

V. Items for Discussion

a. Breakfast/Lunch Pricing

Student and Adult Breakfast and Lunch Price Recommendations for School Year 2020-2021

It is the recommendations that there be no increase of student or adult meal prices for school year 2020 through 2021.

History:

The district has increased the price for “paid” student lunches for the previous four years at a 10 cents increase per paid meal each year.

The district has increased the price for “paid” student breakfast once in the past four years. These increases was 10 cents.

Current Breakfast and Lunch Prices:

Prices for the 2019-2020 academic year:

Elementary	Lunch \$2.55	Breakfast \$1.45
Intermediate	Lunch \$2.65	Breakfast \$1.45
High School	Lunch \$2.65	Breakfast \$1.45
Reduced Meals	Lunch \$.40	Breakfast \$.30
Adult	Lunch \$3.50	Breakfast \$1.90

Proposed Breakfast and Lunch Prices:

Prices for the 2020-2021 academic year: No change

Elementary	Lunch \$2.55	Breakfast \$1.45
Intermediate	Lunch \$2.65	Breakfast \$1.45
High School	Lunch \$2.65	Breakfast \$1.45
Reduced Meals	Lunch \$.40	Breakfast \$.30
Adult	Lunch \$3.50	Breakfast \$1.90

Justification for no increase:

2019-2020 price structure compared to other districts in Monroe County:

ESASD: L (S and I) \$2.65 (E) \$2.55 B (all) \$1.45

PMSD: L (S and I) \$2.40 (E) \$2.00 B (all) \$1.40

PVSD: L (S and I) \$2.85 (E) \$2.75 B (all) \$1.55

SASD: L (S and I) \$2.35 (E) \$2.15 B (all) \$1.10

During School Year 2018-19 the following number of meals were served by category

Lunch

Paid: 224,554

Reduced: 57,243

Free: 409,788

- If the district decided to raise price, each penny increase would equate to \$2245 total additional lunch revenues for the school district. (Based on 174 serving days)

Breakfast:

Paid: 68,811

Reduced: 25,800

Free: 222,743

- If the district decided to raise price, each penny increase would equate to \$688 total additional breakfast revenues for the school district. (Based on 175 serving days)

USDA Price Equity Factor

ESASD FSD has funds in its account. Thus, ESASD FSD is not required to increase lunch or breakfast meal prices.

Other considerations:

The district free and reduced rate is approximately 56.5 % of its enrollment. 44.5% of its students do not qualify for free or reduced priced meals.

- Considering the current economic climate in Monroe County, and potential legislation to not allow an increase in school taxes, it may be prudent to not increase the price for paid meals for the forthcoming school year.

Finally, to assist in offsetting increased costs, the increase of free and reduced reimbursement, though not yet established by USDA for SY 20-21, normally mirrors the social security increase which was 1.6 % for 2020.

- The 1.6% increase would equate to \$26,465 total yearly additional lunch revenues for the school district. (Based on 174 serving days)
- The 1.6% increase would equate to \$9061 total yearly additional breakfast revenues for the school district. (Based on 175 serving days)

5/8/20

V. Items for Discussion

b. Fraud Reporting Service – Lighthouse - \$1,095.00/annually

[Company Name] Anonymous Hotline

To: All Employees

Effective [Date Service Starts] we have engaged Lighthouse Services to provide an anonymous ethics and compliance hotline for all employees of [Company Name]. Attached is our Whistleblower Policy with information on submitting reports. The purpose of the service is to insure that any employee wishing to submit a report anonymously can do so without the fear of retribution.

Employees are encouraged to use the hotline service in cases where their anonymity is desired. Please follow the company standard practices for all reports or issues not requiring anonymity.

Reports may cover but are not limited to the following topics:

Ethical violations	Wrongful Discharge
Unsafe Working Conditions	Internal Controls
Quality of Service	Vandalism and Sabotage
Sexual Harassment	Theft
Discrimination	Conduct Violations
Alcohol and Substance Abuse	Threats
Fraud	Bribery and Kickbacks
Conflict of Interest	Improper Conduct
Theft and Embezzlement	Violation of Company Policy
Violation of the Law	Misuse of Company Property
Falsification of Contract, Reports or Records	

Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law by Lighthouse. However, your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse to a company designee for investigation according to our company policies.

Lighthouse Services toll free number and other methods of reporting are available 24 hours a day, 7 days a week for use by employees and staff.

- **Website:** [www.lighthouse-services.com/\[companywebname\]](http://www.lighthouse-services.com/[companywebname])
- **App: Anonymous Reporting** Keyword: [same as companywebname above]
 - Detailed instructions [here](#)
- **Telephone:**
 - English speaking USA and Canada: xxx-xx-xxxx (not available from Mexico)
 - Spanish speaking North America: (800) xxx-xxxx (from Mexico user must dial 001-800-xxx-xxxx)
- **E-mail:** reports@lighthouse-services.com (must include company name with report)
- **Fax:** (215) xxx-xxxx (must include company name with report)

Regards,

Anonymous Hotline Implementation Letter - Personalized

[Company Name] Anonymous Hotline

To: All Employees

As CEO of [Company Name], I strongly believe that our core values are not simply words written in an employee manual or on a website page. They are something that we all must live by each and every day while striving to make them a cornerstone of our corporate culture.

By ensuring that we make every effort to incorporate values such as honesty, integrity, respect and cooperation into our culture, we also ensure that [Company Name] lives up to the high ethical standards that make each of us proud to be associated with our organization and recognized as a beacon of ethical behavior throughout our industry.

I also believe that nothing is more important to the long-term success of our organization than the well-being of our employees. With your efforts, [Company Name] can achieve the goals that will lead to a bright and prosperous future for all of us. As CEO, I realize that I bear the responsibility to provide a work environment where employees feel safe and can report unethical or improper behavior in complete confidence.

With this in mind, I am pleased to announce that, effective [Date Service Starts], we have engaged Lighthouse Services, Inc. to provide all [Company Name] employees with access to an anonymous ethics and compliance hotline for reporting possible ethics violations. The purpose of this service is to ensure that any employee wishing to submit a report can do so anonymously and without fear of retribution

Since 2003, Lighthouse Services has specialized in providing independent third-party ethics hotline services to organizations of all types and sizes, with a roster consisting of more than 2,000 clients.

For your convenience, Lighthouse Services provides a toll-free number along with several other reporting methods, all of which are available 24 hours a day, seven days a week for use by employees and staff.

- **Website:** [www.lighthouse-services.com/\[companywebname\]](http://www.lighthouse-services.com/[companywebname])
- **Anonymous Reporting App:** Keyword: [same as companywebname above]
 - Detailed instructions [here](#)
- **Telephone:**
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- **E-mail:** reports@lighthouse-services.com (must include company name with report)
- **Fax:** (215) xxx-xxxx (must include company name with report)

Once again, I want to thank each of you for your efforts and I look forward to continuing our work together in building a company culture based on strong core values and the highest ethical principles.

Regards,

REPORTING HOTLINE PROPOSAL



CREATED FOR:

EAST STROUDSBURG AREA SCHOOL DISTRICT

Welcome to Lighthouse Services

Dear Tom McIntyre,

Thank you for your interest in our hotline program. I've enclosed a quotation for our program at \$ 1,085.00 per year. Please refer to the final page of this document for a detailed cost breakdown of our services. Below you will also find information on our additional features that will enhance the value of our proposal.

Reporting Hotlines: Corporate Best Practice

A reporting hotline is an invaluable tool in your effort to eliminate the potential impact of wrongdoing in your organization. It will also help you establish an ethical organizational culture based on integrity and trust. According to the Association of Certified Fraud Examiners, a reporting hotline is the leading method of fraud detection in U.S. companies.

Implementing a hotline service is now widely viewed to be a best practice. To learn more about the benefits of hotline services, please see our informative white paper "[Why Ethics Hotlines Are Considered a Best Practice.](#)"

Remain Compliant with Constantly Evolving Regulations

Our hotlines are used by companies worldwide to cost effectively uncover hidden business risks and address various issues such as loss prevention, ethics and integrity violations, HR related concerns, workplace safety, and other serious matters your stakeholders and employees would like to anonymously report. Our program quickly brings you into compliance with multiple disparate regulatory requirements including:

- Sarbanes-Oxley Act
- Dodd-Frank Act
- Federal Acquisition Regulations
- American Recovery and Reinvestment Act of 2009
- Deficit Reduction Act of 2005
- Federal Sentencing Guidelines

Lighthouse's whistleblower hotlines have been developed to be in compliance with data protection and whistleblower law pronouncements applicable to every governing body mandate or interpretation around the globe.

The Lighthouse Advantage

The company you choose to provide your hotline services is just as important as the decision to implement a hotline in the first place. Lighthouse has been providing third-party hotline services since 2003, and our client roster consists of more than 3,000 organizations with a reporting network covering more than 4 million users.

We have extensive experience in providing hotline services to a wide range of diverse industries including:

- Public companies
- Private companies
- Local and state governments
- Non-profits
- Schools and school districts
- Healthcare agencies, hospitals, and clinics
- Banks and financial institutions

Numerous Benefits for Your Organization

Our hotline services will help you improve risk management and governance, while reinforcing the ethical tone from the top. Here are some of the many features and benefits provided by our services:

- **24/7/365** – We are waiting for reports 24 hours a day, 7 days a week, 365 days a year. We offer reporters 3 levels of anonymity and are available whenever your employees need us.
- **Bundled Services** – You get everything you need to set up and manage your hotline program for one low annual fee.
- **Efficient Implementation** – 1 business day setup. Pain free implementation process requiring minimal customer involvement. Our service can integrate seamlessly with your existing system. Templates and custom program materials available including posters and wallet cards in multiple languages.
- **Toll-Free Access** – Eliminates concerns over confidentiality and any barriers over cost.
- **Open Exchange** – Our service allows users to reconnect with our hotline and add information to an existing report or obtain a status update of a previously submitted report. We can also act as the intermediary between our customer and the reporter to facilitate dialogue.
- **Retention** – All our reports are permanently retained and easily retrieved.
- **Specialized Operators** – Our staff are professionally trained and accustomed to dealing with caller concerns, stress, and frustration.
- **Worldwide Access** – Our hotline services are available on a 24/7/365 basis to companies operating in the U.S. and around the world.
- **Multilingual Services** – Our specialized representatives are available in English and Spanish as well as more than 140 languages with our interpreter services.
- **Independence** – We are an independent third-party provider. Employees feel confident that their anonymity will be respected.
- **Flexibility** – Our reporting network includes 6 reporter engagement options: web, fax, mail, e-mail, text, and toll-free 1-800 live telephonic services.
- **Internal Control** – Multiple party and conditional report routing serve as a check and balance insuring enhanced internal control.
- **Technology** – Using the latest in CTI technology, we have maintained our position on the leading edge of hotline provisioning services.
- **Quality & Experience** – We are widely recognized as an industry leader. Our award-winning call centers offer the expertise to provide solutions for businesses of all sizes and types.

Best-in-Class Case Management System

Our innovative [Case Management System](#) (CMS) provides you with a single source for your compliance reporting activities and is always available at your fingertips. Web-based CMS is a secure and powerful tool to track, address, and monitor all of your incident reporting activities. Our easy to use system allows program administrators to effortlessly manage your incident reports on demand from beginning to resolution. With CMS you can:

- View the detailed incident report online.
- Automatically assign an incident for investigation.
- Set and adjust the risk level, priority, and status of reports.
- Document actions taken and record follow-up and outcome notes.
- Manage and oversee the resolution process.
- Add internal reports for incidents not reported through the Lighthouse system.
- Anonymously dialogue with reporters.
- Analyze trends by linking cases and generating reports and charts.
- Create an audit trail for added internal control.
- Attach files and documents to a record.
- Search the database using keywords and date filters.
- Permit multiple users and manage user permissions.
- Reminder notification emails send configurable email messages to assigned investigators.
- Report rerouting capability if a reviewer is implicated.
- Create customized fields
- Send messages to system users
- Integrate your system data using our application programming interface (API)

Reliable and Dependable Technology

We're equipped to meet your needs from a technological standpoint. We use multiple servers for various functions within our operations. We have multiple PRIs for our phone service and we have two internet service providers to provide redundancy. We have backups for all critical components and emergency procedures in place with on-call management staff available 24/7.

Anonymity is Safeguarded

Our independent third-party system is secure, completely confidential, and offers reporters a superior safeguard of anonymity. We provide Internet reporting via SSL encrypted site and a reporter's IP address is not tracked. All hotline information is kept in a secure environment with access to confidential data username and password protected. Due to the strict confidentiality that our business requires, we deploy robust security in all areas of nonpublic information access.

Your Company's Confidentiality and Security Is Our Top Priority

Confidentiality and security is the cornerstone of a successful reporting hotline program. Our servers are behind firewalls and all systems are regularly patched and updated. Our servers are co-located in a SOC2 certified facility and are backed up regularly with encrypted backups stored off-site meeting HIPAA, SOX, and GLBA requirements.

We adhere to the U.S.-EU Privacy Shield Framework developed by the Department of Commerce in coordination with the European Commission pertaining to the protection of personal data.

Award-Winning Customer Service that Exceeds Industry Standards

As a Lighthouse Services client, you'll have the benefit of knowing that we're always there for you and your employees whenever needed. We will work closely with you and your staff to ensure a seamless hotline implementation. We'll also be there to provide prompt and reliable ongoing support and service in the years to come.

We are exceptionally proud of our award-winning, U.S.-based call centers. Our outstanding customer service is the focus of our call center operations, which includes highlights, such as:

- Lightning-fast response time -- avg. time to answer: 9.3 seconds (for your reference, 1 ring is equal to 6 seconds). Percent of calls answered in 18 seconds: 90.6% (industry standard <= 80)
- Use of script on screen technology
- Professionally trained staff
- Background checks on all our new hires
- Non-disclosure agreement signed by all employees
- Operators must successfully complete a 3-week training course
- Employees must meet our education requirements

We also give you access to a host of additional services and materials that can help you maximize the impact and effectiveness of your hotline including:

- Program promotional and instructional materials (No additional charge)
- Hotline Implementation Guide (No additional charge)
- Collateral materials including wallet cards and posters ([Click here](#) to view & pricing information)
- Customized employee ethics training video (No additional charge)
- Worldwide toll-free number (See quote page for pricing)
- Foreign language reports (See quote page for pricing)
- Comprehensive menu of fee-based e-learning courses ([Click here](#) to learn more)

Lighthouse Services Can Protect Your Organization and Ensure Integrity

Implementing the anonymous third-party hotline services from Lighthouse Services is an important step in protecting your corporate assets, board of directors, shareholders, and employees and ensuring integrity throughout all levels of your organization. Join the more than 3,000 organizations that rely on Lighthouse for obtaining information and delivering solutions.

Prepared By:
Ryan Bronstein
Lighthouse Services, LLC
email: ryan@lighthouse-services.com



Quotation #

14615

Lighthouse Services, LLC

1710 Walton Rd., Suite 204, Blue Bell, PA 19422

Tel: (215) 884-6150 • Fax: (215) 689-3885

24/7/365 Reporting Hotline Quote

PREPARED FOR:

Company: East Stroudsburg Area School District

Name: Tom McIntyre

Title: Chief Financial Officer

Address: 50 Vine St.
East Stroudsburg, PA 18301

Phone: 570-424-8500 Ext: 10121

E-mail: thomas-mcintyre@esasd.net

Date: 2/25/2020

Setup/Startup Fee	Included
Custom Web Landing Page	Included
North America Toll Free Number	Included
Case Management System (CMS)	Unlimited Licenses
Services Outside North America*	Extra
Exclusive Web Reporting URL	Included
Monthly Activity Report	Included
Custom Employee Hotline Training Video	Included
Consultation with Subject Matter Experts	Included
Program Promotional and Instructional Material**	Included
Ethics Assessment Questionnaire	Included
Report Fee (English and Spanish)	Included
Number of Employees	1200
Per Employee Fee	\$0.55
Base Service Fee	\$425.00
Total Annual Fee	\$1,085.00

Foreign Language Reports: Translation services are available in 140 languages. Reports other than English or Spanish are subject to a \$75.00 fee.

Worldwide Toll Free Number: *\$350.00 per year (for reports outside North America).

Collateral Material:

Wallet Cards \$35.00 per 100 (black & white) or \$45.00 per 100 (color)

Laminated Posters

Size	Black & White	Color	Size	Black & White	Color
8 ½ x 11	\$7.00	\$8.00	18 x 24	\$40.00	\$45.00
11 x 17	\$11.00	\$12.00	24 x 36	\$70.00	\$75.00

** Program promotional and instructional material available at no charge includes administrator and employee training material, collateral material artwork, policy templates, website landing page sample content, hotline program introductory letters, and program implementation guidelines.

Other Information: Includes phone, web, email, fax and mail reports. Telephone script customization available for \$300/yr plus programming costs. Web form and phone script changes subject to a one-time programming fee of \$200/hr. Quote valid for 90 days and subject to the terms of our service agreement.

Ethics Training: Includes customized employee ethics hotline training video. Fee based e-Learning courses available.

Prepared By: Ryan Bronstein T: 215.884.6150 F: 215.689.3885 E: ryan@lighthouse-services.com

America's leading hotline provider SM

Lighthouse will illuminate where you can't - let us listen to your employees!



LIGHTHOUSE

Obtaining Information. Delivering solutions.

ANONYMOUS HOTLINE REPORTING SERVICES

Your business deserves the best compliance and ethics standards and practices in the industry.

LIGHTHOUSE will illuminate where others can't.

Let us listen to your employees!

Call 215-884-6150 / 844-709-6000 today, or visit www.Lighthouse-Services.com



ENSURE BUSINESS INTEGRITY

Lighthouse Services provides confidential reporting services to enable corporate management, staff, employees, vendors and customers to report fraud, abuse, ethics, compliance and HR violations.

Who uses our services?

- Public companies
- Private companies
- Local and State governments
- Non-profits
- Schools and School Districts
- Healthcare Agencies, Hospitals and Clinics
- Banks and Financial Institutions

We provide:

- Submission 24/7/365 via -
 - Toll-free live operator services
 - Client branded website
 - Fax, mail, e-mail and SMS text
- 3 levels of reporter anonymity
- Domestic call center
- Dedicated customer service representative
- Web-based case management system
- Next-day setup
- Promotional & instructional materials

WORLDWIDE ACCESS

- 24/7/365 worldwide availability
- Global toll-free number
- 140+ languages
- Complies with country-specific laws
- Foreign language web submission forms
- General Data Protection Regulation (GDPR) compliant



PROTECT YOUR COMPANY

Protect your corporate assets, board of directors, shareholders, management, and employees.

- We're here when your employees need us 24/7/365.
- Our professionally trained representatives are available in English and Spanish as well as over 140 languages.
- Toll-free phone access eliminates concerns over confidentiality and cost barriers.

- Our service allows reporters to reconnect with our hotline and anonymously continue dialog if they wish.
- Reports are permanently retained and easily retrieved.
- We are an independent third-party provider. Employees feel confident that their anonymity will be maintained and respected.
- Improve your risk management and reinforce your ethical tone from the top.
- Manage reports with a comprehensive web-based Case Management System.
- We provide the entire IT infrastructure for your reporting requirements without the need to host software.



LIGHTHOUSE

Delivering the Best Reporting Solutions for Your Organization

At Lighthouse Services, our mission is to deliver a high-level client experience that enables your organization to attain a world-class standard of ethical performance.

By helping you develop best practices in obtaining information through anonymous third-party hotline reporting, you will be able to rapidly respond to ethical dilemmas as they occur.

Call 215-884-6150 / 844-709-6000 today, or visit www.Lighthouse-Services.com



Here are just a few of the ways your organization will benefit by partnering with Lighthouse:

INTEGRITY

Develop an ethical corporate culture that truly reflects your organization's core values.

- Develop a corporate culture based on teamwork and trust.
- Give whistleblowers the opportunity and encouragement to "do the right thing."
- Develop a reputation as a standard setter for ethical behavior within your industry.

PROTECTION

Protect your business as well as your most valuable asset, your employees.

- Protect whistleblowers by providing a mechanism for them to submit anonymous reports.
- Stop minor situations from escalating and prevent them from causing extensive damage through early detection.
- Develop a comprehensive paper trail to protect against potential litigation.

EFFICIENCY

Ensure you obtain all the information you need to conduct the most efficient investigation.

- Develop a permanent record of all case activities.
- Adhere to best practices regarding ethics investigation procedures.
- Ensure that key investigation details are not overlooked.

SUPPORT

Receive ongoing information and support to stay abreast of key ethics issues.

- **Policy templates** - create your own hotline policies with our easy-to-use templates.
- **White papers** - receive an in-depth analysis of best practices in hotline procedures.
- **Newsletters** - get the latest on ethics trends and law changes that directly impact your business.
- **Other Related Services:**
 - **eLearning training** - provide hands-on ethics training to some or all of your employees.
 - **Online suggestion box** - available as an additional feature to your web reporting web page.

EXPERIENCE

Lighthouse's proven track record of success allows you to offer an anonymous reporting hotline to your employees with complete confidence.

- We've been providing third-party hotline services to organizations of all sizes since 2003.
- Our client roster consists of more than 3,000 organizations in all industries.

V. Items for Discussion

d. Current Projects within the District

	Date	JT Lambert Camera Installation	Date	North HS/Lehman Roof Project	Date	North HS/Lehman ATC Upgrade	Date	Resica Roof Project C&D WaterProofing	Date	Resica Flooring Replacement	Date	JT Lambert Flooring Replacement	Date	Smithfield Lot Seal Coating	Date	North HS/Lehman Hot Water Replacement	Totals
Vendor	6071	Guyette Communications	6084	Jottan, Inc	3181	Trane	1237	Corp.		Cope Carpet		LV Flooring		S&G Asphalt		JBM	
Original Bid	4/14/2020	\$ 127,212.00	3/18/2019	\$ 7,008,635.00	10/15/2018	\$ 2,838,638.00	3/18/2019	\$ 667,715.00	4/14/2020	\$ 303,780.00	4/14/2020	\$ 535,800.00	4/14/2020	\$ 41,217.00		\$ 300,000.00	\$ 11,822,997.00
Application 1			7/11/2019	\$ 1,215,862.00	6/27/2019	\$ 254,474.80	8/5/2019	\$ 8,685.00							12/9/2019	\$ 230,850.00	\$ 1,709,871.80
Application 2			8/25/2019	\$ 1,606,698.90	7/11/2019	\$ 582,096.10	8/5/2019	\$ 55,401.75									\$ 2,244,196.75
Application 3			9/3/2019	\$ 251,595.00	8/25/2019	\$ 625,771.38	8/6/2019	\$ 207,513.90									\$ 1,084,880.28
Application 4			9/23/2019	\$ 430,171.08	9/3/2019	\$ 447,537.89	9/3/2019	\$ 176,615.10									\$ 1,054,324.07
Application 5			10/31/2019	\$ 286,863.89	9/12/2019	\$ 424,072.99	9/30/2019	\$ 78,601.50									\$ 789,538.38
Application 6			12/27/2019	\$ 191,004.88	10/31/2019	\$ 169,296.19	10/31/2019	\$ 26,318.25									\$ 386,619.32
Application 7							12/9/2019	\$ 5,175.00									\$ 5,175.00
Application 8							12/31/2019	\$ 32,230.50									\$ 32,230.50
Application 9							3/31/2020	\$ 9,860.00									\$ 9,860.00
																	\$ -
																	\$ -
																	\$ -
																	\$ -
																	\$ -
Total Payments to Date		\$ -		\$ 3,982,195.75		\$ 2,503,249.35		\$ 600,401.00		\$ -		\$ -		\$ -		\$ 230,850.00	\$ 7,316,696.10
Left on Contract		\$ 127,212.00		\$ 3,026,439.25		\$ 335,388.65		\$ 67,314.00		\$ 303,780.00		\$ 535,800.00		\$ 41,217.00		\$ 69,150.00	\$ 4,506,300.90
Completion Percentage		0%		57%		88%		90%		0%		0%		0%		77%	62%
				\$ 451,768.00				\$ 9,700.00									
				30 year warranty				30 year warranty									
D'Huy Engineering 1446	2/28/2020	\$ 5,527.60	9/28/2018	\$ 1,295.33	03/26/2019	\$ 1,556.24	02/27/2019	\$ 1,656.02	3/31/2020	\$ 4,500.00	3/31/2020	\$ 4,500.00	2/28/2020	\$ 560.00	03/26/2019	\$ 1,556.24	\$ 16,091.43
			9/28/2018	\$ 8,179.67	04/16/2019	\$ 8,943.76	03/26/2019	\$ 7,793.98							04/16/2019	\$ 8,943.76	\$ 33,861.17
			12/3/2018	\$ 3,425.00	05/13/2019	\$ 5,267.50	04/16/2019	\$ 5,499.99							05/13/2019	\$ 5,267.50	\$ 19,459.99
			2/27/2019	\$ 8,595.06	06/05/2019	\$ 1,126.25	05/13/2019	\$ 2,000.01							06/05/2019	\$ 1,126.25	\$ 12,847.57
			3/26/2019	\$ 18,500.30	06/25/2019	\$ 2,252.50	06/25/2019	\$ 6,420.03							06/25/2019	\$ 2,252.50	\$ 29,425.33
			3/26/2019	\$ 38,129.94	08/23/2019	\$ 840.00	08/23/2019	\$ 5,638.76							08/23/2019	\$ 840.00	\$ 45,448.70
			5/13/2019	\$ 24,500.28	08/23/2019	\$ 980.00	08/23/2019	\$ 1,372.24							08/23/2019	\$ 980.00	\$ 27,832.52
			6/5/2019	\$ 18,207.30	8/31/2019	\$ 3,938.25	8/31/2019	\$ 4,674.01							8/31/2019	\$ 599.99	\$ 27,419.55
			6/25/2019	\$ 15,000.22	9/27/2019	\$ 1,312.75	9/27/2019	\$ 2,337.00							9/27/2019	\$ 840.00	\$ 19,489.97
			8/23/2019	\$ 20,000.45	10/25/2019	\$ 1,312.75	10/25/2019	\$ 2,337.00									\$ 23,650.20
			8/23/2019	\$ 20,000.45	12/27/2019	\$ 787.65	12/27/2019	\$ 2,337.00									\$ 23,125.10
			8/31/2019	\$ 25,000.20	1/31/2020	\$ 525.10	1/31/2020	\$ 1,402.20									\$ 26,927.50
			8/31/2019	\$ 1,577.48			2/28/2020	\$ 934.80									\$ 2,512.28
			9/27/2019	\$ 25,000.20													\$ 25,000.20
			9/27/2019	\$ 425.00													\$ 425.00
			10/25/2019	\$ 32,367.60													\$ 32,367.60
			12/27/2019	\$ 3,067.25													\$ 3,067.25
			1/31/2020	\$ 2,748.37													\$ 2,748.37
			2/28/2020	\$ 2,295.04													\$ 2,295.04
			3/31/2020	\$ 1,350.14													\$ 1,350.14
		\$ 5,527.60		\$ 269,665.28		\$ 28,842.75		\$ 44,403.04		\$ 4,500.00		\$ 4,500.00		\$ 560.00		\$ 22,406.24	\$ 375,344.91