

V. ITEMS FOR DISCUSSION

- a. PandaDocs eSignature Tool, quote - \$20,950.00

PandaDoc (eSignature Tool) for Special Ed/Pupil Services

A. Why are you requesting the service/needs?

Why: The district is in need of an e-signature document signing tool specifically for IEP's, GIEP's and 504 plans.

Need: At the onset of the COVID pandemic, the district needed a way to obtain signatures for legal documents for gifted and special education students. The district special education and pupil services employees began utilizing the free version of PandaDocs in the interim but ultimately, a more scalable solution is needed.

Suggested equipment: Replace the free version of PandaDocs with the paid version. The paid version of PandaDocs provides centralized accounts for all users in the district, is HIPPA compliant, has unlimited storage, and documents are stored forever.

B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. No, however, the district looked at 3 other eSignature programs in collaboration with the Colonial Intermediate Unit #20. The district feels as though transitioning to a new program (other than PandaDocs) at this juncture would require considerable professional development at additional hard (training fees) and soft (staff time) costs.

- PandaDocs – \$20,950.00. \$18,000 for 16 months, plus \$2,950 premium onboarding (one-time fee).

C. Procurement Method:

- Knowing the free version of PandaDocs had limitations, the district looked at 3 additional programs. Staff have successfully utilized the free version for nearly 19 months. The natural progression of an upgrade pathway due to familiarity of the existing program merits the continual use of the current tool due to staff and parental familiarity.

D. Funds account to be charged for Procurement (Was this purchase budgeted?)

- Yes – 2021-2022 Fiscal Year
- ACCESS Fund (75%), Special Education Account (15%), Pupil Services (10%)
- Account codes
10-1211-650-891-10-000-310-000-9891-
10-1211-650-891-20-000-310-000-9891-
10-1211-650-891-30-000-310-000-9891-
10-1231-650-891-10-000-310-000-9891-
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10-1241-650-891-30-000-310-000-9891-

10-2111-650-000-10-000-009-000-0000-
10-2111-650-000-20-000-009-000-0000-
10-2111-650-000-30-000-009-000-0000-
10-1243-650-000-10-000-390-000-0000-
10-1243-650-000-20-000-390-000-0000-
10-1243-650-000-30-000-390-000-0000-

E. Selection of winning proposal

- PandaDoc
- \$20,950.00

Licensing Proposal

for East Stroudsburg Area School District

Prepared for

Brian Borosh
Director of Technology
East Stroudsburg Area School District
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(570) 424-8060

Prepared by

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Enterprise Sales
PandaDoc
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Licensing Proposal for East Stroudsburg Area School District

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The PandaDoc Impact

Trusted & Proven

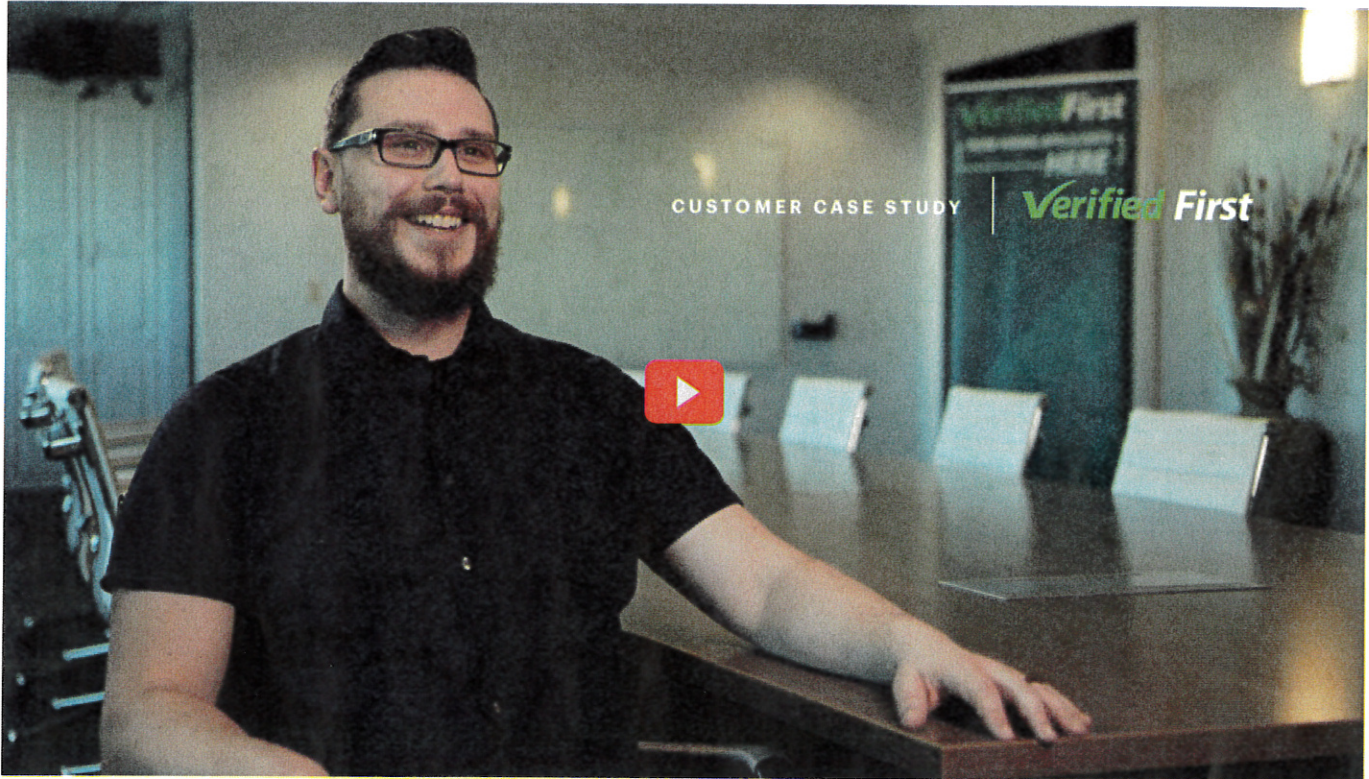
Pricing Overview

Onboarding Timeline

Safe & Secure

Sign Here to Subscribe

The PandaDoc Impact



Verified First is the premier background and drug screening company in North America. Their robust, customizable search solutions help thousands of companies validate and verify potential employees. Verified First is 100% compliant with the Fair Credit Reporting Act (FCRA), and as a Consumer Reporting Agency are held to the highest standards for information reporting.

Competitor used

DocuSign

Previous software used

Microsoft Word, PDFs

CRM used

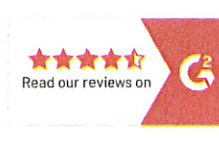
Salesforce

[Read full case study](#)

Trusted & Proven

Thousands of companies choose PandaDoc to power their businesses worldwide.

Award-winning Proposal, Contract, and eSignature software



In 2020, PandaDoc continues to dominate the proposal, contract, and eSignature software categories of G2. These awards are entirely based on customer feedback and experience.

Don't take our word for it, read what our customers have to say on [G2Crowd](#) and [TrustRadius](#).

Over \$23 Billion in sales transactions in 2020

In 2020, PandaDoc empowered organizations to close more than \$23.7 billion in deals, representing an 58% increase in deal volume over 2019.



Proudly serving 30,000+ companies

TATA STEEL



AUTODESK

TOMTOM

riverbed

SGS

Drift

Bonusly

Hilton



JOTAS Club Software

calendly

Pricing Overview

Contract Start Date January 1, 2022
Contract End Date June 30, 2023

Proposal Expires: December 21, 2021

Document Volume Subscription Plan	Users	Documents	Subtotal
Enterprise Volume Plan -18000 Documents <ul style="list-style-type: none">Unlimited Storage for Templates, Documents & CertificatesUnlimited Documents Sent by Admin via PandaDoc InterfaceAccess to PandaDoc API, SDK & WebhooksDocument Tracking Analytics & Advanced ReportingCustom Branding (incl. White-Labeled Email Delivery)Manager Approval Workflows & Content LockingSingle Sign-On (SAML 2.0), Multiple Teams & WorkspacesCustom Roles & Granular PermissionsUp to 18000 Documents GeneratedPurchased Documents Do Not Roll Over200User Logins are Included at No Extra CostAdd'l Documents/Bundles Generated: Prorated Monthly at \$1/ea.Soft Caps: Account Continuity Ensured for 30 Days	200	18000	\$18,000.00
End of Year Incentive: 25% Document Buffer (Minimum 18k docs) <ul style="list-style-type: none">Additional 4.5k documents at no added cost	NA	4500	\$0.00
Implementation Services	Units	Timeframe	Subtotal
Premium Onboarding Includes: <ul style="list-style-type: none">Kickoff Call w/PandaDoc Customer Success TeamOnboarding Timeline & DeliverablesPrivate Team Launch Training (1 hour)Virtual Group Training (1 hour)Advanced Admin TrainingTemplate Conversion for up to 100 pages (\$15/page after)API/SSO Assistance and TestingOnboarding services expire after 60 days	1	2-6 Weeks	\$2,950.00
Discount (exp. December 21, 2021)			-\$4,500.00



Total (USD) \$20,950.00

All costs quoted in this proposal are exclusive of any sale or other applicable tax



PandaDoc

PandaDoc, Inc. 3739 Balboa St. #1083, San Francisco, CA 94121

Proposal for
East Stroudsburg Area School District

Onboarding Timeline

Welcome Document

After an email introduction of your Customer Success Team, East Stroudsburg Area School District will receive a Welcome document from your Onboarding Specialist.

This document includes:

- Information on signing up for the virtual group admin training
- A link to schedule your kick-off call with your specialist
- Information on content conversion, what it is, what we do, and areas to upload your content.

Kick-off Call

For the kick-off call we will align on objectives for this deployment and map out steps to achieve them, confirm the information we have for items such as use case, CRM, number of seats & more. We will go over:

- Roles and Responsibilities
- Our Understanding
- Onboarding Milestones
- Next Steps

Admin Training

Depending on the Onboarding Package, this will include at minimum:

- 30 min Advanced Training: workflow, template setup, CRM assistance, etc.
- Tailored end-user training guide
- 30 min Session for expert assistance: you have questions, we can help.

Content Conversion Review

The content conversion review will be a chance to review the converted template(s), get an understanding on how your templates work, review the overall look of the templates which includes proper branding and functionality:

- Content Conversion
- Workflow Review
- User Training Preparation

Team Training & PandaDoc Deployment

Company-wide training for East Stroudsburg Area School District, covering your specific use case. This call can be led by either the Account Admin, Onboarding Specialist or a combination.

Week 1

* Not all items need to be completed to book the kick-off call, or attend the [virtual group admin training](#). Content conversion typically takes 4–8 business days depending on amount of pages, layout, branding, and adapting existing design elements.

Week 1

Who should attend?

Only users with admin level permissions.

* Depending on schedules and content readiness, this first phase could be as short as 3 days or up to a week.

Week 2

Who should attend?

Only users with admin level permissions.

Week 2-3

Who should attend?

Admins & users that may manage content.

Week 3-4

Who should attend?

All users and your CSM.

Safe & Secure

Your document security is a top priority at PandaDoc. Your business documents contain information that only you and your clients need to see, and we intend to keep it that way.



HIPAA compliant

PandaDoc is fully committed to helping healthcare providers protect patients' healthcare information when sending ePHI via PandaDoc.

[Learn more](#)



Certification

PandaDoc is SOC II Type II certified. We can provide an SSAE 16 SOC 2 report and attestations of compliance, [upon request](#).

[Learn more](#)



GDPR compliance

We've completed extensive research and created a resources page with detailed information explaining how PandaDoc is compliant.

[Learn more](#)



Physical security

PandaDoc data centers (handled by Amazon AWS) are state of the art, utilizing innovative architectural and engineering approaches.

[Learn more](#)



Third-party Subprocessors

PandaDoc currently uses third-party [Subprocessors](#) to provide various business functions after due diligence to evaluate their defensive posture.



FERPA

PandaDoc helps schools facilitate electronic communication between educators, administrators, and school districts and parents and students in full compliance with FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) as to protect the privacy of student education records.

Sign Here to Subscribe

OR "FORWARD" THIS DOCUMENT
TO A LEGAL SIGNATORY

I hereby acknowledge I am authorized to enter into this contract and that I have read this Proposal and understand and agree to the terms and conditions of PandaDoc's [Master Services Agreement](#).

PandaDoc account owner name

PandaDoc account owner email

Billing address

Billing contact email

Accepted by (customer)

Date of acceptance

Payment Terms & Instructions

Payment due Net 30 days after signing. Discounts will apply only this contract term. Please send all billing Inquiries to invoices@pandadoc.com.

Annual plans automatically renew every year. If you cancel ninety (90) days prior to an upcoming renewal date, you will not be charged on the following renewal date and henceforth.

This agreement is subject to:

[Master Services Agreement](#)
[Privacy Policy](#)

All costs quoted in this proposal are exclusive of any sale or other applicable tax

Pay by credit card

PandaDoc account Go to Settings > Billing > Payment & Account details

Pay by check

Company PandaDoc, Inc.
Address Dept. LA 24920, Pasadena, CA 91185-4920

Pay by wire or ACH

Bank name Silicon Valley Bank
Bank address 3003 Tasman Drive, Santa Clara, CA 95054
Routing & transit # 121140399
For the credit of PandaDoc, Inc.
Address 101 California St. STE 3975, San Francisco, CA 94111
Credit account # 3300825108
SWIFT ID SVBKUS6S



Paid Plan vs. Free Plan

East Stroudsburg Area School District

Free Plan

Paid Plan

Single User Accounts Only

Centralized account for all users for the District - full visibility & tracking for Admins into documents sent out, etc (free plans everyone has their own independent, individual account)

Not HIPAA Compliant

HIPAA Compliance

File Upload only

Re-usable templates for documents with pre-set fields

Single User Accounts Only

Workspaces for each school and/or different teams/departments

-

Auto-reminders & Auto-expirations for documents

-

In App Document Editor

-

Custom Branding

-

Email Whitelabeling

-

Single Sign On (SSO)

-

Custom Roles & User Permissions

-

Passcodes for documents

-

Access to API

-

Automated Approval Workflows

-

Unlimited Storage

-

Documents are stored forever

-

Document Analytics with Status Tracking

V. ITEMS FOR DISCUSSION

b. Touchpoint Time Clock Replacement, quote - \$80,558.31

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

The respondent's email (**craig-neiman@esasd.net**) was recorded on submission of this form.

Untitled Section

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Craig Neiman

Untitled Title

Department *

Business Office

Building *

Admin

What service or item are requesting *

Touchpoint Time Clock Replacement

Why are you requesting the service or item *

Current Touchpoint Time Clocks have reached the end of useful life and are malfunctioning

Suggested replacement *

New Touchpoint Time Clocks

Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

Cost Analysis not completed

Cost Estimate: if over \$5,000, were three (3) quotes obtained? If yes, please list the vendor's information and quoted amount. *

No - sole source provider

What is the total cost of the purchase? *

\$80,558.31

Procurement Method: *

Quote Received only one Proposal

Request for Proposal (RFP)

Bid

Other:

Was this purchase budgeted? *

No ▼

Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

Yes

Pennsylvania State Contract

COSTARS

Keystone Purchasing Network

PEPPM National Contract Program (Technology Bidding and Purchasing)

US Communities

No

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

N/A

Which Fund will be charged? *

32 ▼

What account will be charged? *

Capital Reserve account will be established

Selection of the winning proposal, was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

Sole source provider

Any additional information you would like to provide.

This form was created inside of East Stroudsburg Area School District.



East Stroudsburg ASD - Updated Quote

Quote created on December 7, 2021 - Reference: 20211207-112815537

East Stroudsburg Area

School District

Business Office Att: A/P, 50
Vine Street
East Stroudsburg,
Pennsylvania 18301
United States

Diane Kelly

Assistant Financial Officer
diane-kelly@esasd.net
(570) 424-8500 Ext. 10121

Craig Neiman

CFO
craig-neiman@esasd.net
(570) 424-8500 Ext. 10101

Deana Morabito

Accountant, Business Office
deana-morabito@esasd.net

Dave Cooper

Network Analyst
david-cooper@esasd.net
570-424-8500 ext. 10613

Products & Services

Touchpoint Standard Time Clock with Proximity Scanning and Biometrics

21 x ~~\$3,450.00~~

~~\$441.89 discount~~ **\$63,170.31**

SKU TCS-230

Touchpoint Standard Time Clock - 10" Best Value, Plug and Play Timeclock with AC Power, Remote Access for IT, WiFi, Ethernet Hardwire, Proximity Scanning, and Biometrics

AnyPlace PoE

21 x \$0.00

SKU POE

AnyPlace PoE included with Time Clock Standard

3 Year White Glove Service & Support

21 x \$828.00

SKU TCWG-3YR

for 3 years

3 Year White Glove Service & Support

Shipping & Handling

21 x ~~\$50.00~~

SKU Shipping & Handling

~~\$50.00 discount~~ **\$0.00**

Shipping & Handling

Trade-In Rebate

21 x \$0.00

Trade-In Rebate for sending back existing Time Clocks (Limit 1/unit purchased) with a value of \$230/unit sent back to Touchpoint by 90 days after invoice date.

One-time discount	\$10,329.69
One-time subtotal	\$80,558.31
Total	\$80,558.31

This quote expires on December 31, 2021.

Signature

Signature

Date

Printed name

Questions? Contact me



Wes Madocks

National Account Manager
wesley@touchpointk12.com



Touchpoint Industries

202 Bridge St
Phoenixville, PA 19460
United States

Proven. Effortless. Secure.

December 8th, 2021

East Stroudsburg ASD
50 Vine St,
East Stroudsburg, PA 18301
United States

To Whom It May Concern,

This letter serves to establish the proprietary nature of the products manufactured by Touchpoint Industries LLC. The Touchpoint Timeclocks were developed and are distributed solely by Touchpoint Industries LLC. Each Timeclock is uniquely designed to work with specific customer needs and integrate seamlessly with Frontline Time and Attendance software. No other vendor manufactures and distributes these Timeclocks or any Timeclocks that integrate with Frontline Time and Attendance.

Sincerely,



Jon Johnson
CEO

V. ITEMS FOR DISCUSSION

c. Two 30 passenger Special Education buses, quote - \$121,508.00

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

The respondent's email (**matthew-krauss@esasd.net**) was recorded on submission of this form.

Untitled Section

Untitled Section

FORM 611

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

Name of Requestor *

Brian Baddick/Matthew Krauss/Damaris Robins

Untitled Title

Department *

Special Education/Transportation

Building *

Administration

What service or item are requesting *

2 - 30 passenger school buses

Why are you requesting the service or item *

To provide Special Transportation services to Special Education students in an out-of-district placement.

Suggested replacement *

New

Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

\$65,000 each x 2 = \$130,000

Cost Estimate: if over \$5,000, were three (3) quotes obtained? If yes, please list the vendor's information and quoted amount. *

No, 2 quotes were received. Additionally, National Bus Sales and Bluebird buses were contacted. No response was received from them.

What is the total cost of the purchase? *

\$121,508.00

Procurement Method: *

Quote Received only one Proposal

Request for Proposal (RFP)

Bid

Other: _____

Was this purchase budgeted? *

No ▼

Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

Yes

Pennsylvania State Contract

COSTARS

Keystone Purchasing Network

PEPPM National Contract Program (Technology Bidding and Purchasing)

US Communities

No

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

Sourcewell pricing is used. Cooperative purchasing agreement

Which Fund will be charged? *

10

What account will be charged? *

10-2720-752-891-00-000-310-000-9891

Selection of the winning proposal, was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

The lowest proposal from Brightbill Body Works was selected. Rohrer School & Commercial Bus Sales was the only other company to respond. Other companies that were contacted were: National Bus Sales & Blue Bird. No response was received from either to our quote request.

Any additional information you would like to provide.

This purchase was not budgeted, but funds in the ACCESS budget can be used to make this purchase. Adjustment on other purchases will be made to make sure the ACCESS budget is still met and does not go over. These buses are needed to transport Special Education students to out of district placements. IU20 was unable to provide this service when asked.

This form was created inside of East Stroudsburg Area School District.

Google Forms



Mason Hemphill

School Bus Sales Representative

Office - (800) 932-4625 Voice Mail Ext. 319

Mobile - (215) 858-9783

2701 E. Cumberland Street * Lebanon PA 17042

Fax: (717) 272-0970 * email: mason@brightbill.com

Damaris Robins
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Damaris,

The enclosed proposal is for two 2020 Micro-Bird, 30 Passenger School Buses. These buses have specifications outlined in the enclosed and can be delivered now for use. The AC installation has to be ordered and can be installed when it gets in about 8 weeks.

This is one of the same bus that I showed you a few weeks ago on your lot. We look forward to and seek the opportunity to serve you.

Sincerely,

Mason G. Hemphill

Enc:



2701 E. Cumberland St. Lebanon PA 17042 - P 1/800-932-4625 F 717/272-0970

www.brightbill.com

Customer: East Stroudsburg Area School District ID# 10790

Address: 50 Vine Street East Stroudsburg, PA 18301

Contact Name: Craig Nelman / Damaris Robins

Phone#: (570) 424-8500

Cell#:

FAX #

EMAIL: craig-nelman@esasd.net

Stk/Bdy#: 2021	VIN: _____
Stk/Bdy#: _____	VIN: _____
Stk/Bdy#: _____	VIN: _____
Stk/Bdy#: _____	VIN: _____

QTY	DESCRIPTION	EACH	TOTAL AMOUNT
2	2020 "NEW" Micro-Blrd 30 Pass. School Bus	55,954.00	111,908.00
	Chevy 6.0L V8 Gas Engine		0.00
	159" WB - G5; Automatic Transmission; Disc Brakes (See Specs)		0.00
	12,300 GVW, Dash AC, Tilt Wheel, Tinted Glass; 1 Roof vent, Gray floor		0.00
	Seats all have lap belts - Seat Color is Maroon		0.00
	See link:https://www.brightbill.com/inventory_details.cfm?invID=41		0.00
2	Rear AC - Roof Mount System ACT-4CR2HD- Allow 8 weeks for comp sys)	4,800.00	9,600.00
			0.00
			0.00
	TIRE 1. ea /TRANSFER w/Lien \$ 84./NEW w/Lien 119. / Process 51./Tax6-7-8		0.00
TOTAL INVESTMENT:			\$121,508.00

TRADE PAYOFF TO: NA Please attached Trade payoff form!!

PAYOFF AMOUNT: _____

TOTAL ORDER AMOUNT AFTER TRADE PAYOFF: \$121,508.00

THIS ORDER FINANCED BY: Open

REQUESTED delivery date: 11/30/21

SPECIAL INSTRUCTIONS / PREOWNED WARRANTY TERMS:

PO required to order ; Subject to prior Sale; Allow 8 weeks for AC Components
Sourcewll pricing held over; Bus can be delivered and used now and we will up to AC Install

*Dealer not responsible for Supply chain interruptions

*Dealer will not pay District imposed penalties for delays

Mason Hemphill 11-15-21
Sales Rep. & Date

Customer Accepted & Date

Window sheet attached? YES

Lettering sheet attached? YES

East Stroudsburg Area School District

Chassis Specifications for 30 Passenger Type A School Bus New 2020 or Newer

The chassis shall meet or exceed all Commonwealth of Pennsylvania and Federal requirements, regulations and revisions for school buses in addition to the specifications herein.

Current Mileage for previously owned units should be included in response.

Exceptions: List any exceptions to the specifications in the area to the right of each item. Failure to note any deviations will indicate compliance.

Chassis Manufacturer Chevy

Body Manufacturer Microbird

- A. New/Model Year 2020 NEW
- B. All welds in the body must meet specifications of being at least 60% as strong as a non-welded joint.
- C. Flat floor design- Not a Flat Floor Design

Delivery _____

Gross Vehicle Weight

- A. 14,050 GVW Plate Rating; 12,300 GVWR

Wheelbase

- A. 158" Wheelbase Maximum 159" WB

Axles

- A. Front axle with 4,300 lb. capacity, minimum 4300lbs
- B. Rear axle with 8300 lb. capacity, minimum 8300 lbs
- C. Axel ratio 4:10 3.73

Wheels

- A. Six (6) Disc-type wheels, Dual Rear

Tires

- A. Front two (2) tires, LT225/75R16E radials, all season tread
- B. Rear four (4) tires, LT225/75R16E radials, all season tread
- C. Dual rear wheels only, no exceptions
- D. Single rear tire chains must be supplied.
- E. One (1) Spare tire and wheel, steering tread/mounted

Suspension

- A. Front springs: 4,600 lb. minimum with front stabilizer bar
- B. Rear springs: Heavy duty, 9,450 lb., minimum
- C. Front & rear direct double-action piston type, heavy duty shock absorbers, compatible with manufacturer's rated axle capacity.

Brakes

- A. Front & rear disc brakes. No exceptions.
- B. Parking brake with a cable to the rear wheels.

Steering

- A. Hydraulic power steering

Fuel Tank

- A. 55 gallons, minimum capacity 33 Gallon Standard
- B. Tank mounted between the frame rails and in front of the rear wheels.

Engine

- A. Eight (8) cylinder V8 gasoline. 6.0L Gas
- B. Alternator shall be the low cut-in type with minimum capacity of 130 amperes. 220 AMP
- C. Heavy duty wiring throughout
- D. All wiring shall be loomed, encased, or concealed whenever possible

Cooling System

- A. System shall be equipped with a heavy duty radiator core.

Instruments

- A. Headlight, dimmer, and hazard switches; key starter, high beam indicator; temperature and oil gauges; speedometer, and odometer, volt meter, tachometer

Transmission

- A. 4 Speed automatic transmission with overdrive and electrical control; four (4) forward and on-reverse speeds. No exceptions. 6 – Speed Trans
- B. Control lever to be located on the column ONLY.

Accessory Power Supply

- A. Power supply for cellular phone hook-up

Bus Capacity

- A. 30 Passenger
 - 1. First row of seats 1-39" right and 1-39" left
 - 2. Second row of seats 1-39" right and 1-39" left
 - 3. Third row of seats 1-39" right and 1-39" left
 - 4. Fourth row of seats 1-39" right and 1-39" left
 - 5. Fifth row of seats 1-39" right and 1-39" left
- B. Seats to be DOT school bus seats with seat belts
- C. Seat centers to be 28"
- D. Aisle width 12" at cushion level and 18" at hip level
- E. Seat barriers installed in front of the first row of seats on both sides of the bus.

Dimensions

- A. 74" headroom. No exceptions.
- B. 5/8" thick, 5-ply plywood subfloor meeting or exceeding the properties as specified in Standard PS1-83 issued by the United States Department of Commerce.
- C. Subfloor installed over 0.080 gauge aluminum. No exceptions.
- D. 96" exterior width
- E. 90.75" interior width

Windshield

- A. Van type, one piece, tinted

Interior Requirements

- A. Side Panels are to be aluminized steel from the side windows to the seat rails.
- B. Interior Panes are to be Astro White.
- C. Interior lamps: One row of interior lamps shall be installed on the ceiling directly over each longitudinal row of seats.
- D. Stepwell light shall be switch controlled by the entrance door. "On" when opened and "Off" when closed.
- E. Separate driver dome light shall be supplied
- F. Interior floor to be covered with heavy duty smooth tan rubber over 5/8" thick, 5-ply plywood subfloor meeting or exceeding Standard PS1-83 issued by the United States Department of Commerce.
- G. The aisle to be covered with heavy duty ribbed rubber.
- H. Full length acoustical head liner panels.

Mirrors

- A. Left outside mirror to be Rosco Avia style single head. No exceptions.
- B. Right outside mirror to be Rosco Avia style single head. No exceptions.
 - 1. Right outside mirror to be viewed through the right hand upper corner of the windshield.
- C. Two (2) Rosco Hawk-Eye safety cross view mirrors with tinted band and mounted on the left and right front corners of the bus. No exceptions.

Heater & Air Conditioning

- A. Hot water type front heater located on the right front fire wall. Hot water type as supplied by the chassis manufacturer and to have maximum capacity.
- B. Front fresh air heater with a regulator valve controlled from the driver's area.
- C. Under seat recirculating hot water heater, 50,000 BTU minimum. Complete with heater core and blowers to be located under seat, suspended from the seat frame, not mounted on the floor. No exceptions.
- D. All heater motors and switches are to be two-speed. All are to be maximum capacity.

- E. Defroster shall be of sufficient capacity to keep windshield clear of fog, ice, and snow. This shall be an approved defroster that will operate by circulating heater air without heating the bus.
- F. Factory installed front and rear air conditioning.

Doors

- A. Driver's door to be on the left side as supplied by chassis manufacturer. To have outside JAL tread step with built-in mudguard.
- B. Entrance door shall be outward opening type only. Door opening to be 26.5" x 76.6" high, minimum clear opening of 2,030 square inches. Driver's manual door control with safe latch handle. No exceptions. Door is Electric controlled.
- C. Emergency door shall be a single door in the rear center of the bus with a single point bar latch. School bus type door with an opening at least 37.7" wide x 52" high and to have upper and lower glass (see "Glass" below). No exceptions to rear door width for safety requirements. Piano type hinges are not acceptable.
- D. Recessed exterior chrome plated emergency door handle.

Seats

- A. All seat backs are to be a maximum of 24.5" high. Seats are to be covered with a minimum of 42 oz heavy duty vinyl upholstery.
- B. Seats are to be tapered hip to knee level to permit easier loading and unloading of students. No exceptions.
- C. The seat frames must be 14-gauge, square tubular steel, double strength at stress points and securely anchored to the floor. Rounded steel frames will not be accepted.
- D. The driver's seat to be supplied by the chassis manufacturer. The seat must be a high back design, bucket-type seat with retractable seat belt lap or 3-point and fabric upholstery.
- E. Seats are to be equipped with color-coded seat belt restraints for each passenger position.
- F. The first two seats in the front; one seat on the left and one seat on the right shall be equipped with two (2) child restraint inserts for a total of four (4) child restraints.

Windshield Wipers

- A. Wipers must be intermittent, electric as supplied by the chassis manufacturer.
- B. Wipers shall be mounted below the windshield with a separate switch.
- C. Wipers must have approved electric windshield washers.

Glass

- A. Driver's window shall be supplied by the chassis manufacturer.
- B. Tinted windows.
- C. Side windows will be two piece split sash of which the bottom half is stationary and the top half is capable of being lowered. The frame will be an extruded aluminum frame and will be removable from inside the bus. The windows must be supplied with individual rain visors painted to match the bus exterior. No exceptions.
- D. Each half of the side windows will be 12" high for maximum driver visibility.
- E. Push out rear windows to be mounted in rubber.
- F. Emergency door glass, top and bottom, to be mounted in rubber and capable of being pushed out.
- G. A 12" x 38" right view window will be mounted forward of the entrance door. Minimum 423 square inches of visibility. No exception.

Ventilation

- A. Embossed and painted rain visors to be provided for all side windows and will be an integral part of the roof panels and not individually attached. Static ventilator to be located in the roof at the front end over the driver area.

Construction

- A. Body to be completely undercoated before mounting on chassis. No exceptions.
- B. Four (4) double-ribbed 16 gauge steel rub rails are to be installed along both sides of the body. The rub rails are to be installed as follows:
 - a. One at the passenger seat level
 - i. The seat rail shall extend from the bow, both right and left hand, to around the rear corner radius and will continue to the rear emergency door posts.
 - b. One at the window level

- c. One near the floor level
 - i. The floor rail extends from the front bow, both right and left hand to the rear corner radius.
- d. One at the skirt level
- C. The outside side panels are constructed of smooth 0.050 hardened aluminum. Side panels extend from below the side window to a distance of 17" below the floor creating a 17" skirt.
- D. Rear corner panels are constructed of 0.32" aluminum and include a license plate emboss, both right and left. Emboss includes nylon nuts and slot head screws for license plate mounting.
- E. The front and rear roof caps are formed from composite fiberglass. One-piece roof sheets are constructed of 0.040 hardened aluminum and span the entire width of the bus, window header to window header.
- F. Roof sheets include a rain visor over the side windows. The floor shall be 5/8" plywood with a 0.080 aluminum supported by a 14-gauge welded steel frame.
- G. A 0.32" aluminum front upper under panel to be provided.
- H. A removable 0.32" aluminum rear inner panel to be provided to allow access to the rear roof cap area.
- I. Removable 0.025" aluminum wire molding, right and left, will be provided to allow access to body wiring harnesses.
- J. The wire molding will be constructed in sections to allow easy removal.
- K. 0.025" aluminum inside side panels will be provided. They will extend from window sill down to the floor gusset seat ledge for the entire length of the body on both left and right sides.
- L. Standard interior panels shall span the entire width of the bus window header. They shall be constructed of 0.032" aluminum, double-hemmed for additional joint strength.
- M. Front and rear roof bows are to be one piece from the floor line.
- N. Body must be totally a unit-type construction
- O. The rear bumper is to be Die-formed 3/15" thick minimum, with 14" wraparound. It must have two (2) A-frame designed braces at each corner for added strength.
- P. Front bumper shall be installed as recommended by the chassis manufacturer.
 - a. Shall extend beyond the forward most part of the body, grille, hood and fenders and shall extend to the outer edges of the fenders at the bumper top line.

- b. The front bumper, except breakaway bumper ends, shall be of sufficient strength to permit pushing a vehicle of equal gross vehicle weight without permanent distortion to the bumper, chassis or body.
- c. If equipped with an energy-absorbing front bumper, the bumper manufacturer, upon request, shall furnish certification to the PA Department of Transportation verifying the bumper complies with 49 CFR 581.
- Q. Molded rear exterior rubber fender flares.
- R. Body to be mounted to chassis with rubber isolators. Solid mounting is not acceptable.
- S. Full length 16 gauge side gusset to be 12'5" above the floor and 4.25" below the floor. No exceptions.

Electrical

- A. Stepwell light will operate when the passenger door is opened.
- B. Two (2) LED stop lights, 7" each.
- C. Two (2) LED tail lights, 7" each.
- D. Two (2) LED back up lights, 7" each.
- E. Approved Pennsylvania roof warning light with painted background and lamps. Lamps shall be sealed beam type. System must meet Commonwealth of Pennsylvania Regulation # 209, effective September 1, 1971. Self-cancelling directional signals, 7" amber rear, indicator lights on dash.
- F. Buzzer for emergency door to indicate when the door is opened.
- G. Side mounted directional lights mounted below the belt line.
- H. Electrically operated stop arm and crossing arm with poly rod.
- I. Back-up alarm.
- J. Color and number, every 8" coded wiring with two (2) extra 14 gauge wires. All circuits protected with circuit breakers.
- K. Electrical access through the back of the driver's overhead compartment.
- L. All switches to be rocker type and mounted on the driver's door control. Mounting above the windshield is not acceptable.

Accessories

- A. First Aid Kit. A removable moisture and dustproof first aid kit, mounted in an accessible place within the driver's compartment. The first aid kit shall be mounted

as directed by the manufacturer. The first aid kit shall be labeled and visible to the driver or its location shall be marked.

a. The first aid kit shall contain, at minimum the following items:

- (1) Two 1 inch x 2 1/2 yards rolls of nonlatex adhesive tape.
- (2) Twenty-four sterile gauze pads, 3 inches x 3 inches
- (3) One hundred 3/4 inch x 3 Inches adhesive bandages.
- (4) Eight 2 inch bandage compresses.
- (5) Ten 3 inch bandage compresses.
- (6) Two 2 inches x 6 yards sterile gauze roller bandages.
- (7) Two nonsterile triangular bandages approximately 40 inches x 36 inches x 54 inches with 2 safety pins.
- (8) Three sterile gauze pads, 36 inches x 36 inches.
- (9) Three sterile eye pads.

B. Body fluid clean-up kit. Every school bus shall have a removable and moisture proof body fluid clean-up kit. It shall be securely placed or mounted in an easily accessible location and labeled as a body fluid clean-up kit.

C. Surgical gloves and mouth barriers. Either the first aid kit or the body fluid cleanup kit shall contain:

- (a) One pair of non-latex surgical gloves
- (b) One mouth barrier.

D. Wrecking/pry bar.

E. ICC reflectors.

F. Fire extinguisher. One pressurized, multipurpose, dry chemical fire extinguisher, mounted in a bracket in the driver's compartment and readily accessible to the driver. The fire extinguisher shall be mounted as directed by the manufacturer. The fire extinguisher shall have a hose and nozzle and be in good and usable condition. A pressure gauge shall be mounted on the extinguisher so as to be easily read without removing the extinguisher from its mounted position.

Mud Flaps

A. Rubber flaps on the right side, mud shield to be built into JAL – tread and on the driver's step on the left side.

- B. Rear mud flaps.

Tow Hooks

- A. Front and rear tow hooks must be installed on the frame.

Insulation

- A. Full 1.5" insulation of roof, side, and rear to floor lining.
- B. Mineral wool insulation in side walls only, a fire resistant material of a type approved by the Underwriters Laboratories, Inc. Standard 723 Fiberglass is not acceptable.

Undercoating/Rust Proofing

- A. The entire underside of the school bus body, including floor sections, cross members and below floor line side panels, including the fenders below floor level. Shall be coated with a petroleum or rubber based compound to prevent rust which meets or exceeds Federal Specification TT-C-520b.
- B. Coating to be applied by spray method.
- C. Care must be taken to be certain that no water drain holes designed by the chassis manufacturer are closed with the undercoating material.
- D. Undercoating shall be applied before the body mount
- E. Chassis rust proofing shall be provided with warranty.

Painting

- A. The school bus body shall be painted a uniform National School Bus Yellow, including belt panel, except as noted below. Roof is painted White.
- B. Front and rear bumpers, rub rails, and wheels to be painted black.
- C. Paint shall be applied as a hot sprayed base urethane process. Paint must be baked on and not air dried. Five (5) year warranty shall be supplied on the paint.

Header Pads

- A. Header pads shall be mounted over the front and rear exit doors.

Lettering

- A. Bus to be lettered on both sides at belt line in 5" tall x _____, black letters, all capitals:
EAST STROUDSBURG AREA SCHOOL DISTRICT
- B. Numbering to be determined. # xx
- C. Bus shall be lettered SCHOOL BUS at the front and rear in 3M grade reflective tape.

Miscellaneous

- A. All repair and service manuals for each vehicle must be provided.
- B. Complete parts inventory for all chassis and body items shall be available within 24 hours from the selling dealer at the location
- C. Manufacturer's specifications. Each bidder shall be required to include with the bid form a complete and detailed list of specifications and exceptions on the vehicle he intends to supply. Manufacturer's brochures describing the vehicle on which the bid is based must also be included.

ROHRER

School & Commercial Bus Sales

1515 State Road, P.O. Box 100, Duncannon, PA 17020

Rich Tarapchak
ACCOUNT MANAGER



CELL 717.418.4442
TOLL FREE 800.735.3900
EXT 4153

FAX 717.957.4884
rtarapchak@rohrerbus.com
www.rohrerbus.com



Prepared For:
 EAST STROUDSBURG AREA SCHOOL
 DISTRICT
 50 VINE STREET
 EAST STROUDSBURG, PA 18301

Prepared By :
 Rich Tarapchak
 1515 State Road
 Duncannon, PA 17020
 717-418-4442

Quote Number:
 382518

Quote Date:
 11/18/2021

Customer Order No:
 ESASD 051MS

Model Profile: Minotour DRW 051MS

Product Type: School Transportation
Year: 2022 CHASSIS – 2023 BODY
Chassis Model: CG33803
Chassis MFG: CHEV
GVWR: GVWR
Passenger Capacity: 30
Headroom: 73
Wheelbase: 159
Brake Type: HYDRAULIC
Engine Type: GM V8 GASOLINE, 8 Cyl, 401 HP, 5200 RPM
Fuel Type: GASOLINE
Fuel Tank Capacity: 33
Transmission Type: AUTOMATIC
Axle, Front: 4600-lb Capacity
Axle, Rear: 9600-lb Capacity
Tires, Front: LT225/75R16E
Tires, Rear: LT225/75R16E

Includes the Following Equipment:

BODY

ACCESSORIES

- 1 [B212006000] ACCESSORY COMPT LOCATED OVER WDSHLD W/GLASS NO LOC (DRW)
- 1 [B552300000] PROP ROD - ACCESS DOOR ABOVE WINDSHIELD
- 1 [B553003000] HINGED SIGN - FRONT, "SCHOOL BUS"
- 1 [B553004000] HINGED SIGN - REAR, "SCHOOL BUS"
- 1 [B583000000] CERTIFICATE HOLDER - 4" X 6"

CERTIFICATION/SAFETY

- 1 [B202001000] FIRE EXTINGUISHER - 5 LB.
- 1 [B209006000] REFLECTORIZED TRIANGLES-(3) ON DRIVER'S COMPARTMENT FLOOR
- 1 [B215000000] WRECKING BAR
- 1 [B281300000] INTERIOR REAR SURVEILLANCE MIRROR
- 1 [B283615002] ACCUSTYLE - DRW, HEATED, POWER REMOTE MIRRORS - GM
- 1 [B287101007] GM-SRW/DRW, HEATED, HAWKEYE MIRRORS
- 1 [B293046000] SIGN-STOP,ELECTRIC LED FRONT SE1-7970
- 1 [B583175000] LABEL - U.S. CERTIFICATION
- 1 [B585731000] CROSSING CONTROL ARM, ELECTRIC 7-SERIES KIT #78800
- 1 [B599900001] APPLICATION - SCHOOL

DOORS

- 1 [B502003001] ELECTRIC DOOR CONTROL-MINO,W/EXTERNAL ROTARY KEYED RELEASE
- 1 [B50360M004] ELECTRIC ENTRANCE DOOR - W/VANDALOCK
- 1 [B518502000] VANDALOCK - REAR EMERGENCY DOOR WITH INTERLOCK & BARREL BOLT

ELECTRICAL - BODY

- 1 [B200113000] PASSENGER ADVISORY SYSTEM - HORN ACTIVATION (MINOTOUR)
- 1 [B231013000] BACKING ALARM - HEAVY DUTY - 97DB
- 1 [B259118001] GPS-ZONAR SYSTEM, DRW
- 1 [B259300000] VIDEO CAMERA POWER SUPPLY
- 1 [B260306002] PREMIUM SPEAKERS - TWO (2)
- 1 [B260404000] RADIO - AM/FM DEA700 DELPHI, MINOTOUR

- 1 [B329002000] STEP LIGHT SWITCH (IGNITION ON)
- 1 [B329608000] LIGHT - LED STEPWELL - MINOTOUR
- 1 [B336002000] LAMPS-STOP/TAIL/DIRECTIONAL AMBER/REVERSE LED
- 1 [B339302000] LAMPS-STOP/TAIL 4"FLUSH-MOUNT LED
- 1 [B339501000] LAMPS-LICENSE PLATE ILLUMINATION LED
- 1 [B343100002] SIDE DIRECTIONAL-PIN AMBER TURN,FRONT,FLOOR LINE
- 1 [B349020000] TAIL LAMPS/DAYTIME RUNNING LIGHTS
- 1 [B357605000] STROBE LGT(S) OPERATIONS W/IGNITION&SWITCH
- 1 [B358037000] HALOGEN 8-LIGHT WARNING SYSTEM
- 1 [B364053000] MARKER/ID LAMPS - LED PIN TYPE
- 1 [B371503006] STROBE-SPEC 4.5"H 2ND SEC RR
- 1 [B371600000] STROBE LIGHT GUARD

EXTERIOR

- 1 [B151300000] EXTERNAL STEP DRIVER'S SIDE
- 1 [B543000051] BOTTOM RAIL
- 1 [B548605000] 051 - UNDER FLOOR REINFORCEMENT
- 1 [B564103000] MUD FLAPS - REAR (MINOTOUR) - WITHOUT LOGO
- 1 [B567000000] TOW HOOKS - TWO (2)
- 1 [B570703000] BUMPER - REAR, 3/16" THICK (DRW)
- 1 [B571000100] FENDERETTES - TWO (2), MINOTOUR

HVAC

- 1 [B412017030] 50,000 BTU HEATER - 17TH SECTION RIGHT SIDE (MINOTOUR)
- 1 [B815903200] CARRIER AC-5W13T 53,000 BTU SYSTEM-IN WALL, (GM OEM/IN-DASH)

INTERIOR

- 1 [B150605023] GRAY KORSEAL STEP TREADS - OUTWARD OPENING ENTRANCE DOOR
- 1 [B152401051] STAINLESS STEEL AISLE STRIPS
- 1 [B153520051] DARK GRAY VINYL FLOOR WITH 13" CENTER AISLE
- 1 [B158012051] PLYWOOD FLOOR 1/2" THICKNESS

MISC

- 1 [A200100000] PDI IDENTIFIER-DEALER PERFORMED
- 1 [B595911000] GMC DEALER PDI
- 1 [TB-001-384] MINOTOUR DRW

PAINT/LETTERING

- 1 [A000000058] DECAL-UNITED AUTO WORKERS
- 1 [B132401000] PAINT STANDARD SASH FLAT BLACK
- 1 [B134501000] PAINT BLACK EYES - 3" MINIMUM
- 1 [B144100000] LABEL-PASSENGER ADVISORY FRENCH/ENGLISH
- 1 [B147515000] YELLOW REFLEXITE - PERIMETER OF REAR EMERGENCY DOOR
- 1 [B583178000] DECAL - TRADEMARK LOGO - MINOTOUR
- 1 [D50601F051] PAINT-EXTERIOR ROOF WHITE 6"
- 1 [D5061SC051] PAINT-EXT WDO AREA SAME AS BODY
- 1 [D506347000] PAINT-EXT GRD RAIL @ WINDOW BLACK
- 1 [D506447000] PAINT-EXT GRD RAIL @ SEAT BLACK
- 1 [D506547000] PAINT-EXT GRD RAIL @ FLOOR BLACK
- 1 [D506647000] PAINT-EXT GRD RAIL @ SKRT BLACK
- 1 [D506747002] PAINT-EXT BUMPERS FRT/RR BLACK
- 1 [D510646051] PAINT-SOLID COLOR YELLOW

SEATS

- 1 [B214501000] SEAT BELT CUTTER - TIE TECH
- 1 [B620039090] KICK PLATE/MODESTY PANEL-39"VERT, WALL-MTD BARRIER,RT SIDE
- 1 [B620039091] KICK PLATE/MODESTY PANEL-39"VERT, WALL-MTD BARRIER,LT SIDE
- 1 [B640139200] 39" BARR-VERT,WALL MT 45"H RS 2009
- 1 [B640239000] 39"8DEG BARR-REV. WALL-MT 45"H 2009
- 2 [B660019121] SPANISH GRAY UPHOLSTERY-45"HIGH RECESSED BARRIER
- 10 [D980419166] 42 OZ GREY UPHOLSTERY - S3C PASSENGER SEAT
- 5 [D981139000] S3C 39"LS 3-PASSENGER WALL MOUNT W/LAP SEATBELTS
- 5 [D981239000] S3C 39"RS 3-PASSENGER WALL MOUNT WITH LAP SEATBELTS
- 10 [D989001000] S3C WALL MOUNT HARDWARE - MINOTOUR

WINDOWS/GLASS

- 1 [B161101051] TINTED TEMPERED GLASS - COMPLETE
- 1 [B183018000] GLASS-ENTRANCE DOOR, CLEAR TEMPERED,UPPER & LOWER
- 8 [B700701002] TINT TEMP GLASS-COMP (28.5")
- 2 [B700702002] TINT TEMP GLASS-COMP(28.5")+10

- 1 [B700900003] WINDOW STOPS (12")

OTHER

- 1 [A000015051] SURCHARGE-RAW MATERIAL (STEEL)
- 1 [B413017051] HEATER HOSE - BLUE STRIPE, UNDER FLOOR, RR WALL RS
- 1 [B548987002] MINOT DRW 14,200 GVWR(GMC/CHEVY)6.6L GASOLINE 159"WB
- 1 [B599370001] BODY ADJUSTMENT - MY2022 GM DRW- GAS

CHASSIS

WHEELS AND TIRES

- 1 [A000000124] TIRE- SPARE NONE

DEALER ADD On's

EQUIPMENT

- 1 CHECK TIRES
- 1 ENHANCED PDI
- 1 FIRE EXTINGUISHER INSPECTION
- 1 FIRST AID & BODY FLUID KITS
- 1 INSTALL TBB SUPPLIED SEAT BELT CUTTER
- 1 LETTERING
- 1 PA STATE INSPECTION
- 1 PERFORM FEA IF NEEDED
- 1 ROHRER DECAL

Meets all FMVSS requirements in effect at the time of manufacture.

Total for 2 complete unit(s): \$128,209.80 (\$64,104.90 each)

Terms and Conditions:

Quote Expires: 12/23/2021

Customer Signature: _____ Date: _____

Dealer Signature: _____ Date: _____

East Stroudsburg Area School District - 2 units

Standard Equipment - Body:

Accessory Switch	100 amp continuous duty solenoid relay
Assist Rail	Stainless steel step rail at entrance door, left side* * Other types optional
Body Panels	Exterior - 16 gauge smooth aluminum Interior Sidewalls - 22 gauge stucco patterned aluminum from window line to floor Interior Roof Headlining - 18 gauge aluminum
Bumper	Front - chassis supplied Rear - full width of body and wraps around
Circuit Protectors	Fuses* * Breakers optional
Color	Exterior - high solids polyurethane Interior - high-baked enamel with flat black trim
Dimensions	Exterior - 108" high (empty), 96" wide Interior - 73" high at aisle center, 90" wide at belt line
Door - Driver's	Standard van door supplied by chassis manufacturer
Door - Emergency	Two (2) glass type located in center rear with slide bar lock, buzzer signal and recessed handle. Includes 4" header pad upholstered with Proform fire block material
Door - Entrance	Manually operated outward opening* Includes padded door header * Other types optional
Driver's Seat	Adjustable bucket-type seat and lap/shoulder belt with retractor supplied by chassis manufacturer
Driveshaft Guards	Three (3) driveshaft guards - one (1) at rear axle location; two (2) rear of transmission
Fenderettes - Rear	16 gauge aluminum flush-mounted with body side sheet
Floor	16 gauge aluminum corrugated floor sheets over 16 gauge C-channel joists. Includes 1/2" exterior grade plywood
Floor Covering	1/8" smooth rubber with 3/16" ribbed aisle. Steps ribbed with white nosing
Fuel Tank Opening	Exterior - supplied by chassis manufacturer
Guard Rails	One 4 1/4" 16-gauge applied below window One 4 1/4" 16-gauge applied at seat cushion level and extends around rear corners One 4 1/4" 16-gauge applied at floor level and extends around rear corners Two 2 15/16" 16-gauge applied at roof extending length of passenger compartment
Heater	In-dash heater/defroster supplied by chassis manufacturer
Insulation	2" thick thermalbonded polyester fiber in headlining, side and rear walls. R-value is 6 (nominal)
Interior Mirror	2" x 10" supplied by chassis manufacturer
Lettering	Vinyl block style letters
Lights	Back-up - two (2) with clear lens Cluster Three (3) amber lights with metal protective shields mounted on upper front body hood Three (3) red lights without shields mounted on upper rear body hood Directional Front - chassis supplied Rear - 7" round plain amber - one (1) right and one (1) left* * Other types optional Dome Three (3) Interior dome lights One (1) in center of vestibule headliner On 040 and 041 body, two (2) over seats in 3rd window section On 050 and 051 body, two (2) over seats in 4th window section Marker Front - One (1) amber per side on top corners Rear - One (1) red per side on top corners Stepwell - quantity one (1) Stop/Tail - 7" plain red dual element and 4" plain red mounted one (1) left and one (1) right* * Other types optional Switch Cabinet - One (1) in cabinet upper left of driver
Maintenance Manual	Owner/operator maintenance manual
Reflectors	Four (4) round red, one (1) per side on side rear corners and one (1) per corner on rear
Rustproofing	Primer applied to both side of all painted metal panels prior to assembly
Stepwell	Two (2) steps
Storage	Compartment located over windshield with quick release latches
Sun Visor	Supplied by chassis manufacturer
Switches	Rocker type, LED back-lighting with international symbols
Undercoating	Floor, skirts, rear wheelhouses, chassis frame risers and rear bumper mounting brackets and braces
Ventilator	Static exhaust located in roof
Windows - Side	Split aluminum sash with tempered glass* * Other types optional
Windshield	Supplied by chassis manufacturer
Windshield Washers	Supplied by chassis manufacturer
Windshield Wipers	Supplied by chassis manufacturer
Wiring	Color coded and numbered

V. ITEMS FOR DISCUSSION

- d. Zelenkofske Axelrod LLC, professional auditing services optional contract extension - 2021-22 at \$22,615.00 and 2022-23 at \$23,060.00

Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

**PROPOSAL TO PROVIDE
PROFESSIONAL AUDITING SERVICES FOR
EAST STROUDSBURG AREA SCHOOL DISTRICT
FOR THE YEARS ENDING
JUNE 30, 2019, 2020, 2021 AND OPTION YEARS 2022 AND 2023**



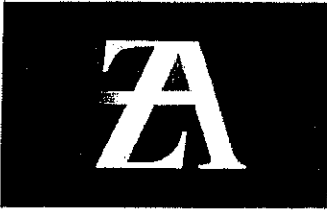
**ZELENKOFKSKE AXELROD LLC
830 SIR THOMAS COURT
SUITE 100
HARRISBURG, PA 17109
PHONE: (717) 561-9200
FAX: (717) 561-9202**

MAY 15, 2019

**CONTACT PERSONS -- JEFFREY WEISS, CPA
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www.zallc.org



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

**PROFESSIONAL AUDITING SERVICES
FOR
EAST STROUDSBURG AREA SCHOOL DISTRICT**

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Zelenkofske Axlerod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

May 15, 2019

Mr. Thomas McIntyre
Chief Financial Officer
East Stroudsburg School District
50 Vine Street
East Stroudsburg, PA 18301

Dear Mr. McIntyre:

We are pleased to present our proposal to perform the annual audit of the East Stroudsburg Area School District ("School") for the years ending June 30, 2019, 2020, 2021 and option years 2022 and 2023, and we are committed to performing the work within the required time period.

We fully recognize the extent and complexities of the services required and are confident that our firm has the ability to provide the highest quality professional services to the School. Our proposal is being submitted in response to your Request for Proposal (RFP) document, and we are committed and agree to provide the services listed in the RFP within the required time period and stated deadlines, and accept the terms, conditions, requirements and scope of work detailed in the RFP.

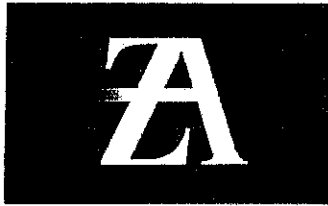
We are uniquely qualified to provide the requested services to the School for the reasons enumerated below:

- **Firm:** We are a regional CPA firm with a management team that has the Big 4 experience. Our partners and principals on this engagement have worked in Big 4 firms and have brought their experience to Zelenkofske Axlerod LLC to grow our audit practice to where it is today. In addition, Zelenkofske Axlerod is well known in the government and non-profit industry (the "Public Sector"), not only at the local level but also at the state level. **We are a member of PASBO and currently perform audits of several schools in Pennsylvania.**
- **Expertise:** We are experts in serving the Public Sector. ZA is a niche firm providing services to only the Public Sector. We provide services to governments and not-for-profits year-round, not just "outside of busy-season".
- **Specialized Staffing:** Our staff includes a group of individuals who, before joining our Firm, have worked in the governmental industry. They came to ZA to specialize in serving Public Sector clientele, and we have brought these individuals together to service the School.
- **Proven Experience:** Our audit approach as described in detail later in this document is proven effective and efficient as we have successfully utilized this strategy in our Public Sector audits.
- **Leadership:** Our engagement leadership team has extensive experience with the complexity and magnitude of audits and financial statements qualifying for the GFOA Certificate of Achievement. Jeffrey Weiss, Engagement Partner, and Kimberly Stank, Concurring Partner, have extensive experience with governmental financial statements.
- **Knowledge:** The engagement team has substantial knowledge of systems and processes of governmental entities. This understanding will provide an audit with minimal disruption to the School staff. This translates into significant savings to the School by reducing the hidden costs and increased burdens on School personnel necessary when systems, processes, functions, and activities need to be documented and are completed by individuals with little knowledge about Public Sector entities.

830 Sir Thomas Court, Suite 100, Harrisburg, PA 17109
3800 McKnight East Drive, Suite 3805, Pittsburgh, PA 15237
34745 Burbage Road, Frankford, DE 19945

2370 York Road, Suite A-5, Jamison, PA 18929
420 Chinquapin Round Road, Suite 2-1, Annapolis, MD 21401
210 Tollgate Hill Road, Greensburg, PA 15601

www.zallic.org



Zelenkofske Axcelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Mr. Thomas McIntyre
Chief Financial Officer
East Stroudsburg School District
May 15, 2019
Page 2

- **Locations:** ZA is a regional CPA firm with offices in Harrisburg, Jamison, Pittsburgh and Greensburg, Pennsylvania; Frankford, Delaware; and Annapolis, Maryland.
- **Quality:** The quality of our work is second-to-none, particularly in the Government and Not-for-Profit Industries. This fact is evidenced in many ways, but independently supported through our most recent Peer Review, which included review of specific governmental engagements and not-for-profit organizations, resulting in the highest rating of pass.
- **Reputation:** Members of our Firm are frequent presenters and attendees at industry and association conferences including the AICPA, PICPA, the County Commissioners Association of Pennsylvania, the Pennsylvania State Association of County Controllers, the Association of Government Accountants, the Government Finance Officers Association, Mid-Atlantic Inter-Governmental Audit Forum, Pennsylvania Department of Human Services, the Pennsylvania State Association of Township Supervisors, and PANO.
- **We are not just auditors:** We are trained and experienced business consultants and advisors. While conducting your audit, we identify opportunities to improve operations from several standpoints including control structure design and function as well as performance based measurements. These opportunities are delivered to you in well-structured communication with management, which can be used as a roadmap for the prioritization of corrective action.
- **Year round availability:** Communication throughout the year is an important aspect of the audit cycle. We are available throughout the year to answer any questions.

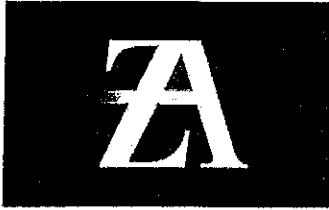
I, Jeffrey Weiss, as signer of this letter, am authorized to represent the firm, empowered to submit this proposal and authorized to contract with the East Stroudsburg Area School District. Our proposal is valid for a period of 90 days from the date the proposals are opened. Please feel free to contact me, if you have any questions or additional needs. We look forward to committing the resources of our firm to service the East Stroudsburg Area School District.

Sincerely,

Jeffrey Weiss, CPA
Partner
Zelenkofske Axcelrod LLC

Jeffrey Weiss, CPA
Partner
Zelenkofske Axcelrod LLC
830 Sir Thomas Court, Suite 100
Harrisburg, PA 17019
Phone: (717) 561-9200 ext. 5202
Fax: (717) 561- 9202
Email: jweiss@zallc.org

Patrick Kirk, CPA, CGFM, CGMA
Principal
Zelenkofske Axcelrod LLC
830 Sir Thomas Court, Suite 100
Harrisburg, PA 17019
Phone: (717) 561-9200 ext. 5003
Fax: (717) 561- 9202
Email: pkirk@zallc.org



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PROFILE OF THE AUDIT FIRM

A. Background Information

Zelenkofske Axelrod LLC, (ZA) is regional CPA firm with offices in Harrisburg, Pittsburgh, Greensburg, Jamison, Pennsylvania; Frankford, Delaware; and Annapolis, Maryland that specializes in providing auditing, accounting and consulting services to Public Sector entities. In those offices, we employ over 55 professional and supportive staff all of which spend 100% of their time servicing our Public Sector clients. ZA does not have any obligations or interest that conflict with the best interests of the School. The following individual will be authorized to make representations on ZA's behalf:

Jeffrey Weiss, CPA
Partner
Zelenkofske Axelrod LLC
830 Sir Thomas Court, Suite 100
Harrisburg, PA 17019
Phone: (717) 561-9200 ext. 5202
Fax: (717) 561- 9202
Email: jweiss@zalic.org

ZA's growth over the years has been through industry specialization, and the industry we have focused on is the Public Sector. ZA is unique in that we have the capabilities and resources to accommodate a broad range of quality services and deliver them in a timely, responsive and cost-effective manner. Moreover, we are truly "committed" to our clientele. Our hands on, get involved approach, combined with a keen sensitivity to our clients' needs, has proven a major factor in the development and success of both our firm and our clients' businesses.

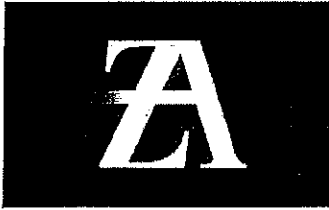
The engagement team will be comprised of two partners and a technical resource principal that will serve as the management team. The field team will be on-site for the audit and will consist of a senior and an associate assigned on a full time basis, with supervision from the partner. Engagement team continuity is an important aspect of an efficient audit and will be maintained as much as possible. The key engagement team is more detailed in the Staffing section of this proposal.

B. Range of Services

1) Audit Capabilities

We are leaders in providing accounting and auditing services to Public Sector entities of all types and that is why so many of these entities, large and small, engage our services. Not all CPA firms specialize in the accounting and auditing standards that govern these entities. **We do!**

Our engagement team members have completed at least 120 Continuing Professional Education (CPE) hours in the last three years in accounting and auditing, with at least 24 of those hours being in governmental auditing and accounting, in order to learn more about the governmental sector, and to comply with the continuing education requirements specified by



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Government Auditing Standards ("Yellow Book") for audits of organizations receiving federal financial assistance.

2) Management Consulting Capabilities

ZA's consultants can explore your particular management needs, problems and concerns. We can devise strategies to help you realize your goals. We can analyze your information systems and procedures to ensure their efficiency and cost-effectiveness. We can help you identify and resolve potential management or operational problems early on, before they become unmanageable. We can isolate existing problem areas and offer practical solutions.

3) Other Capabilities

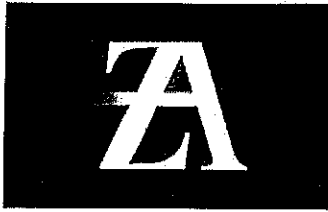
Unlike many traditional accounting firms, ZA is unique in that we have a group of individuals who have actually worked in the Public Sector. They not only know the accounting and auditing aspects of Public Sector entities, they know how they work. In addition, these individuals have been involved on the ground floor of such issues as performance measures and performance auditing within the Public Sector. This type of capability permits ZA to provide value added services to its Public Sector clients by allowing us to show them how to measure and manage the use of diminishing resources to ensure that desired services and outcomes are achieved.

C. Governmental Services Structure

ZA's Practice has expanded over the years through its commitment to its clientele and name recognition in the Public Sector. ZA is unique in that we have the capabilities and resources to accommodate a broad range of quality services and deliver them in a timely, responsive and cost-effective manner. Moreover, we are truly "committed" to our clientele. Our hands on, get involved approach, combined with a keen sensitivity to our clients' needs, has proven a major factor in the development and success of both our firm and our clients' businesses.

Our firm believes that an engagement pertaining to a particular industry requires the engagement team assigned have the technical experience of the industry. Management and engagement personnel assigned to Public Sector engagements have worked in the Public Sector and are experienced and qualified to perform the engagements. The School audits will be conducted by an engagement team from ZA that has the knowledge and practical experience that is unique to the government industry. Specifically, our staff has a working knowledge of the following:

- AICPA Publication, *Audits of State and Local Governmental Units*
- The Single Audit Act of 1984 (as amended 1996) and the Uniform Guidance Act
- GFOA Certificate of Achievement for Excellence in Financial Reporting
- The GAO - *Governmental Auditing Standards* and amendments
- The GAO - *Guidelines for Financial and Compliance Audits of Federally Assisted Programs*
- Compliance Supplement for Single Audits of State and Local Governments
- Governmental Accounting Standards Board (GASB) pronouncements
- Pennsylvania Department of Education Manual of Accounting and related regulations, guidelines, bulletins, and issued directives.
- Pennsylvania Public School Code



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D. Grant Funding Experience

Federal and State grant funding is a major source of a government's funding, and we believe it is imperative to describe our knowledge related to these funding streams. Through our governmental and not-for-profit client base, we have extensive audit experience with respect to Title I, Title II: Improving Teacher Quality, Special Education Cluster (IDEA), Child Nutrition Cluster, and other Pennsylvania Department of Education grant programs.

Our staff is well versed in the operation of grant programs. We understand the regulations, the complex compliance issues, and we have assisted our clients in maximizing grant funding. In addition, we have been able to intercede on behalf of our clients with various granting agencies to resolve issues to the benefit of our clients. We take great pride in keeping up-to-date with the latest issues affecting our clients and we are currently assisting them with the changes necessary to operate in accordance with various grant programs.

Our experience and knowledge with respect to grant programs clearly sets us apart from our competition and demonstrates our commitment of the highest quality of services to our clients. We know and understand your operations, and as such, we can be far more than your auditors. We can be your financial advisors and consultants to assist you in carrying out your mission more effectively and efficiently.

E. Quality Control

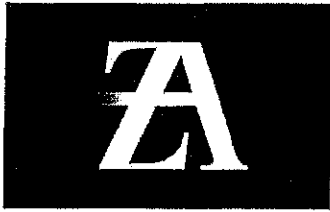
ZA's quality control system entails various levels of review. The engagement partner and manager will monitor and review the audit work as the audit is being conducted. Before the audit report is released, a second partner that is experienced in the Public Sector will review the report and other documents to evaluate the professional excellence of the audit and then give concurrence as to the propriety of the accountants' reports. As part of our quality control process, ZA performs an internal inspection on a selection of engagements each year to determine they meet all industry and internal standards.

F. Professional Development

ZA provides a minimum of 40 hours of training seminars annually for our professional staff and our clients. In addition, specialized training in the area of governmental auditing and reporting is conducted to satisfy *Government Auditing Standards*. The professionals assigned to our audits have completed the required specialized training in governmental auditing and reporting for each of the last three years. This requirement includes completion of at least 120 hours of continuing professional education over the three (3) year period.

G. Federal and State Reviews

Audit reports filed with the state and other federal agencies in the past three years have been accepted with no material findings or comments. In addition, there have been no disciplinary actions taken or pending against ZA during the past three (3) years by any state regulatory bodies or professional organizations.



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H. Proactive Resolution of Technical Issues

ZA evaluates clients for any technical issues from the audit planning process throughout the finalization of the engagement. Any issues that are identified are researched and a resolution is presented to the client. In addition, constant communication is maintained between the audit team members and other issues identified during the audit are mutually resolved among the audit team. Resolution of client issues during the audit process is performed on a continuous basis and not at the end of the audit. **Audit findings that arise during the audit are discussed with the School management as audit work is performed in order to obtain resolution early in the audit process.**

I. Timelines

ZA has various governmental clients that need to meet specific filing deadlines for federal and state funding purposes as well as the GFOA certificate of achievement program. ZA has strived to, and has met, these deadlines. This is supported by our retention of clients over the years. ZA will meet the deadlines listed in the IFP, for each year of the contract.

J. Communication and Cost Containment

Clear communication between the School management and ZA helps us tailor professional services to your changing needs. We want to be aware of your concerns and encourage you to use us as a critical sounding board to obtain an independent perspective.

Frequent contact with management enables us to keep abreast of developments within the School, the Public Sector and the broader economy. Our relationship with you is not an annual encounter, but rather a continuing relationship throughout the year. We encourage management to discuss issues with us as they arise, or if they prefer, at regular prearranged meetings.

As the audits progress, we may identify issues that affect your results or are important for your meeting objectives. By reporting these matters to the School management and making appropriate recommendations, we enhance the value of our audit service. Frequent contact and communication with management on matters relevant to you is a prerequisite to providing valuable services.

Our relationship depends on our engagement team maintaining regular contact with management. Through regular contact, we are better able to:

- Understand your needs and expectations
- Respond appropriately
- Maximize the value of our audit to you
- Contain costs

We do not bill extra fees for time spent providing advice. We do not bill, for example, for routine calls throughout the year to offer advice or for attending meetings with the client to help resolve an issue. However, we do follow the independence standards that do not allow us to provide certain services to audit clients. When an instance occurs where the School may need



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services, we cannot provide due to independence standards, we will help give advice to the School to ensure they receive the best services at a reasonable price.

K. Partner Involvement

We believe timely and active management team involvement is perhaps the most important factor for delivering top-quality services. ZA is known for having greater partner and manager involvement on its engagements than other larger firms. Partner and manager involvement with the School is critical to our service delivery. No other firm can offer you the depth and experience of senior management devoted to the needs of the School.

L. GASB Statements

ZA is a member of the AICPA Governmental Audit Quality Control Center and reviews all memoranda and exposure drafts that relate to governmental accounting and financial reporting. We hold in-house sessions to discuss these topics and the impact they may have on our clients. In addition, our governmental team is proactive in the implementation of new GASB Statements, and we work with our clients so that GASB Statements are implemented in accordance with the standards.

M. Membership

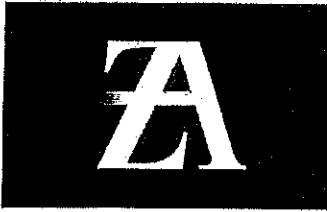
The American Institute of Certified Public Accountants (AICPA) is committed to helping its members achieve the highest standards in performing quality audits. To help CPAs meet the challenges of performing quality audits for clients in this complex area, the AICPA offers firm-based voluntary membership centers for firms that perform audits. Zelenkofske Axlerod LLC is a dedicated member of the following quality centers:

- AICPA Private Companies Practice Section (PCPS)
- AICPA Governmental Audit Quality Center
- AICPA Employee Benefit Plan Audit Quality Center
- AICPA/PCPS Center for Plain English Accounting

N. Government Organizations

Since we specialize in the Public Sector, we are involved in many government and not-for-profit organizations not only as an associate member, but we also participate as presenters on various topics like Uniform Guidance and GASBs. The organizations are as follows:

- Government Audit Quality Center
- Pennsylvania GFOA
- Maryland GFOA
- Delaware League of Municipalities
- Maryland Association of Counties
- Pennsylvania County Commissioners



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- Pennsylvania County Controllers
- Pennsylvania Association of Township Supervisors
- Association of Government Accountants
- Association of Pennsylvania Municipal Managers
- Mid-Atlantic Intergovernmental Audit Forum
- Maryland Municipal League
- Pennsylvania Associate of Nonprofit Organization
- Pennsylvania Association of School Business Officials

O. GFOA Certificate Program

As detailed in Section D of the Profile of the Audit Firm Section of our proposal, we perform audits of several governmental clients that have received the GFOA Certificate for Excellence in Financial Reporting. ZA has multiple team members who are members of the GFOA Certificate Program Special Review Committee.

P. Governmental Accounting Issues

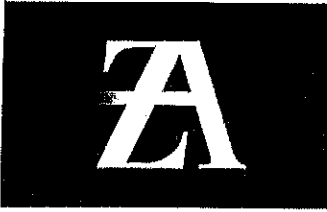
ZA's philosophy pertaining to governmental accounting issues is to be proactive with our clients and make them aware of new GASB Pronouncements that will impact the financial reporting of the government in the future. ZA takes the lead in implementation of new GASBs and does the research to determine the impact on our governmental clients financial reporting. We have worked with financial advisors on the impact of swap transactions on financial reporting as well as actuaries to determine the impact of the pension and OPEB GASB Pronouncements on financial reporting.

Q. Leadership in School Audits

As detailed in our proposal, ZA performs audits of several schools in Pennsylvania, and our audit team has also performed audits of educational entities in other states. ZA specializes in serving the government industry, which includes schools. ZA is a member of PASBO and a frequent speaker in various governmental organizations on current governmental accounting and auditing topics including GASB 67 and 68 as well as Uniform Guidance. With our specialty in the government industry, we are able to bring value-added services to our government clientele.

R. Training

ZA is known as a leader in the government industry and as a result of this, we are frequent speakers at the PA County Controllers Association Conferences as well as conferences for the Intergovernmental Audit Forum and the PICPA. ZA has provided training for our current governmental clients on current GASB topics as well as Single Audit, Uniform Guidance, Accounting for Debt and other accounting and financial reporting issues. Current clients are invited to attend our in-house training that covers upcoming issues in the government industry.



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SUMMARY OF QUALIFICATIONS

A. Understanding of the Engagement

We understand that the District is requesting the following services and we are committed to performing the audit in the specified time period.

1. Scope of Audit

Audit all programs of the School 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.

We shall observe and review the adequacy of the School'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 School.

We shall complete the audit no later than October 15 of each year with the final printed audit report available no later than December 15 of each year.

The audit shall comply with the Single Audit Act implemented by the Federal Office of Management and Budget in accordance with Uniform Guidance and any subsequent pronouncements, as applicable.

a. Non-Federal Programs

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

b. Federal Programs

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

We 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,



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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.

2. 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 Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures as considered necessary to express such opinions and to render the required reports.

3. Other Services

The School 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 School may request additional meetings with us to discuss items note 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 School.

B. Our Firm

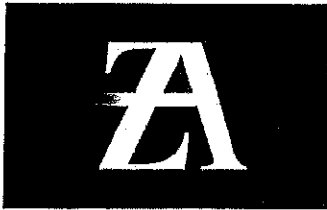
As detailed in the Profile of the Audit Firm section of our proposal, ZA is a regional firm specializing in the public sector.

C. Staffing

Our staff includes professionals who have worked in the Public Sector and understand the technical requirements in addition to the accounting and reporting issues that make it such a specialized area of the accounting profession. Our firm has professionals with the knowledge and practical experience that is unique to the Public Sector. We have assembled a team of professionals who specialize in government and not-for-profit accounting, auditing, reporting, and consulting.

ZA's turnover in staff is minimal and, as a result, we are able to maintain the continuity of the audit team from year to year on engagements.

The following individuals are part of our engagement management team. Partners, Managers and other supervisory staff may be changed if those personnel leave the firm, are promoted or assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the School. However, in either case, the School retains the right to approve or reject replacements. Other audit personnel may be changed at our



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discretion provided replacements have substantially the same or better qualifications or experience.

Jeffrey Weiss, CPA – Engagement Partner
Kimberly Stank, CPA, CGMA – Concurring Partner
Patrick Kirk, CPA, CGFM, CGMA – Technical Resource Principal
Derek Schroeder, CPA – Manager
Rachael Hosking - Senior

All of our CPAs are registered and licensed to practice as a Certified Public Accountant in Pennsylvania. In addition, all of our CPAs and, in fact, all of our professional staff members have accounting degrees from reputable 4-year universities. At this time, we have not identified specific staff to be assigned to audit but we anticipate using one staff member on the engagement. The engagement team and, in fact, all of our professional staff have completed 120 hours of continuing professional education, the educational requirements of *Government Auditing Standards* in the last three years.

Unlike many large firms, ZA Partners and Managers interact with our clients on a day-to-day basis to address accounting and audit issues and help to resolve the issues. Client relations are an important part of client service in our firm and, as a result, we have a good track record for client retention. We establish an open communication with each of our clients by being proactive on issues versus reactive.



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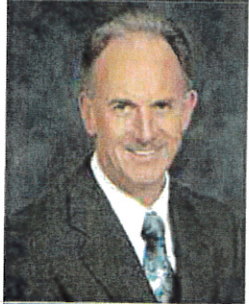
Jeffrey Weiss, CPA, is a Partner at Zelenkofske Axlerod LLC. As Engagement Partner, Jeff is responsible for the audit team assigned to the audit, and for ensuring timely completion and review of audit fieldwork. Mike serves in this capacity for several similar governmental entities, including Bucks County, Chester County, Allentown School District, Jim Thorpe School District and various charter schools and has extensive experience with our CAFR clients.



Kimberly Stank, CPA, CGMA, is a Partner at Zelenkofske Axlerod LLC. As Concurring Partner, Kim is responsible for independently reviewing the financial statements to verify that they are in conformity with applicable guidelines. Kim serves in this capacity for several similar governmental entities, including Chester County, Selinsgrove School District, Shenandoah Valley School District, Mifflinburg Area School District, Lewisburg Area School District, and other government clients and has extensive experience with our CAFR clients.



Patrick Kirk, CPA, CGFM, CGMA, is a Principal at Zelenkofske Axlerod LLC. As a Technical Resource Principal, Pat will be available to address technical issues on the engagement. Pat serves in this capacity for numerous engagements including Central Dauphin School District, York School District, Mifflinburg School District, Chester County, Bucks County, Lower Paxton Township and Silver Spring Township and has experience with CAFR clients that receive the GFOA Certificate.

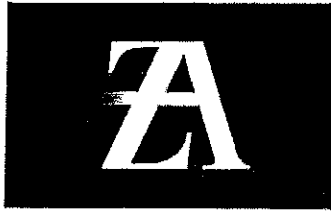


Derek Schroeder, CPA, is a Manager at Zelenkofske Axlerod LLC. As a Manager, Derek will be responsible for the day-to-day fieldwork of the audit, for supervision of the staff assigned to the engagement, and for the preparation of the financial statements and single audit report. Derek will be assume the day to day responsibility of managing and supporting the audit. Derek performs these functions for various clients throughout the year, including York County, Tioga County, Selinsgrove School District and various other governmental clients.



Rachael Hosking is a Senior at Zelenkofske Axlerod LLC. As a Senior, Rachael will be responsible for the day to day fieldwork of the audit, for supervision of the staff assigned to the engagement, and for the preparation of the Financial Statements. Rachael performs these functions for several clients throughout the year, including Bucks County HealthChoices, City of Allentown, Jim Thorpe School District, and Allentown School District.





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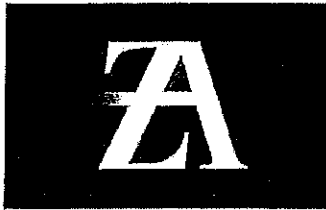
D. Government Experience

ZA has extensive experience in consulting and audit services to Public Sector entities for over 20 years, including the following:

- Allegheny County (CAFR and Single Audit)
- Bucks County (Single Audit, Nursing Home and CAFR)
- Bucks County Water and Sewer Authority (CAFR)
- Chester County (Single Audit and CAFR)
- York County (Single Audit, Nursing Home and CAFR)
- Westmoreland County (Single Audit, Nursing Home and CAFR)
- Dauphin County (Single Audit, Nursing Home, Tax Collector Audits, District Court Audits, CAFR)
- Millcreek Township School District (Financial and Single Audit)
- Erie City School District (Financial and Single Audit)
- Sharon City School District (Financial and Single Audit)
- Woodland Hills School District (Financial and Single Audit)
- Gateway School District (Financial and Single Audit)
- Brownsville Area School District (Financial and Single Audit)
- Penn-Trafford School District (Financial and Single Audit)
- Hempfield Area School District (Financial and Single Audit)
- Derry Area School District (Financial and Single Audit)
- Mt. Pleasant Area School District (Financial and Single Audit)
- Yough School District (Financial and Single Audit)
- Somerset Area School District (Financial and Single Audit)
- Central Westmoreland Career and Technology Center (Financial and Single Audit)
- Allentown School District (Financial and Single Audit)
- Selinsgrove Area School District (Financial and Single Audit)
- Central Dauphin School District (Financial and Single Audit)
- Jim Thorpe Area School District (Financial and Single Audit)
- Mifflinburg Area School District (Financial and Single Audit)
- Northern Tioga School District (Financial and Single Audit)
- Shenandoah Valley School District (Financial and Single Audit)
- School District of the City of York (Financial and Single Audit)
- Lawrence County (Financial and Single Audit)
- Armstrong County (Financial and Single Audit)
- Indiana County (Financial and Single Audit)
- Fayette County (Financial and Single Audit)
- Greene County (Financial and Single Audit)
- Jefferson County (Financial and Single Audit)
- Swatara Township (CAFR and Financial Audit)
- Philadelphia Performing Arts Charter School (Single Audit)
- Philadelphia Charter School for Arts and Sciences (Single Audit)

E. Peer Review

We have included on page 15 a copy of our Firm's most recent Peer Review for the year ended June 30, 2016, that included reviews of governmental and not-for-profit engagements. The peer review resulted in the highest rating of pass.



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F. References

We have listed below some of our current and most school district clients as references:

<u>Client</u>	<u>Scope of Work</u>	<u>Date of Work</u>	<u>Client Contact</u>
Central Dauphin School District	Financial and Single Audit	2010 To Present	Karen McConnell Director of Business Affairs 717-545-4703
York City School District	Financial and Single Audit	2010 To Present	Shawn Hain Accounting Manager 717-849-1258
Millcreek Township School District	Financial and Single Audit	2013 To Present	Aaron O'Toole Director of Finance 814-835-5300
Selinsgrove School District	Financial and Single Audit	Year End 6-30-11 to Present	Jeff Hummel Business Manager 570-374-1144
Shenandoah School District	Financial and Single Audit	Year End 6-30-2011 to Present	Anthony Demalis Business Manager 570-462-1936

We have included on pages 16 through 18 client recommendation letters.

G. Quality Control Programs

ZA provides a minimum of 40 hours of in-house training seminars annually for the professional staff. In addition, specialized training in the area of governmental auditing and reporting is conducted to satisfy government and other auditing standards. Furthermore, our professionals serving our government sector attend AICPA, PICPA and specialized conferences to stay abreast of the latest developments in government accounting, financial reporting and auditing. The professionals assigned to our audits have completed the required specialized training in governmental auditing and reporting for each of the last three years. This requirement includes completion of at least 120 hours of continuing professional education over the three (3) year period that includes 24 hours required by *Government Accounting Standards*.

System Review Report

November 4, 2016

To the Members of
Zelenkofske Axelrod LLC
and the Peer Review Committee of the Pennsylvania Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of **Zelenkofske Axelrod LLC** (the firm) in effect for the year ended June 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of **Zelenkofske Axelrod LLC** in effect for the year ended June 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Zelenkofske Axelrod LLC** has received a peer review rating of *pass*.

Davis Kinard & Co, PC

Certified Public Accountants



Selinsgrove Area School District

Jeffrey H. Hummel, Business Manager
401 North 18th Street, Selinsgrove, PA 17870-1198
(570) 372-2210 phone • (570) 372-2222 fax
www.seal-pa.org

March 6, 2017

To Whom It May Concern:

Zelenkofske Axelrod, LLC (ZA) has been the local auditor for the Selinsgrove Area School District since 2012. The scope of their services has been to audit our basic financial statements and to provide technical assistance in completing the entity-wide financial statements.

The firm provides first-rate service to the district. Their personnel are always professional, prompt, and able to provide excellent guidance in preparation of our financial statements. ZA's governmental accounting expertise has enabled the district to implement all the recent Governmental Accounting Standards Board (GASB) pronouncements. They also provide recommendations to improve the overall effectiveness and productivity of our business operations.

ZA always staffs our audit with experienced people who are able to efficiently conduct the audit with a minimum of disruption to our operation. Their auditors are knowledgeable and easy to work with in completing the audit and they have always produced the final audit report in a timely manner.

I highly recommend Zelenkofske Axelrod, LLC without reservation to any school district seeking professional audit services.

Sincerely,

A handwritten signature in blue ink that reads "Jeffrey H. Hummel". The signature is written in a cursive, flowing style.

Jeffrey H. Hummel
Business Manager

**Shenandoah Valley School District
805 West Centre Street
Shenandoah, PA 17976**

PHONE: (570)462-1936

FAX: (570) 462-4611

**Anthony P. Demalis
Business Manager**

March 23, 2017

To Whom It May Concern,

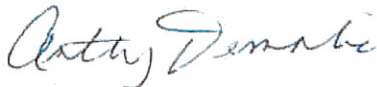
Zelenkofske Axelrod, LLC (ZA) has been the district's auditor since fiscal year ended June 30, 2012. The scope of their services has been to audit our basic financial statements including the General, Food Service, and Fiduciary Funds, and the Single Audit - Schedule of Federal Expenditures; while also preparing our PDE 2057 Annual Financial Report.

I have been the Business Manager since 2001, and have mainly dealt with Pat Kirk and his staff. I have found them to be professional, prompt, and flexible in working around our schedule. They continually made themselves accessible during the annual audit and answered any questions or concerns we had.

ZA has staffed our audit with experienced personnel in order to conduct the audit efficiently with minimum disruption to our office.

I have found their audit rates to be reasonable in the services they provide, and I would highly recommend Zelenkofske Axelrod, LLC to any school district seeking professional audit services.

Sincerely,



Anthony Demalis
Business Manager
Shenandoah Valley School District



"Blue Devils"

An Equal Opportunity School District

CENTRAL DAUPHIN SCHOOL DISTRICT

District Administration Office
600 Rutherford Road
Harrisburg, PA 17109
(717) 545-4703



Karen L. McConnell, MBA CPA
Assistant Superintendent of Finance
and Administrative Operations

March 8, 2017

To Whom It May Concern:

Zelenkofske Axelrod LLC (ZA) has been the auditor of record for the Central Dauphin School District (District) since 2010. The scope of their services has been to audit our basic financial statements and single audit – Schedule of Expenditures of Federal Awards.

Having been the Assistant Superintendent for Finance and Administrative Operations since 1999, I have dealt with many of the principals at ZA, including Pat Kirk, Cory Troutman, and Mike Samson, all of whom have provided first-rate service in a prompt and professional manner. They have continually made themselves accessible during the annual audit and are responsive to our concerns.

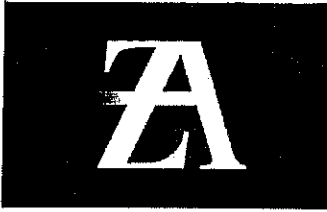
ZA has endeavored to staff our audit with experienced people who are able to efficiently conduct the audit with a minimum of disruption to our operation.

We routinely draw upon ZA's broad exposure to the government environment in Pennsylvania as we strive to make our organization more efficient and effective.

I recommend Zelenkofske Axelrod LLC without reservation to any local government entity seeking professional audit services.

Sincerely,

Karen L. McConnell, CPA/MBA
Assistant Superintendent for
Finance and Administrative Operations



Zelenkofske Axlerod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

SPECIFIC AUDIT APPROACH

A. Audit Process

At Zelenkofske Axlerod, we use a risk-based audit methodology that emphasizes using knowledge of the entity to make the risk assessments required in connection with the financial statement audit. The more accurately an auditor assesses an entity's risks of material misstatement and noncompliance, the more likely the auditor will be to direct audit effort to those areas expected to contain risks of material misstatement and noncompliance, whether due to error or fraud, and the more assurance the auditor has that the procedures performed in response to the risk assessments will detect material misstatement and noncompliance.

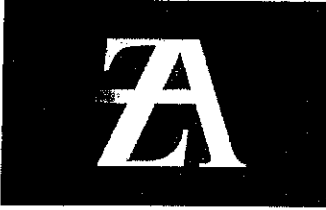
Software and Audit Documentation: Our firm utilizes CCH ProSystem fx Engagement on engagements and therefore all staff auditors have the necessary tools to complete the required audit documentation for this engagement. CCH's audit platform, Knowledge Coach, is a peer-reviewed platform that enables our audit team to efficiently and effectively complete the audit. In addition, Microsoft Excel will be used to create spreadsheets for testing of transactions along with Microsoft Word will be used to modify the reporting document and to create other workpapers.

Sampling: ZA utilizes statistical sampling techniques as an engagement tool whenever they are cost effective and adds to the overall engagement efficiency. Due to the number of transactions, it is both impractical and uneconomical to examine every record. Statistical sampling overcomes this problem by enabling us to select, with mathematical precision, the appropriate number of transactions for examination. This makes statistical sampling a powerful engagement tool because it provides us with a scientific, rather than an arbitrary means of quantifying the uncertainty inherent in an engagement.

Communication: ZA encourages and facilitates communication among the engagement team and client personnel. During the engagement, there is constant communication between staff members to discuss issues and arrive at a resolution. Issues are addressed as they arise during the engagement and not at the end. Partner and manager involvement is ongoing throughout the engagement, and therefore issues are resolved in a timely manner. Workpapers are reviewed at various levels as the engagement proceeds.

The primary drivers of our approach are:

1. Obtaining an understanding of the entity and its environment, including its internal control, sufficient to accurately assess the risks of material misstatement and noncompliance and provide a basis for designing an appropriate audit that responds to those risks.
2. Obtaining sufficient appropriate audit evidence about whether material misstatement and noncompliance or deficiencies in internal control exist through designing and performing audit procedures that are responsive to the risks identified.
3. Forming an opinion on the financial statement and each major federal program based on conclusions drawn from the audit evidence obtained.



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Our methodology is presented as eight processes, as follows:

1. Preliminary Engagement Activities;
2. Risk Assessment Procedures: Obtaining an Understanding of the Entity and Its Environment, including the Entity's Federal Program Environment;
3. Risk Assessment Procedures: Evaluating the Design of Internal Controls, including Internal Controls over Compliance;
4. Assessing the Risks of Material Misstatement and Noncompliance;
5. Designing Audit Procedures in Response to Assessed Risks;
6. Performing Audit Procedures: Tests of the Operating Effectiveness of Internal Controls, including Internal Control over Compliance;
7. Performing Audit Procedures: Substantive Tests; and
8. Evaluating, Concluding, and Reporting Procedures.

The understanding obtained in each process affects the decisions made in the next. As such, we will continually review assessments made in an earlier process based on evidence obtained in later stages of the audit.

In general, our knowledge of the entity flows through the above eight processes and affects the audit as follows:

1. Knowledge gained from preliminary engagement activities, identification of the major programs and compliance requirements applicable to major programs, and the determination of financial statement and major program materiality is used to customize the audit plan for risk assessment procedures.
2. Knowledge gained from risk assessment and other procedures is used to identify and assess the risks of material misstatement and noncompliance.
3. Knowledge gained from risk assessment procedures and the identification of risks of material misstatement and noncompliance is used to customize the audit plan for further audit procedures.
4. Evidence gained from further audit procedures is evaluated to determine whether audit risk has been reduced to an acceptably low level, and the appropriate auditor's reports are issued.

Reporting

Process: We will work closely with the School's personnel in the preparation of the financial statements and will review "draft" financial statements with them prior to issuance. Before an audit partner signs the auditor's reports, a second partner will review the draft reports and other documents to evaluate the professional excellence of the audit. This partner will then give concurrence as to the propriety of the auditor's reports. Every effort will be made for early delivery



Zelenkofske Axlerod LLC

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of the reports to help ensure prompt and satisfactory professional service. Furthermore, any findings or questioned costs disclosed by our audit work will be discussed with the School's designated official prior to any discussion of such findings with other interested parties.

Management letters: The issuance of management letters is equally as important as the expression of our opinion on the financial statements, and as a result, we devote considerable attention to developing the comments in these letters to management. As auditors for the School, we will be interested in their overall success as an efficient, properly controlled and cost-effective entity. Therefore, the School can expect us to contribute constructive management letter suggestions regarding internal accounting controls.

Letter to those charged with governance: Provide those charged with governance with timely observations arising from the audit that are significant and relevant to their responsibility to oversee the financial reporting process.

Project Management

We view project management as the continuous communications phase and it includes the exchange of ideas and advice as changes are considered or implemented during the engagement. Prior to the engagement starting, Zelenkofske Axlerod LLC will schedule an entrance conference. At the entrance conference, Zelenkofske Axlerod LLC will provide a time schedule for the engagement and a listing of information needed. Throughout the audit, we will keep the business administrator updated on any issues encountered on the engagement in order to obtain resolution. We propose to have weekly meeting updates with the business manager and key employees of the School to determine the status of the engagement and any issues that may delay the process and delivery of the report. At the conclusion of the audit, Zelenkofske Axlerod LLC will hold an exit conference with the School's key personnel.



Zelenkofske Axlerod LLC

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B. Audit Timing

Area	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Planning meeting with the School and preliminary fieldwork.							X					
Control documentation and audit testing including single audit testing and final fieldwork.							X	X	X			
Report preparation and financials.									X	X		
Draft reports for financial and single audit.									X	X		
Finalize all reports.										X		
Monthly update meetings with the School.								X	X	X		
Post fieldwork conference with the School.										X		
Project Management								X	X	X		

C. Staffing

	Partner/ Principal	Manager	Senior	Staff	Total
Planning	3	4	5	2	14
System Evaluation	1	1	5	5	12
Testing	1	11	75	148	235
Reporting	6	11	15	-	32
Project Management	4	3	-	-	7
	<u>15</u>	<u>30</u>	<u>100</u>	<u>155</u>	<u>300</u>

D. Client Assistance

We anticipate that School personnel will provide final trial balances, provide requested audit documentation and be available for questions.

E. Management Letter

We have included, in Appendix A, a sample management letter.

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

Auditing Fee for 2018-19	\$ <u>21,750</u>
Auditing Fee for 2019-20	\$ <u>21,750</u>
Auditing Fee for 2020-21	\$ <u>22,185</u>
Optional Auditing Fee for 2021-22	\$ <u>22,615</u>
Optional Auditing Fee for 2022-23	\$ <u>23,060</u>

Additional Services - Hourly Rate:

Partner	\$ <u>250</u>	Senior Auditor	\$ <u>95</u>
Manager	\$ <u>140</u>	Staff Accountant	\$ <u>70</u>
Supervisor	\$ <u>110</u>	Paraprofessional	\$ <u>N/A</u>

Firm Name:

Zelenkofske Axelrod LLC

Form of Business Entity:

Limited Liability Corporation

Employer Identification Number:

23-3022325

Telephone:

717-561-9200

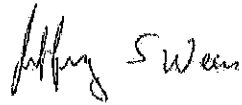
Fax:

717-561-9202

Date:

5-15-19

Authorized Signature:

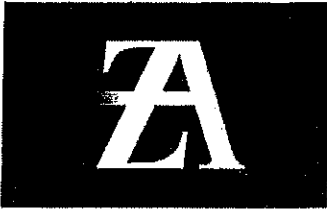


Title:

Partner

Email:

jweiss@zallc.org



Zelenkofske Axelrod LLC

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APPENDIX A



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

January 29, 2019

Board of Directors

██████████ School District

In planning and performing our audit of the financial statements of ██████████ School District ("District") as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, during our audit, we noted certain other operational matters that are presented for your consideration. This letter does not affect our report dated January 29, 2019, on the financial statements of the District.

I – Student Activity Accounts

During our audit, we noted that the clubs are relying on the business office too heavily for maintaining their account balances. We noted that there was a significant amount of time elapsed between the clubs receiving and depositing checks to the business office. In one instance, checks in the amount of \$2,318.50 were over 90 days old and the bank would not accept them. We would recommend to the board that they put policies in place that require checks be turned in every two weeks to prevent this issue going forward and to ensure more timely record keeping.

II – Pay for Athletic Events

During our audit, we noted that those aiding at athletic events with ticket sales were paid for their hours worked. If they were a ██████████ School District Employee the amount earned was added to the following pay period's check. If the worker who was not a ██████████ School District employee, they were given a check for the amount earned. This raises concern because the amounts are being paid out of two separate bank accounts. When the employee was paid it was being taken from the payroll bank account, however, when the non-employee was paid it was through the Athletic Fund. This method is not consistent and also raises complications in budgeting since the Athletic fund does not prepare a budget due to its size. This left the General Fund trying to estimate how much additional funds it would have to budget for employees that worked games. The best resolution is to pay all Athletic event compensation from the same account in the same manner. During the audit this matter was added to the financial committee's agenda. The resolution that was proposed was to have everyone paid as though they are ██████████ School District employees.

III – Payroll Timesheets

During our audit, we noted that the timeline for timesheets should be identified to strengthen internal control. Currently there is no deadline in place for a timesheet to be submitted to the Assistant Business Manager for any extra hours or for part time workers. The Business Department suggests the timesheets to be submitted two days prior to the payroll entry. If the timesheet is submitted after this entry then any additional hours worked are added to the following pay. By identifying a submission deadline, there is a lower chance that an employee could fraudulently add hours to their timesheet and have the hours signed off inappropriately because the supervisor, director, etc. was unable to remember the correct hours worked.



Board of Directors
Page 2

IV – Pay Rate Changes

During our audit, we noted a lack of authorization for pay rate changes. Current changes to pay rates are entered into the accounting system by the Assistant Business Manager and become effective at the date chosen. We recommend improving internal control by adding Business Manager authorization to approve any pay changes being entered for the changes to become effective. Without modification there is a risk of allowing pay rates to be changed without approval.

V – Cash Receipts

During our audit, we noted that the district did not require a deposit slip for all receipts of monies in the Student Activity Fund. Currently when a School District building other than the Bennett Educational Service Center ("ESC") receives money or a check it sends the monies to the ESC via the school courier. There is no deposit slip written with the amount sent. These funds could potentially be taken without knowledge. Implementation of a deposit slip requirement for all monies sent via the school district courier would reduce this risk. This would also allow the Business Department to verify that the amount that they deposited is the same as the deposit slip the bank provides.

VI – Petty Cash

During our audit, we noted that the District's petty cash was not being reconciled regularly or on a timely basis. We would recommend that policies are enacted that require petty cash to be reconciled regularly and reviewed by a member of the Business Department to ensure accurate record keeping.

VII – Family Center

During our audit, we noted that the District's Family Center fund's financial records did not reflect the correct financial activity which would result in a material misstatement of the financial statements and a higher risk of fraud. The financial records did not reflect the correct financial activity; financial information had to be reworked and prepared multiple times. The District should ensure that internal control procedures over financial reporting are sufficient to identify and record all transactions in the period of benefit.

VIII – Business Department

During our audit, we noted the demands that are expected of the Business Department of [REDACTED] School District are higher than the department is staffed to handle. Currently every member of the Business Department is working more than is expected of them. They all spend a large portion of their weekends either working from the office or from home. The addition of another staff would help aid in Business Department efficiency and would improve internal control by further segregating the duties in the office.

We will review the status of these comments during our next audit engagement. We will be pleased to perform any additional study of these matters or assist you in implementing the recommendations.

Zelenkofske Axelrod LLC

Zelenkofske Axelrod LLC
Pittsburgh, Pennsylvania

V. ITEMS FOR DISCUSSION

- e. Series of 2022 Dual - Track Refunding Update



EAST STROUDSBURG AREA SCHOOL DISTRICT
Estimated Timeline
Series of 2022 Dual-Track Refunding

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
S	M	T	W	T	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Timing	Event
November 15 th (Board Meeting)	Adopt authorization to proceed
November 16 th	Send out bank loan RFP
December 15 th	Bank loan RFP responses due
December 16 th	Discuss dual-track results

	Bank Loan	Bond Issue
Week of December 20 th		Update Preliminary Official Statement Submit Moody's rating request
December 20 th (Board Meeting)	Adopt Bank Loan Resolution (lock-in interest rates)	Adopt Bond Parameters Resolution
Mid January		Receive Moody's rating Finalize bond documents
Week of January 17 th (or later)		Pricing of Bonds (lock-in interest rates)
Week of January 24 th (or later)	Settlement of bank loan	
Week of February 21 st (or later)		Settlement of bond issue

V. ITEMS FOR DISCUSSION

- g. Act 1 - Resolution to not exceed the 2022-23 adjusted index of 4.8%

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS**

RESOLUTION

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, known as the "Taxpayer Relief Act" (hereinafter "Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by the index, as defined by Act 1, unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act allows a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than the index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the East Stroudsburg Area School District index for the 2022-2023 fiscal year is 4.8% as calculated by the Department of Education;

WHEREAS, the East Stroudsburg Area School District Board of Education wishes to express its intention that it shall not raise the real estate property tax rate for the support of the East Stroudsburg Area School District for the 2022-2023 fiscal year by more than the index.

WHEREAS, this Resolution does not require that the East Stroudsburg Area School District Board of School Directors raise the real estate property tax rate for the 2022-23 fiscal year.

AND NOW, on this 20th day of December, 2021, it is hereby RESOLVED by the East Stroudsburg Area School District (hereinafter "District") Board of Education (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2022-2023 school year at a rate that exceeds the index as calculated by the Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24 P.S. §6-687, for the adoption of the District's proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2022-2023 fiscal year.

4. The Administration of the District is directed to submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
5. The Administration of the District is directed to send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2022-2023 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

EAST STROUDSBURG AREA SCHOOL DISTRICT

Richard Schlameuss , Board President

Date

ATTEST:

Patricia Rosado, Board Secretary

Date

V. ITEMS FOR DISCUSSION

h. Finance Committee Meeting Dates for 2022



East Stroudsburg Area School District

Creating the Future!



Carl T. Secor Administration Center
50 Vine Street
East Stroudsburg, PA 18301
Phone: (570) 424-8500 - Fax (570) 424-5646
www.esasd.net

Dr. William Vitulli
Assistant Superintendent for
District Programs

Mr. Brian D. Baddick
Assistant Superintendent for
Pupil Services

Dr. William R. Riker
Superintendent

Mr. Craig D. Neiman
Chief Financial Officer

EAST STROUDSBURG AREA SCHOOL DISTRICT Finance Committee Meeting Dates For 2022

PUBLIC NOTICE

January	10,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
February	14,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
March	14,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
April	11,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
May	09,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
June	13,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
July	12,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
August	08,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
September	13,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
October	10,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
November	14,	2022	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom

All meetings will also be held virtually via Zoom and streamed live on YouTube.

Patricia L. Rosado
Board Secretary

VI. RECOMMENDATIONS BY THE PROPERTY/FACILITIES
COMMITTEE

c. Current Projects List

VII. RECOMMENDATIONS FROM CURRICULUM &
INSTRUCTION (to be forwarded to the Education P & R
Committee)

- a. Vista Higher Learning - ELL New Student Curriculum
Tools, quote - \$6,063.49

Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$5,000.00

The respondent's email (jessica-newberry@esasd.net) was recorded on submission of this form.

Untitled Section

Untitled Section

FORM **611**

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

Name of Requestor *

William Vitulli

Untitled Title

Department *

Curriculum & Instruction

Building *

district

What service or item are requesting *

Vista Higher Learning-ESL

Why are you requesting the service or item *

to be used by the ESL teachers

Suggested replacement *

n/a

Please complete an independent Cost Analysis. (Pre-determine costs prior to contacting a vendor.)

n/a

Cost Estimate: if over \$5,000, were three (3) quotes obtained? If yes, please list the vendor's information and quoted amount. *

single provider

What is the total cost of the purchase? *

\$6,063.49

Procurement Method: *

Quote Received only one Proposal

Request for Proposal (RFP)

Bid

Other: _____

Was this purchase budgeted? *

Yes ▼

Was this purchased through a PA State Contract or Approved Consortiums? If yes, select group.

Yes

Pennsylvania State Contract

COSTARS

Keystone Purchasing Network

PEPPM National Contract Program (Technology Bidding and Purchasing)

US Communities

No

If item was purchased through a Pa State Contract or approved Consortium, please include contract number.

Which Fund will be charged? *

50

What account will be charged? *

10-1190-640-471-10-000-000-000-9197 and 10-1190-650-471-30-000-000-000-9197

Selection of the winning proposal, was the lowest price selected? If not, please explain why and the process of selecting the vendor. *

yes

Any additional information you would like to provide.

funds coming from Title III grants

This form was created inside of East Stroudsburg Area School District.

Google Forms



COST PROPOSAL

Quote Prepared On November 9, 2021
 Quote Valid Through December 31, 2021
 Quote No. 211179073
 Version No. 1

Prepared For
East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301

Prepared By
Lauren Bennett lbennett@vistahigherlearning.com Vista Higher Learning 500 Boylston St, Suite 620 Boston, MA 02116-3736

Get Ready					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
1	978-1-54332-134-0	Get Ready 2021 6-8 National TRB	\$169.00	\$169.00	\$169.00
6	978-1-54331-619-3	Get Ready Workbook (Gr 9-12)	\$24.95	\$149.70	\$149.70
1	978-1-54331-867-8	Get Ready 9-12 Workbook (10-Pack)	\$209.95	\$209.95	\$209.95
6	978-1-54331-620-9	Get Ready Workbook (Gr 6-8)	\$24.95	\$149.70	\$149.70
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1	978-1-54333-556-9	Get Ready Sail Teacher Edition	\$74.95	\$74.95	\$0.00
26	978-1-54334-093-8	Get Ready Sail Student Edition + Supersite Plus + Online Workbook(1 year license)	\$49.95	\$1,298.70	\$1,298.70
4	978-1-54333-557-6	Get Ready Soar Teacher Edition	\$74.95	\$299.80	\$299.80
2	978-1-54333-557-6	Get Ready Soar Teacher Edition	\$74.95	\$149.90	\$0.00
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2	978-1-54334-089-1	Get Ready Sail Practice Book(10-pack)	\$189.95	\$379.90	\$379.90
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6	978-1-54334-095-2	Get Ready Soar Practice Book	\$19.95	\$119.70	\$119.70
6	978-1-54334-088-4	Get Ready Sail Practice Book	\$19.95	\$119.70	\$119.70

Total Value	\$6,310.80
Total Grátis	\$562.85
Total Cost	\$5,747.95
Est. Shipping (5%)	\$315.54
Est. Grand Total Cost	\$6,063.49



COST PROPOSAL

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