing the last 3 year average.

# BUDGET ADJUSTMENTS - EXPENSES CON'T

Account	Draft 1	Draft 2	Change
700 - Property	\$3,449,462	\$3,209,262	(\$240,200)

## Reasons for the Change

- ▶ Removal of the purchase of a bucket truck, Dump Truck, lawn mower, police vehicle.

# BUDGET ADJUSTMENTS - EXPENSES CON'T

Account	Draft 1	Draft 2	Change
800 - Other Objects	\$6,136,505	\$6,076,305	(\$ 60,200)

## Reasons for the Change

- ▶ Reduced the Senior Rebate projection based on the last 3 year average.

# PROPOSED BUDGET DRAFT 2

- ▶ Anticipated Revenues \$161,083,616
- ▶ Anticipated Expenses \$161,468,302
- ▶ Expenses > Revenues \$ 384,686

# Additional Staffing Requests not in current proposed budget

- ▶ **Three Elementary Assistant Principals.**
  - ▶ Salary \$66,000 + Benefits \$48,754 = \$114,754 per position.
  - ▶ Total additional cost to the district - \$344,262
- ▶ **Add seven (7) District Psychologist to the staff to replace the 8 Psychologist contracted with CIU #20.**
  - ▶ Estimate a 12 month Salary \$70,000 + Benefits \$50,491 = \$120,491 per position.
  - ▶ Total additional Salary and Benefit cost to the district - \$843,434
  - ▶ CIU20 2019/2020 Contract is estimated at \$887,220
  - ▶ The estimated savings to the District - \$43,786

# NEXT STEPS

- ▶ Continue to Evaluate Staffing Needs.
- ▶ Reflect cost savings on the computer leases.
- ▶ Reflect cost savings on new copier lease agreement.
  - ▶ Currently budgeted \$216,289.66 for 2019/2020 fiscal year.
  - ▶ After awarding new three year contract the estimated annual costs will be \$156,142.51.
  - ▶ Savings of \$60,147.50 (Change will be reflected in the Proposed Final Budget)
- ▶ Insurance renewals.
- ▶ Board will need to approve a Proposed Final Budget at the May Board meeting.



EAST STROUDSBURG AREA SCHOOL DISTRICT  
2019 - 2020 PROPOSED BUDGET

Row Labels	Function Description	19/20 Draft 2	Sum of 18/19 Original Budget	Sum of 17/18 Actual	Sum of 16/17 Actual	Sum of 15/16 Actual
6000	Local Revenue	(\$108,705,004.00)	(\$108,705,004.00)	(\$106,445,153.44)	(\$102,676,677.37)	(\$104,179,278.36)
7000	State Revenue	(\$45,754,328.00)	(\$44,087,591.00)	(\$45,654,568.78)	(\$44,603,818.75)	(\$38,582,963.39)
8000	Federal Revenue	(\$4,374,284.00)	(\$3,914,602.00)	(\$3,669,619.75)	(\$3,666,969.75)	(\$2,695,532.72)
9000	Other Revenue	(\$2,250,000.00)	(\$3,088,415.00)	(\$639,120.55)	(\$3,664,239.49)	(\$26,410,220.89)
<b>Grand Total</b>		<b>(\$161,083,616.00)</b>	<b>(\$155,035,343.00)</b>	<b>(\$154,006,462.52)</b>	<b>(\$154,611,705.36)</b>	<b>(\$171,867,995.36)</b>

Row Labels	Function Description	Object Description	19/20 Draft 2	Sum of 18/19 Original Budget	Sum of 17/18 Actual	Sum of 16/17 Actual	Sum of 15/16 Actual
1100	Regular Instruction						
100	Salaries	Salaries	\$33,225,438.00	\$31,099,751.00	\$30,537,304.04	\$30,536,060.97	\$31,345,616.35
200	Benefits	Benefits	\$21,968,624.00	\$21,197,729.00	\$21,300,231.00	\$17,428,879.68	\$17,835,276.86
300	Professional Services	Professional Services	\$101,258.00	\$91,240.00	\$83,020.50	\$93,278.46	\$22,368.00
400	Contracted Services	Contracted Services	\$195,306.91	\$197,274.91	\$167,885.59	\$170,140.44	\$219,883.38
500	Other Purchased Services	Other Purchased Services	\$1,973,740.00	\$2,035,170.00	\$2,573,446.78	\$1,882,707.58	\$2,253,091.64
600	Supplies	Supplies	\$1,381,315.36	\$1,764,184.12	\$1,409,388.11	\$1,641,639.92	\$1,327,123.21
700	Property	Property	\$27,246.07	\$18,025.00	\$15,302.03	\$99,478.57	\$31,764.48
800	Other Objects	Other Objects	\$10,739.00	\$8,942.00	\$5,885.00	\$6,850.81	\$8,193.50
	<b>Regular Instruction Total</b>		<b>\$58,883,667.34</b>	<b>\$56,412,316.03</b>	<b>\$56,092,463.05</b>	<b>\$51,859,036.43</b>	<b>\$53,043,317.42</b>
1200	Special Education						
100	Salaries	Salaries	\$10,511,605.00	\$9,596,724.00	\$9,127,009.64	\$9,494,993.89	\$9,789,347.68
200	Benefits	Benefits	\$8,728,570.00	\$8,322,527.00	\$7,726,014.21	\$6,606,054.35	\$6,998,349.62
300	Professional Services	Professional Services	\$4,639,089.84	\$4,346,115.00	\$4,692,331.47	\$4,399,350.07	\$3,757,382.44
400	Contracted Services	Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$592.20
500	Other Purchased Services	Other Purchased Services	\$2,138,775.00	\$1,841,175.00	\$1,827,729.21	\$1,604,529.52	\$1,691,853.88
600	Supplies	Supplies	\$397,443.41	\$172,950.00	\$43,395.99	\$61,109.13	\$72,366.89
700	Property	Property	\$256,000.00	\$0.00	\$0.00	\$3,521.25	\$6,510.02
800	Other Objects	Other Objects	\$700.00	\$0.00	\$1,753.65	\$558.00	\$542.40
	<b>Special Education Total</b>		<b>\$26,672,183.25</b>	<b>\$24,279,491.00</b>	<b>\$23,418,234.17</b>	<b>\$22,170,116.21</b>	<b>\$22,316,945.13</b>
1300	Vocational Education						
100	Salaries	Salaries	\$511,581.00	\$522,630.00	\$486,483.74	\$531,408.81	\$529,365.97
200	Benefits	Benefits	\$350,187.00	\$370,204.00	\$356,009.80	\$316,416.79	\$315,007.54
300	Professional Services	Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500	Other Purchased Services	Other Purchased Services	\$1,922,938.00	\$1,884,738.00	\$1,632,490.96	\$1,846,560.98	\$1,800,733.22
600	Supplies	Supplies	\$13,160.00	\$14,146.00	\$1,993.00	\$5,500.87	\$15,658.50
700	Property	Property	\$0.00	\$0.00	\$0.00	\$0.00	\$1,387.00
800	Other Objects	Other Objects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Vocational Education Total</b>		<b>\$2,797,866.00</b>	<b>\$2,791,738.00</b>	<b>\$2,476,977.50</b>	<b>\$2,699,887.45</b>	<b>\$2,662,152.23</b>
1400	Other Instr Programs						
100	Salaries	Salaries	\$165,373.00	\$182,623.00	\$182,789.16	\$286,112.41	\$262,322.05
200	Benefits	Benefits	\$106,992.00	\$122,917.00	\$123,671.03	\$140,255.03	\$121,875.37
300	Professional Services	Professional Services	\$525,000.00	\$865,000.00	\$850,707.55	\$822,413.39	\$943,026.02
400	Contracted Services	Contracted Services	\$1,000.00	\$1,000.00	\$0.00	\$519.24	\$1,301.61
500	Other Purchased Services	Other Purchased Services	\$450,000.00	\$330,000.00	\$452,114.05	\$439,275.94	\$287,739.80
600	Supplies	Supplies	\$4,400.00	\$4,400.00	\$2,595.19	\$2,945.96	\$4,719.97
700	Property	Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Other Instr Programs Total</b>		<b>\$1,252,765.00</b>	<b>\$1,505,940.00</b>	<b>\$1,611,876.98</b>	<b>\$1,710,221.70</b>	<b>\$1,620,984.82</b>
1500	Non-Public Schools						
300	Professional Services	Professional Services	\$42,004.00	\$39,672.00	\$39,675.00	\$11,471.94	\$9,968.74
	<b>Non-Public Schools Total</b>		<b>\$42,004.00</b>	<b>\$39,672.00</b>	<b>\$39,675.00</b>	<b>\$11,471.94</b>	<b>\$9,968.74</b>
1800	Pre-Kindergarten						
100	Salaries	Salaries	\$21,625.00	\$0.00	\$14,961.00	\$24,123.23	\$17,947.82
200	Benefits	Benefits	\$8,944.00	\$0.00	\$5,535.21	\$8,907.35	\$5,965.13
300	Professional Services	Professional Services	\$0.00	\$0.00	\$8,695.77	\$33,273.77	\$34,468.38

Row Labels	Function Description	19/20 Draft 2	Sum of 18/19 Original Budget	Sum of 17/18 Actual	Sum of 16/17 Actual	Sum of 15/16 Actual
1800	Other Purchased Services		\$0.00	\$0.00	\$92.22	\$0.00
500	Supplies	\$4,600.00	\$4,600.00	\$12,393.65	\$11,238.92	\$15,731.79
600	Property		\$0.00	\$0.00	\$62,718.08	\$12,767.64
700		\$35,169.00	\$4,600.00	\$41,585.63	\$140,353.57	\$86,880.76
2100	Pre-Kindergarten Total					
	Pupil Services					
100	Salaries	\$2,956,401.00	\$2,676,559.00	\$2,560,952.50	\$2,600,509.14	\$2,616,959.63
200	Benefits	\$2,015,045.00	\$1,842,954.00	\$1,731,740.18	\$1,505,499.15	\$1,484,673.73
300	Professional Services	\$1,132,500.00	\$1,040,247.00	\$1,116,985.63	\$1,166,079.16	\$906,062.93
400	Contracted Services	\$2,977.00	\$5,277.00	<del>(\$634.87)</del>	\$377.24	\$1,594.38
500	Other Purchased Services	\$118,406.00	\$80,025.00	\$60,138.12	\$70,728.81	\$54,621.93
600	Supplies	\$24,351.81	\$45,817.01	\$22,738.35	\$21,543.67	\$65,166.83
700	Property		\$1,500.00	\$100.00	\$0.00	\$1,499.00
800	Other Objects	\$6,394.00	\$5,564.00	\$2,854.53	\$4,344.28	\$5,016.00
	Pupil Services Total	\$6,256,074.81	\$5,697,943.01	\$5,494,874.44	\$5,369,081.45	\$5,135,594.43
2200	Instructional Support					
100	Salaries	\$1,319,786.00	\$1,308,763.00	\$1,318,144.81	\$1,479,330.43	\$1,439,846.33
200	Benefits	\$985,244.00	\$870,956.00	\$985,272.12	\$801,171.79	\$700,286.97
300	Professional Services	\$29,570.00	\$232,698.00	\$31,359.55	\$281,863.30	\$78,987.65
400	Contracted Services	\$1,579.00	\$1,579.00	\$1,579.00	\$1,579.00	\$1,532.00
500	Other Purchased Services	\$28,750.00	\$29,437.92	\$19,722.85	\$24,632.54	\$28,228.56
600	Supplies	\$176,802.00	\$180,972.15	\$181,864.13	\$288,749.63	\$140,126.81
700	Property		\$3,000.00	\$0.00	\$0.00	\$2,741.00
800	Other Objects	\$6,200.00	\$6,300.00	\$2,019.00	\$1,595.00	\$254.00
	Instructional Support Total	\$2,547,931.00	\$2,583,706.07	\$2,539,961.46	\$2,878,921.69	\$2,392,003.32
2300	Administration					
100	Salaries	\$3,957,078.00	\$3,667,518.00	\$3,541,256.58	\$3,437,740.48	\$3,449,737.45
200	Benefits	\$2,623,901.00	\$2,418,541.00	\$2,244,064.85	\$1,934,720.16	\$1,927,027.59
300	Professional Services	\$654,400.00	\$504,400.00	\$870,892.99	\$478,955.30	\$334,781.21
400	Contracted Services	\$55,848.25	\$54,426.33	\$43,264.31	\$46,430.29	\$65,308.15
500	Other Purchased Services	\$163,857.00	\$168,739.00	\$178,581.33	\$130,834.61	\$159,838.55
600	Supplies	\$44,927.49	\$57,250.32	\$49,372.60	\$68,570.54	\$73,132.12
700	Property	\$4,500.00	\$4,800.00	\$0.00	\$6,422.41	\$9,728.37
800	Other Objects	\$46,234.00	\$52,734.00	\$55,707.52	\$81,142.12	\$531,046.94
	Administration Total	\$7,550,745.74	\$6,928,408.65	\$6,983,140.18	\$6,184,815.91	\$6,550,600.38
2400	Pupil Health					
100	Salaries	\$1,120,133.00	\$1,077,305.00	\$1,047,701.44	\$1,179,370.14	\$1,166,124.14
200	Benefits	\$802,846.00	\$789,237.00	\$798,970.38	\$756,032.46	\$761,457.70
300	Professional Services	\$27,550.00	\$25,250.00	\$37,324.60	\$37,190.08	\$24,980.00
400	Contracted Services	\$1,382.00	\$1,316.00	\$1,220.00	\$1,112.00	\$1,115.00
500	Other Purchased Services	\$1,055.00	\$1,820.00	\$1,447.28	\$818.42	\$865.55
600	Supplies	\$17,250.00	\$17,224.00	\$14,841.61	\$12,307.69	\$16,075.80
700	Property		\$0.00	\$0.00	\$0.00	\$0.00
800	Other Objects	\$1,740.00	\$1,740.00	\$1,474.00	\$1,632.00	\$2,010.00
	Pupil Health Total	\$1,971,956.00	\$1,913,892.00	\$1,902,979.31	\$1,988,462.79	\$1,972,628.19
2500	Business Affairs					
100	Salaries	\$769,829.00	\$697,658.00	\$725,569.73	\$689,586.01	\$649,722.02
200	Benefits	\$543,628.00	\$503,067.00	\$487,092.49	\$428,442.91	\$408,329.37
300	Professional Services	\$50,000.00	\$57,000.00	\$39,156.70	\$36,218.56	\$34,817.91
400	Contracted Services	\$5,860.00	\$2,650.00	\$3,245.77	\$1,435.89	\$9,230.39
500	Other Purchased Services	\$13,250.00	\$6,000.00	\$11,879.99	\$14,550.70	\$21,292.67
600	Supplies	\$155,600.00	\$148,504.00	\$25,026.18	\$10,107.09	\$8,261.87
700	Property	\$50,000.00	\$50,000.00	\$50,535.00	\$0.00	\$760.00
800	Other Objects	\$5,000.00	\$2,500.00	\$20,093.93	\$2,028.85	\$1,217.23
	Business Affairs Total	\$1,593,167.00	\$1,467,379.00	\$1,372,599.79	\$1,182,370.01	\$1,133,631.46
2600	Plant Ops & Maintenance					
100	Salaries	\$6,046,018.00	\$5,623,926.00	\$5,234,234.60	\$5,192,068.46	\$5,064,103.34
200	Benefits	\$5,129,689.00	\$4,706,791.00	\$4,204,513.24	\$3,629,732.94	\$3,654,859.79
300	Professional Services	\$94,698.00	\$51,600.00	\$81,226.67	\$48,686.28	\$70,524.18
400	Contracted Services	\$1,754,625.07	\$995,204.72	\$1,130,576.17	\$884,792.42	\$792,724.88
500	Other Purchased Services	\$330,050.00	\$326,581.00	\$310,893.97	\$323,550.57	\$324,964.15

Row Labels	Function Description	Object Description	19/20 Draft 2	Sum of 18/19 Original Budget	Sum of 17/18 Actual	Sum of 16/17 Actual	Sum of 15/16 Actual
2600	600	Supplies	\$2,391,000.00	\$2,524,960.00	\$2,429,814.91	\$2,233,475.62	\$1,178,344.04
	700	Property	\$73,400.00	\$143,000.00	\$48,959.94	\$141,188.65	\$182,665.37
	800	Other Objects	\$2,500.00	\$750.00	\$4,154.41	\$668.00	\$919.00
		<b>Plant Ops &amp; Maintenance Total</b>	<b>\$15,821,980.07</b>	<b>\$14,372,812.72</b>	<b>\$13,444,373.91</b>	<b>\$12,454,162.94</b>	<b>\$11,269,104.75</b>
2700		Transportation					
	100	Salaries	\$3,589,131.00	\$3,439,897.00	\$3,321,380.41	\$3,380,976.71	\$3,419,773.61
	200	Benefits	\$3,410,244.00	\$3,346,318.00	\$3,108,145.37	\$2,723,190.80	\$2,785,067.48
	300	Professional Services	\$95,000.00	\$55,000.00	\$70,089.42	\$13,052.06	\$41,205.43
	400	Contracted Services	\$77,400.00	\$109,750.00	\$12,818.70	\$16,909.88	\$12,225.27
	500	Other Purchased Services	\$1,394,000.00	\$621,547.00	\$1,353,949.31	\$1,445,731.00	\$1,351,117.98
	600	Supplies	\$450,099.00	\$427,355.00	\$559,050.93	\$597,019.36	\$666,069.10
	700	Property	\$2,215,735.00	\$4,541,400.00	\$4,273,303.75	\$4,578.01	\$1,843,482.00
	800	Other Objects	\$5,600.00	\$5,600.00	\$7,481.07	\$5,635.82	\$1,672.68
		<b>Transportation Total</b>	<b>\$11,237,209.00</b>	<b>\$12,546,867.00</b>	<b>\$12,706,218.96</b>	<b>\$8,187,093.64</b>	<b>\$10,120,613.55</b>
2800		Central Support					
	100	Salaries	\$1,128,936.00	\$1,078,341.00	\$1,069,219.18	\$990,921.65	\$977,186.70
	200	Benefits	\$846,088.00	\$772,540.00	\$729,358.40	\$610,902.49	\$610,500.93
	300	Professional Services	\$98,465.00	\$82,490.00	\$62,412.77	\$86,989.74	\$145,154.27
	400	Contracted Services	\$132,400.86	\$133,690.86	\$138,734.03	\$117,093.31	\$134,657.41
	500	Other Purchased Services	\$194,750.00	\$188,900.00	\$189,368.61	\$176,767.27	\$205,216.18
	600	Supplies	\$819,722.00	\$748,273.00	\$741,849.31	\$670,273.41	\$621,775.32
	700	Property	\$557,587.50	\$1,835,365.00	\$712,126.91	\$1,220,255.15	\$1,632,955.47
	800	Other Objects	\$6,005.00	\$4,055.00	\$4,165.00	\$3,278.75	\$3,223.00
		<b>Central Support Total</b>	<b>\$3,783,954.36</b>	<b>\$4,843,654.86</b>	<b>\$3,647,234.21</b>	<b>\$3,876,481.77</b>	<b>\$4,330,669.28</b>
2900		Other Support					
	500	Other Purchased Services	\$43,000.00	\$45,000.00	\$43,376.42	\$43,209.15	\$45,725.60
		<b>Other Support Total</b>	<b>\$43,000.00</b>	<b>\$45,000.00</b>	<b>\$43,376.42</b>	<b>\$43,209.15</b>	<b>\$45,725.60</b>
3200		Student Activities					
	100	Salaries	\$1,572,890.00	\$919,968.00	\$1,194,837.68	\$1,217,156.72	\$1,202,959.13
	200	Benefits	\$783,755.00	\$430,488.00	\$548,818.65	\$505,718.43	\$471,015.68
	300	Professional Services	\$185,386.00	\$171,745.00	\$167,209.80	\$157,762.25	\$161,845.84
	400	Contracted Services	\$89,298.59	\$86,336.00	\$80,961.35	\$85,484.40	\$92,501.34
	500	Other Purchased Services	\$276,538.54	\$299,548.00	\$231,705.09	\$269,476.16	\$246,571.29
	600	Supplies	\$185,159.82	\$177,446.00	\$179,751.76	\$194,180.32	\$193,806.92
	700	Property	\$24,794.00	\$13,200.00	\$17,933.67	\$4,062.50	\$8,629.81
	800	Other Objects	\$31,512.20	\$33,721.00	\$41,575.01	\$42,988.43	\$33,599.73
		<b>Student Activities Total</b>	<b>\$3,149,334.15</b>	<b>\$2,132,452.00</b>	<b>\$2,462,793.01</b>	<b>\$2,476,829.21</b>	<b>\$2,410,929.74</b>
3300		Community Services					
	100	Salaries	\$0.00	\$0.00	\$15,110.45	\$13,215.72	\$18,196.28
	200	Benefits	\$52,675.00	\$19,000.00	\$5,600.68	\$4,828.41	\$5,863.73
	300	Professional Services	\$2,255.00	\$1,887.00	\$68,299.71	\$115,838.75	\$95,367.10
	400	Other Purchased Services	\$53,067.00	\$57,779.00	\$692.74	\$1,086.50	\$0.00
	500	Supplies	\$0.00	\$0.00	\$74,982.46	\$60,435.97	\$50,470.70
	600	Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	700	Other Objects	\$107,997.00	\$78,666.00	\$164,686.04	\$195,405.35	\$170,009.81
		<b>Community Services Total</b>	<b>\$107,997.00</b>	<b>\$78,666.00</b>	<b>\$164,686.04</b>	<b>\$195,405.35</b>	<b>\$170,009.81</b>
5100		Debt Service					
	800	Other Objects	\$5,603,680.81	\$5,993,221.00	\$5,248,108.75	\$7,310,005.47	\$10,153,742.32
	900	Other Uses of Funds	\$11,767,618.26	\$11,808,243.06	\$12,604,284.53	\$11,777,206.13	\$33,703,182.26
		<b>Debt Service Total</b>	<b>\$17,371,299.07</b>	<b>\$17,801,464.06</b>	<b>\$17,852,393.28</b>	<b>\$19,087,211.60</b>	<b>\$43,856,924.58</b>
5900		Budgetary Reserve					
	800	Other Objects	\$350,000.00	\$350,000.00	\$0.00	\$0.00	\$0.00
		<b>Budgetary Reserve Total</b>	<b>\$350,000.00</b>	<b>\$350,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>			<b>\$161,468,302.79</b>	<b>\$155,796,002.40</b>	<b>\$152,295,443.34</b>	<b>\$142,515,132.81</b>	<b>\$169,128,684.19</b>

## V. Items for Discussion

### j. Sports Medicine Services Proposal

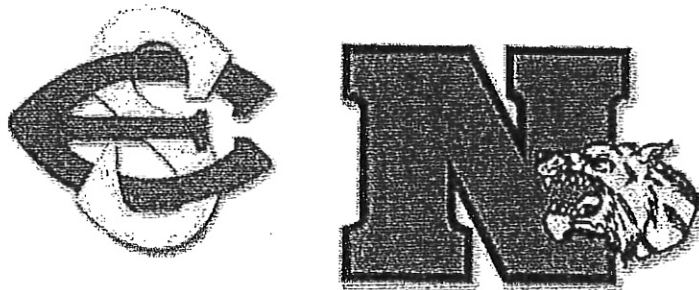


**SPORTS MEDICINE SERVICES PROPOSAL**  
**Athletic Trainer & Physician Servics for District Athletes**  
**St. Luke's University Health Network**

**February 21, 2019**

**Submitted To:**

**East Stroudsburg Area School District**  
**East Stroudsburg, PA**



**Proposal Submitted by:**



**St. Luke's University Health Network**



## **PROPOSAL FOR COMPREHENSIVE SPORTS MEDICINE SERVICES**

The following represents a formal proposal for comprehensive Sports Medicine and Sports Performance Services including, but not limited to, Athletic Trainer, Sports Performance Coaching, and Team Physician Services specifically designed for **East Stroudsburg Area School District and its Affiliates** by **St. Luke's University Health Network**, a nationally recognized, regional, integrated network of non-profit hospitals, physicians and other related specialties ("SLUHN").

### **A. Description of Provider Experiences in Providing the Services**

St. Luke's University Health Network (SLUHN) is pleased to present this comprehensive proposal for Sports Medicine and Sports Performance Services to East Stroudsburg Area School District. As the Region's Largest Hospital System and most highly integrated and nationally recognized Sports Medicine Program we would be honored to work with the East Stroudsburg Area School District Administration and families to set a new standard for care and valued based services in the District. This Program and the related services would be closely tied to our University Health Network with opportunities for innovative educational programming.

St. Luke's is now partnered with more forty (40) secondary school programs across the region including many districts with similar challenges, opportunities, and goals as East Stroudsburg Area. We are the Official Sports Medicine Provider for the Pennsylvania Interscholastic Athletic Association District XI, The Hunterdon, Warren, & Sussex Interscholastic Association (New Jersey) and The Schuylkill League Athletic Association.

For nearly 150 years, St. Luke's has provided outstanding health care to the residents of the Greater Lehigh Valley and Northeastern Pennsylvania. Through its Nationally Recognized Sports Medicine Program and Award Winning Community Health and Preventive Medicine Departments, St. Luke's has invested generously in the local schools and their students, athletes and families. St. Luke's is a leader in giving back to the Community and we envision working collaboratively with the District to extend beyond the traditional sports medicine model to address the critical health and educational priorities discussed during our Discovery Session on February 8, 2019. By creating synergies between our Sports Medicine, Sports Performance, Community Health Department and Graduate Medical Education liaisons we will partner with East Stroudsburg to further strengthen the District's position as an innovator and leader in experiential opportunities for its students. We encourage the District to reach out to the references provided to fully appreciate the quality services and programming we have provided to our partner schools.

This proposal will exceed the expectations of East Stroudsburg's Interscholastic Athletic Programs while complementing and expanding upon the highly valued partnerships that have already been formed in the Community between our many providers and specialty practices. The following services are proposed specifically for East Stroudsburg Area School District.

## **B. Provider Staffing Description for the Comprehensive Sports Medicine Services**

### **Athletic Training Services:**

St. Luke's Athletic Trainers are expected to work with the School Directors (Athletic Directors) to design a schedule that allows for the provision of comprehensive athletic training services throughout the school year including availability during school-sponsored high school sports camps. Services include but are not limited to:

- **Athletic Trainers: Five (5) Licensed Athletic Trainers (LAT)**
  - **Five (5)+ Athletic Trainers** shall work under the on-site direction of the "Coordinator of Athletic Training Services" for the District and have a signed Physician Supervising Agreement which is reviewed and updated annually by a Fellowship-trained Sport Medicine Physician. Athletic Trainers shall meet all Commonwealth licensing requirements and clearances (criminal and medical) required by the District.
  - 1 Full-Time Athletic Trainer: East Stroudsburg South High School\*  
(\*Currently held by Schedule B Employee – AM)
  - 1 Full-Time Athletic Trainer: East Stroudsburg South High School
  - 1 Full-Time Athletic Trainer: East Stroudsburg North High School
  - 1 Part-Time (minimum .7FTE): JT Lambert Intermediate School
  - 1 Part-Time (minimum .7FTE): Lehman Intermediate School
- All Emergency Action Plans, Standard Operating Procedures and Safety Checks shall be reviewed and updated as needed/annual review required. Safe School Sports Award Criteria and Board of Certification Facility Standards will be used to evaluate the Program and recommend improvements.
- The St. Luke's Regional Program Manager and Coordinator of Athletic Training Services for ESASD will work with the District Athletic Directors, Team Physician and ESASD Administration to complete **(1) Pre-Season Physicals, (2) IMPACT Testing and (3) Baseline Sports Performance Testing.**
- **Athletic Trainers** will provide services as specified in the supervising physician agreement. This includes (1) Evaluation/Examination of Injuries, (2) Preventive Care, (3) Emergency Care, (4) Rehabilitation & Reconditioning of Injuries, (4) Electronic Documentation and Reporting of Injuries/Illnesses (5) Budgeting, Inventory and Ordering of supplies, and if applicable (5) Supervision of Athletic Training Students from area colleges/universities.

- **Athletic Trainers and Sports Performance Coaches** will adhere to all criteria otherwise specified in the SLUHN Policy and Procedure Manual and ESASD Agreement as it relates Sports Medicine Services including but not limited to practice and game coverage, arrival to games (home/away) and practices, and pre-season responsibilities.
- **Athletic Trainers and Sports Performance Coaches** schedules may include as many as six days per week and with the approval of the St. Luke's Regional Program Manager, Athletic Trainers may be scheduled for PIAA Sponsored Sunday events or practices. Additional notes:
  - Athletic Training Services available at all PIAA Sport Practices and Games
  - Athletic Training Services at all PIAA Home & Away Varsity Football Games
  - No Additional Charge for Supplemental Athletic Trainers at PIAA Events
  - Services include School and PIAA Sponsored Tournaments, Playoffs, etc.
  - Partner Discounts for Non-School Sponsored Events held at District.
- A **Patient Advocate and Sports Medicine Liaison** will be available to East Stroudsburg Area School District to ensure timely processing of insurance claims, clarity of information regarding appointments and insurance information, and **most importantly, cost containment.**
- In addition, St. Luke's University Health Network works closely with area colleges/universities to provide internship opportunities for students who seek to gain experience under the supervision of appropriately experienced and licensed athletic trainers and other health professionals. With approval of the District, students from these programs will be integrated to strengthen the Sports Medicine Program at the East Stroudsburg Area School District. College/University Athletic Training Students and High School Aides shall perform only those functions permitted by the PA Athletic Training Practice Act.

**Sports Performance Services:      Two (2) Sports Performance Coaches**

- **Baseline Testing** and Complete Analysis of All East Stroudsburg Area School District Athletes – including Middle School School Participants
  - Comprehensive Reporting and Individualization
- **Two (2) Dedicated and Integrated Sports Performance Coaches Onsite (ESS/ESN)**
  - Dedicated CSCS-Certified Performance Coach – 15-20 Hours/Week on Average
  - Onsite Sports Performance and Strength Training –
    - Additional Strength, Speed, Agility, and Power Training Available
  - Summer Weight Room Supervision and Programming
  - Additional Summer Services – Specialty Training/Programs through contracting
- **Most Highly Qualified Sports Performance Team –**
  - National and International Leadership: **John Graham, MS, HFS, CSCS\*D,**
  - 15+ CSCS Certified Strength and Conditioning Specialists
  - Possible Integration with University/College Programs



### **Team Physician and Medical Services:**

- A Primary Care Sports Medicine Specialist and Fellowship Trained Orthopedic Surgeon shall be assigned to oversee the School District's Athletics Program.
- Physician Services at all Home Varsity Football Games.
- Scheduled Athletic Training Room Clinics as needed/upon request
- 24/7 Access to Team Physician (and other specialists) via Cell Phone
- Follow-up within 24 Hours at Specialists
  - Direct Contracting with Secondary Insurance Carrier(s)
- Orthopedic Immediate Care, Urgent Care and Acute Care Hospitals with Streamlined Access
- Physicians shall meet all requirements related to credentialing, clearances (criminal and medical) and supervision.

### **Pre-Participation Physicals:**

- PIAA Pre-Participation Physicals at **NO Additional Cost** for all Middle & High School student-athletes (Dates by mutual agreement).
- Sports Medicine Specialists onsite during Pre-Participation Physicals
- **Integration** with St. Luke's Award Winning Cardiology Team – Sports Cardiology
- Streamlined Cardiovascular Follow-Up Appointments with Specialists in Sports Cardiology

### **Concussion Management:**

- Baseline Concussion Testing including but not limited to ImPACT Concussion Software at **No Additional Cost**. (Middle School – High School Athletes)
- Specialty Trained Physicians (Credentialed ImPACT Specialist) and Athletic Trainers (ITAT).
- Integrated with Specialty Trained Physical Therapists and Concussion Rehabilitation Centers

### **Sports Medicine Education and Related Services: (No Additional Costs)**

- Educational Presentations on topics of interest (Mental Health First Aid, Sport Nutrition, Supplements, Depression, Sport Psychology, Etc.) PIAA Weight Certification Services – Additional Support (AT) provided to partner schools (Middle & High School)
- Injury Prevention Screenings including Motion Analysis and Biomechanical Screenings\*
- Inclusion in Partner VIP Events with Professional Athletes and other Experts

### **Community Health & Preventive Medicine and Career Development Programs:**

- Opportunity to collaborate and gain access to much needed resources through our Community Health and Preventive Medicine Department
- Committee/Task Force to developed structured experiences in both provider and non-provider professions/occupations for ESASD Students. (Georgina Winfield to initiate process along with John Hauth from SLUHN – joined by Team named by Dr. Riker).

- **Leverage Relationship with St. Luke's-Temple Medical School and 20+ Graduate Medical Education Program** – Presentations/Guest Presenters
- **Annual support for requested East Stroudsburg School District Educational Programs**
  - Specialist Participation in ESASD Human Anatomy/Biology Courses
  - **Cadaver Dissections by Orthopedic, Trauma and General Surgeons**
  - Guided Tours at Selected SLUHN Facilities
  - Structured Health Professions Observership Program for interested PSD Students
- **Coaching and Staff Education including:**
  - CPR/AED, First Aid Training and Concussion Education (PIAA Approved)
  - Mental Health First Aid for Coaches
  - Opioid Awareness and Other Topics of Interest
- **Parent and Student Athlete Presentations** – Upon Request
- **Digital/Print Health Related Material for Parents, Students, Community and Staff**
- **Career Day and Health Fair Participation**

**Proposal Terms**

**Term, Renewal Term and Termination:** St. Luke's recommends to the District an initial five year term for this agreement. This will allow for the relationship to mature and for robust educational and career programs to be developed for students in the District.

**Compensation:** For the Services and Programs outlined above, St. Luke's requests an annual compensation of \$49,750.00.

**District Sponsorship Support:**

St. Luke's shall provide a direct sponsorship contribution of \$5,000.00 to the District annually for mutually agreed upon marketing rights. Other projects by mutual agreement between the District and St. Luke's.

**East Stroudsburg Area School District Education Foundation:**

In addition to the direct sponsorship support noted above, St. Luke's University Health Network shall contribute a minimum of \$5,000.00 annually to TEFES to support grants and projects that bring innovation to the East Stroudsburg Area classrooms and create opportunities for ESASD students and teachers to continue their record of high achievement. **(\$5,000.00 Annually)**

**Please refer to the table included with the Price Quote which summarizes Sponsorship Support and other contributions provided to the District as part of our response to the RFP.**

## C. References

### Network and St. Luke's Sports Medicine Resources:

We are providing a list of references and their contact information. Please reach out to these individuals to learn more about the quality services our Network, Sports Medicine and Sports Performance Teams and to fact check information presented in this document and during our discovery sessions earlier this year.

#### **Superintendent:**

Dr. Joseph J. Roy  
Superintendent of Schools  
Education Center  
1516 Sycamore Street  
Bethlehem, PA 18017-6099  
610-861-0500 (Ext. 60250)

#### **Superintendent:**

Mr. John Reinhart  
Superintendent of Schools  
Education Center  
1801 Bushkill Drive  
Easton, PA 18040  
610-250-2400

#### **Business Manager Reference:**

Ms. Stacy M. Gober, CFO  
Education Center  
1516 Sycamore Street  
Bethlehem, PA 18017-6099  
610-861-0500 (Ext. 60201)

#### **School Nurse Reference:**

Mrs. Kathleen Halkins  
Supervisor of Health Services  
Education Center  
1516 Sycamore Street  
Bethlehem, PA 18017-6099  
610-861-0500  
[khalkins@basdschools.org](mailto:khalkins@basdschools.org)

#### **Insurance Industry Expert:**

Mr. James R. Shipp  
Program Manager – Specialist  
A-G Administrators, Inc.  
610-933-0800  
[jshipp@agadm.com](mailto:jshipp@agadm.com)

#### **School Athletic Director References:**

Robert Hartman  
PIAA District XI Chairman  
Director of Athletics  
Whitehall-Coplay School District  
2940 MacArthur Road  
Whitehall, PA 18052  
(610) 437-5081 Ext. 1816  
[hartmanb@whitehallcoplay.org](mailto:hartmanb@whitehallcoplay.org)

Jim Pokrivsak  
Director of Athletics  
Easton Area School District  
401 South 25<sup>th</sup> Street  
Easton, PA 18045  
(610) 250-2575  
[pokrivasj@eastonsd.org](mailto:pokrivasj@eastonsd.org)

Frederick Harris, Director of Athletics  
Liberty High School  
1115 Linden Street  
Bethlehem, PA 18018  
610-691-7200 (Ext. 50951)  
[fharris@basdschools.org](mailto:fharris@basdschools.org)

Nate Stannard, Director of Athletics  
Freedom High School  
3149 Chester Avenue  
Bethlehem, PA 18020  
610-867-5843  
[nstannard@basdschools.org](mailto:nstannard@basdschools.org)

Sylvia Kalazs  
Coordinator of Student Activities/Athletics  
Quakertown Community High School  
215-529-2079  
[skalazs@qcsd.org](mailto:skalazs@qcsd.org)

Robert Kurzweg, Director of Athletics  
Upper Perkiomen School District  
2 Walt Road  
Pennsburg, PA 18073  
[rkurzweg@upsd.org](mailto:rkurzweg@upsd.org)

**PRICE QUOTE FORM FOR COMPREHENSIVE SPORTS MEDICINE SERVICES**  
**ATHLETIC TRAINERS & PHYSICIAN SERVICES FOR DISTRICT**

**East Stroudsburg Area School District**

Annual cost for Athletic Training, Physician and Related Sports Medicine Services as set forth on the Exhibit below. Please note, St. Luke's University Health Network is providing **Five Athletic Trainers, Two Sports Performance Coaches, and Team Physician Services** in this proposal. Educational Programming and related Career Planning is included as a value added component of the proposal. The proposal also includes oversight of an Athletic Training Program Manager, Patient Advocate/Insurance Liaison and Liaison to Network Volunteer Services (Georgina Winfield).

Set fourth the annual cost for **five (5) Athletic Trainers** and two (2) **Sports Performance Coaches** and related **Sports Medicine Services**. Additional Athletic Training and Physician Services related to the East Stroudsburg Area School District Athletics Program shall be provided as a community benefit by St. Luke's University Health Network and its Nationally Recognized Sports Medicine Program. Represents an overall increase in service complement to the athletics program from 3.5FTE to a minimum of 6.0FTE

**5 YEAR PROPOSED CONTRACTS**

<b>CONTRACT YEAR</b>	<b>FEE</b>
<b>2019-2020</b>	<b>\$49,750.00</b>
<b>2020-2021</b>	<b>\$49,750.00</b>
<b>2021-2022</b>	<b>\$49,750.00</b>
<b>2022-2023</b>	<b>\$49,750.00</b>
<b>2023-2024</b>	<b>\$49,750.00</b>

**DISTRICT & FOUNDATION SPONSORSHIP SUPPORT FOR ESASD**

St. Luke's shall provide the following Sponsorship Support to the District, and Foundation. A portion of the District's Sponsorship shall be used to support the needs of the Sports Medicine Program.

**5 YEAR DISTRICT & FOUNDATION SPONSORSHIPS**

School Year	ESASD Sports Medicine Sponsorship	ESASD (TEFES) Foundation Sponsorship
2019-2020	\$5,000.00 (\$2,500.00-South) \$2,500.00-North	\$5,000.00
2020-2021	\$5,000.00 (\$2,500.00-South) \$2,500.00-North	\$5,000.00
2021-2022	\$5,000.00 (\$2,500.00-South) \$2,500.00-North	\$5,000.00
2022-2023	\$5,000.00 (\$2,500.00-South) \$2,500.00-North	\$5,000.00
2023-2024	\$5,000.00 (\$2,500.00-South) \$2,500.00-North	\$5,000.00

V. Items for Discussion

k. Lyman & Ash Invoice

# Lyman & Ash

1612 Latimer Street  
Philadelphia, PA 19103  
(215) 732-7040

# Client Invoice

DATE	INVOICE #
3/29/2019	3125

BILL TO
East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301-0298

Case/Matter
-------------

Special Construction Counsel
------------------------------

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
2/1/2019	MTS	Review of Board of Education Minutes 2002-2004.	1.75	250.00	437.50
2/1/2019	MTS	Email to L. Dymond and others. Review of documents from ESASD re: HS North.	1.67	250.00	417.50
2/5/2019	MTS	Emails with counsel and L. Dymond.	0.17	250.00	42.50
2/6/2019	MTS	Email to L. Dymond.	0.08	250.00	20.00
2/8/2019	MTS	Tel. conf. with L Dymond. tel. conf with witnesses.	0.5	250.00	125.00
2/11/2019	MTS	Review of ESASD documents from Inspection.	1.25	250.00	312.50
2/21/2019	MTS	Emails with ESASD. Tel. conf. with L. Dymond. Review of documents.	0.67	250.00	167.50
2/22/2019	MTS	Tel. conf. with L. Dymond. Review of documents from ESASD.	0.5	250.00	125.00
2/25/2019	MTS	Review of documents. Conf. with L. Dymond. Appear at ESASD for document review. Conf. with Facilities. Review of documents retrieval. Emails with Josh Grice. Emails with R. Lopez.	2.5	250.00	625.00
2/26/2019	MTS	Emails with R. Lopez. Review of documents from Facilities.	2.67	250.00	667.50
2/28/2019	MTS	Review of documents from ESASD. Review of PA Dept of Labor and Industry Documents.	1.58	250.00	395.00
		Total for Michael T. Sweeney, Esq.			3,335.00

<b>Total</b>	<b>\$3,335.00</b>
--------------	-------------------

**Attorneys:**

CPL - Cletus P. Lyman, Esq. MSF - Michael S. Fettner, Esq. MTS - Michael T. Sweeney, Esq.  
PVT - Pearlette Toussant, Esq., of Counsel MJL - Maura J. Lynch, Esq., of Counsel

**Legal Staff:**

RDE - R. Dave Eldridge, SRB - Stephen R. Betts  
PRA - Peter R. Abraldes



## V. Items for Discussion

### 1. Property & Facilities Items

- i. HS North/Lehman Water Heater Replacement  
– D'Huy Engineering – Invoice #48976 -  
\$8,943.76



**D'HUY Engineering, Inc.**  
 One East Broad Street, Suite 310 Bethlehem, PA 18018  
 Phone: 610.865.3000 Fax: 610.861.0181

**INVOICE**

No. 48976  
 02/28/2019

**East Stroudsburg Area School District**

50 Vine Street  
 East Stroudsburg, PA 18301  
 Mr. Tom McIntyre

**High School North & Lehman I.S. Water Heater Replacement**  
**287014**

For Services Rendered From January 26, 2019 To February 22, 2019

DEI Fee = \$17,500 (\$2,500 + 7.5% of estimated cost \$200,000)

**00 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$17,500.00	\$1,556.24	60.00	\$8,943.76

**INVOICE TOTAL      \$8,943.76**

**Prior Billing Information**

<u>Invoice</u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
48879      1/31/2019	\$1,556.24	\$0.00	\$0.00	\$0.00	\$1,556.24
<b>Total Prior Billing</b>	<b>\$1,556.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,556.24</b>

## V. Items for Discussion

### 1. Property & Facilities Items

- ii. Resica Roof Replacement – D’Huy  
Engineering – Invoice #48974 - \$5,499.99



**D'HUY Engineering, Inc.**  
 One East Broad Street, Suite 310 Bethlehem, PA 18018  
 Phone: 610.865.3000 Fax: 610.861.0181

**INVOICE**

No. 48974  
 02/28/2019

**East Stroudsburg Area School District**

50 Vine Street  
 East Stroudsburg, PA 18301  
 Mr. Tom McIntyre

**Resica Elementary School Roof Replacement**  
**287011**

For Services Rendered From January 26, 2019 To February 22, 2019

DEI Fee = 7% of Estimated Cost of \$675,000 = \$47,250

**00 - Basic Services**

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$47,250.00	\$9,450.00	31.64	\$5,499.99

**INVOICE TOTAL      \$5,499.99**

**Prior Billing Information**

<u>Invoice</u>	<u></u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
48716	12/31/2018	\$1,656.02	\$0.00	\$0.00	\$0.00	\$1,656.02
48876	1/31/2019	\$7,793.98	\$0.00	\$0.00	\$0.00	\$7,793.98
<b>Total Prior Billing</b>		<b>\$9,450.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,450.00</b>

## V. Items for Discussion

### 1. Property & Facilities Items

- iii. Tree Removal Services – Bender’s Tree  
Service – \$500.00

# ATTACHMENT VI. H. 2.

Bender's Tree Service LLC  
218 whispering hill dr  
East stroudsburg, PA  
18301 US  
(570) 807-9614  
treebendartom@gmail.co  
m  
http://benderstreesevice.o  
om



ADDRESS  
Esasd  
50 Vine St  
E Stroudsburg, Pa 18301

ESTIMATE 1361

DATE 03/21/2019

ACTIVITY	QTY	RATE	AMOUNT
tree service	1	500.00	500.00

Take down 3 dead trees by ball field at high school south

**TOTAL \$500.00**

Accepted By

Accepted Date



# SINGER'S TREE SERVICE

90 Schoolhouse Road  
 East Stroudsburg, PA 18302  
 (570) 424-1743

Gene Singer

Name East Stroudsburg School Dist. Lot # \_\_\_\_\_  
 Address \_\_\_\_\_ Date 3/15/19  
 Phone \_\_\_\_\_

DESCRIPTION	PRICE	AMOUNT
<i>Remove 2 Oak Trees</i>	<i>1,800.00</i>	
<i>Chip brush</i>		
<i>Haul wood</i>		
<i>Walker Site #1</i>		
TAX		
TOTAL	<i>1,800.00</i>	