

V. ITEMS FOR DISCUSSION

- a. Finance Committee Meeting Dates for 2023



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 2023

PUBLIC NOTICE

January	09,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
February	13,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
March	13,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
April	11,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
May	08,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
June	12,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
July	10,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
August	14,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
September	12,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
October	09,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom
November	13,	2023	-- 5:30 PM – Carl T. Secor Administration Center – Board Room & Via Zoom

All meetings will also be streamed live on YouTube.

Patricia L. Rosado
Board Secretary

V. ITEMS FOR DISCUSSION

- b. Financial Information System Update and Recommendation

East Stroudsburg Area School District
 December 2022
 Financial Information System Cost Proposal - 2022-23 School Year

	CSIU	Tyler Munis		
Annual Hosted Subscription	\$38,160			
SC View License	\$11,534			
Purchasing/Accounts Payable	\$3,995			
Staff Onboarding	\$4,995			
Mileage Reimbursement	\$695			
Total Annual Cost:	\$59,379	\$142,870	Savings:	\$83,491
One Time Setup Fee	\$1,400			
Data Conversion	\$3,800			
Training	\$5,000			
Total One Time Cost:	\$10,200			

Note: Tyler Munis contract expires December 31, 2023

CSIU Financial Information System Proposal – East Stroudsburg Area School District

6,408 student count

Bidding, Fund Accounting, Payroll, Personnel, Staff Portal

Service	Rates	2022-23 Full Year Cost	Ongoing Annual Cost
Annual hosted subscription Student Count: 6,408	Bidding: \$3,700 Fund Accounting: \$11,725 Payroll: \$14,975 Personnel: \$7,760 Staff Portal: Included with Payroll and Personnel subscription	\$38,160	\$38,160 est.
Training and Support			
Annual combined support allowance*	No charge	36 hours	36 hours
Additional bank of support hours (optional)	\$90/hr. up to 33 hr. max	TBD	N/A
Training			
- Group Webinars	Included	No charge	No charge
- Group Classroom @ CSIU	Included	No charge	No charge
- Group Classroom @ regional site	Included	No charge	No charge
- Individual phone**	Included	No charge	No charge
Custom and on-site	\$97/hr.	As needed	As needed
One-time setup fee per application	\$350/per	\$1,400	N/A
Hours above allowance and bank	\$97/hr.	TBD	TBD
Data Conversion Services			
Data Conversion***	\$97/hr.	\$3,800 est.	N/A

- Price adjusted annually based on most recently published enrollment counts and “then-current” subscription rate.
- Travel time is billed at the “then-current” hourly rate and at the same rate as the service (i.e. on-site training, consulting or project management, etc.) rendered; Mileage, room, and meal charges are not billable for Pennsylvania clients.
- Custom programming, if approved, is billed at the “then-current” hourly rate for this service.
- This proposal is effective October 10, 2022 thru June 30, 2023 and is our best estimate based upon your student enrollment count provided or the most recently audited student count published. Your 2022-23 final pricing figures will be based upon your audited 2021-22 student count and the 2022-23 “then-current” FIS rates. Your ongoing rates will be based upon your audited student count from the previous year and the “then-current” FIS rates.
- See the most recent Exhibit 1.a price sheet for additional details regarding our current rates, training, support, hourly fees, etc.

* Time exceeding the allowance will be billed at the "then-current" hourly rate.

** Individual phone training must be pre-scheduled, at least one hour in length, and is offered with the expectation that district staff regularly attend free group trainings. Phone training is subject to CSIU staff availability and may not be available at peak times, so please plan accordingly.

*** Data conversions are difficult to estimate due to a number of factors, including number of applications implemented, modules used within those applications, time of year, etc. The proposed estimates are based upon our experience with previous clients and are meant for budgeting purposes. The average cost of the past 44 clients totaled \$3,800 for the three core applications. Actual charges will be billed on an hourly basis for only the time it takes, not what is estimated. These estimates are assuming we only have to do the conversion only one time and that the original files are accurate. The following are examples of the three core applications and most popular modules we convert:

- Fund Accounting – vendors & accts = 6 hours
- Fund Accounting – summarized totals per year = 3 more hours
- Payroll – 12 hours (main conversion would/could include things like demographics, PSERS, Direct Deposit, Wage accounts and rates, deductions, etc.)
 - Summarized check history add 10 hours (for YTD or first year); additional per year = 4 hours per
- Personnel
 - Personnel Master info - 3 hours (assuming the PY master info is already there) otherwise 6 hours
 - Absences - 6 hours
 - Insurances - 9 hours
 - Salary - 8 hours (i.e. contracts for salary projection)
 - Course Credit - 6 hours
 - Certification - 6 hours (can be eliminated with PIMS import)
 - Applicant info - 8 hours

CSIU SCView PROPOSAL – East Stroudsburg Area School District

Student Count: 6,408

Service	Rates	Annual Support Allowance	2022-23 Full Year Cost	Ongoing Annual Cost
SCView Base System Lite License includes: Document Management/ Electronic Forms Builder/ Workflow (LITE option includes 3 user licenses)	Flat fee of \$810, plus per student on file Tier 1: 1,800 @ \$3.32 Tier 2: 1,000 @ \$1.00 Tier 3: 1,000 @ \$0.75 Tier 4: 2,000 @ \$0.50 Tier 5: 608 @ \$0.00	12 Hours	\$9,536	\$9,536 est.
SCView Base System Unlimited License includes: Document Management/ Electronic Forms Builder/ Workflow (Unlimited user licenses)	Flat fee of \$810, plus per student on file Tier 1: 1,800 @ \$4.43 Tier 2: 1,000 @ \$1.00 Tier 3: 1,000 @ \$0.75 Tier 4: 2,000 @ \$0.50 Tier 5: 608 @ \$0.00	12 Hours	\$11,534	\$11,534 est.
Optional Modules				
Purchasing / Accounts Payable * (includes 1 SCScan Station license)	Flat fee per student tier 4,801 – 8,000 students = \$3,995	8 Hours	\$3,995	\$3,995 est.
Staff Onboarding	Flat fee per student tier 4,801 – 8,000 students = \$4,995	8 Hours	\$4,995	\$4,995 est.
Mileage Reimbursement	Flat Fee: \$695	4 Hours	\$695	\$695
Document Conversion Services				
Data Conversion	\$97/ hour, plus \$.01 (one cent) per document converted	N/A	N/A	N/A
Training Services				
Training - Group Webinars - Group Classroom @ CSIU - Group Classroom @ regional site - Individual phone** - Custom and on-site	Included Included Included Included \$97/hr	No charge No charge No charge As needed \$97/hr	No charge No charge No charge As needed \$97/hr	No charge No charge No charge As needed \$97/hr

SCView® is a third-party product of SC Strategic Solutions (SCSS) for which CSIU assumes hosting, training, support and co-development responsibilities.

* Additional SCScan Station licenses can be purchased for a one-time fee of \$895 per license

** Individual phone training must be pre-scheduled, at least one hour in length, and is offered with the expectation that district staff regularly attend free group trainings. Phone training is subject to CSIU staff availability and generally not available at peak times, so please plan accordingly. Time exceeding both the allowance and pre-paid bank of hours will be billed at the "then-current" hourly rate.

- Price adjusted annually based on most recently published enrollment counts and "then-current" subscription rate.
- Intermediate Unit student count based upon the average of all school districts within their boundary
- Travel time is billed at the "then-current" hourly rate and at the same rate as the service (i.e. on-site training, consulting or project management, etc.) rendered; Mileage, room, and meal charges are not billable for Pennsylvania clients.
- Custom programming, if approved, is billed at the "then-current" hourly rate for this service.
- This proposal is Effective August 18, 2022 thru June 30, 2023 and is our best estimate based upon your student enrollment count provided on the most recently audited student count published. Your 2022-23 final pricing figures will be based upon your audited 2021-22 student count and the new SCView rates. Your ongoing rates will be based upon your audited student count from the previous year and the "then-current" SCView rates. NOTE: Intermediate Unit student count based upon the average of all school districts within their boundary.
- See the most recent Exhibit 1.e price sheet for any details regarding our current rates and hourly fees.

***CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
AGREEMENT FOR SUBSCRIPTION TO HOSTED
SOFTWARE SERVICES***

EFFECTIVE DATE:
_____, 20xx

RETURN ONE EXECUTED COPY OF THIS AGREEMENT TO:

Central Susquehanna Intermediate Unit
Attention: Marly Artley
Technology Group Director's Office
90 Lawton Lane
Milton, PA 17847

***AGREEMENT FOR SUBSCRIPTION
TO HOSTED SOFTWARE SERVICES***

THE BACKGROUND OF THIS CONTRACT IS AS FOLLOWS:

- I. CENTRAL SUSQUEHANNA INTERMEDIATE UNIT (Intermediate Unit No. 16), (referred to throughout this Agreement as "CSIU"), is an intermediate unit established by and existing under Chapter 11 of the Public School Code of 1949, as amended, 24 P.S. §§9-951 et seq., with its principal place of business located at 90 Lawton Lane in the Borough of Milton, Northumberland County, Pennsylvania and having as its mailing address 90 Lawton Lane, Milton, Pennsylvania 17847.
- II. _____, referred to throughout this Agreement as "SUBSCRIBER" is a Local Education Agency organized and existing under the laws of the Commonwealth of Pennsylvania with its principal place of business at _____, _____, Pennsylvania _____.
- III. The Technology Group of the CSIU develops and resells certain software programs and services.
- IV. CSIU and SUBSCRIBER desire to enter into an agreement for the providing of such services to SUBSCRIBER by CSIU.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL OBLIGATIONS EXPRESSED BELOW, AND INTENDING TO BE LEGALLY BOUND, CSIU AND SUBSCRIBER AGREE THAT:

1. **Effective Date**. This Agreement shall take effect on _____, 20xx

irrespective of the actual date of its execution and shall supersede any other Agreement between the parties for the designated services.

- 1.1 This agreement shall remain in effect indefinitely unless either party notifies the other party, on or before April 1 of any fiscal year, of its intent to terminate it effective at the close of business on the following June 30 or exercises any other right of termination set forth in this Agreement.

2. **Software Services.** The CSIU Technology Group will provide to SUBSCRIBER the services selected on Exhibit 1.

- 2.1. With respect to each selected application, CSIU will afford SUBSCRIBER access to and use of the software generally available to clients as developed and maintained or resold for its Pennsylvania public education clients.
- 2.2. Reasonable efforts will be made to provide upgrades to hardware, and operating systems, when deemed necessary, in its sole discretion, to provide SUBSCRIBER with optimal performance and reliability.
- 2.3. CSIU will provide timely software updates and notifications of enhancements contained within those updates. Updates will be performed during non-peak hours.
- 2.4. From time to time, CSIU will need to respond to a critical situation by applying a hotfix for all clients which may need to be done during business hours.

3. **Access and Use of Software.** CSIU shall allow SUBSCRIBER access to its computer network as well as the use of such software as is available for that computer network, written by or licensed to the CSIU Technology Group.

4. **Support.** CSIU shall provide reasonable support and training to SUBSCRIBER's staff in the use of CSIU's software as specified in Exhibit 1.

- 4.1. Telephone and email support will be provided during CSIU Technology Group office hours (8:00 A.M. – 4:00 P.M.) Monday through Friday, excluding CSIU holidays.
5. **Compensation**. SUBSCRIBER shall compensate CSIU in accordance with the rate schedule for the applications selected by SUBSCRIBER from the software service schedule (Exhibit 1) presented by CSIU.
6. **Workstations**. SUBSCRIBER shall be responsible for the acquisition and installation of workstations necessary for the full utilization of services provided to it by CSIU under this Agreement.
7. **Confidentiality and Information Security**. In the process of responding to a request from the client to investigate a possible malfunction of the software or a data problem, there may be a need for employees or agents of CSIU to review the client's data. CSIU acknowledges that the contents of the data files of the SUBSCRIBER are confidential and that it is bound to maintain the confidentiality of that data except to the extent that it cannot be maintained due to the nature of the client's request for support.
 - 7.1. CSIU also covenants to adhere to its Information Security Specifications as set forth from time to time on the CSIU On-line Support Center web page.
 - 7.2. In the event of a data breach or compromise, CSIU will notify clients in accordance with any CSIU Data Security Policy and applicable state/federal laws in place at the time.
8. **Ownership**. CSIU shall at all times remain the owner of the software applications or the license for software applications used to provide the services contemplated by this Agreement.
 - 8.1. SUBSCRIBER, by executing this Agreement, acknowledges the

title of CSIU to the software applications and covenants not to dispute that title.

8.2. SUBSCRIBER shall not in any manner represent to any other party that has any rights to the services and software applications except those expressly provided in this Agreement.

8.3. Any disclosure of the information contained in those programs, systems, or form designs is prohibited.

9. **Taxes**. The SUBSCRIBER shall pay all sales taxes, use taxes, excise taxes, or similar charges relating to the applications.

10. **Limitation of Liability**. CSIU's sole liability if the services provided under this Agreement cannot be made satisfactory is that SUBSCRIBER shall have the option to terminate this Agreement.

10.1. CSIU shall not be liable for any costs, lost revenues, or any other damage to SUBSCRIBER with respect to any matter covered by this Agreement.

10.2. IN NO EVENT WILL CSIU BE LIABLE FOR SPECIAL OR CONSEQUENTIAL DAMAGES TO SUBSCRIBER OR ANY OTHER PARTY, EVEN IF CSIU HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

10.3. SUBSCRIBER'S REMEDIES UNDER THIS AGREEMENT ARE EXCLUSIVE OF ALL OTHER REMEDIES AT LAW OR IN EQUITY.

10.4. CSIU shall not be liable to SUBSCRIBER or any other party for performance, nonperformance, or defect in performance of the services, which are the subject of this Agreement or for any representations and warranties made by SUBSCRIBER or any other party in connection with this Agreement.

10.4.1. CSIU does not warrant that the services covered by this Agreement will meet all of the SUBSCRIBER's requirements or that the operation of its software will be error-free.

11. **Indemnification**. Each party shall hold the other party, its employees,

agents, and representatives harmless from and against, and shall indemnify the other party, its employees, agents, and representatives for any liability, loss, expenses, suits, claims, damages, judgments, demands, and reasonable attorney's fees, whatsoever, asserted by any person or business or other entity, resulting directly or indirectly, from any alleged breach of this Agreement by that party or any of its employees or agents, or resulting directly or indirectly from that party's alleged unlawful or actionable conduct in the course of its business activities or based upon any alleged or actual infringement of any federal copyright or patent by that party. Both parties acknowledge that they are governmental units subject to the immunities and limitations of liability provided by the Political Subdivision Tort Claims Act (hereafter the "Act") and that, in the event of a claim or suit, they are entitled to the full protections of the Act.

12. **Limitation of Use**. With respect to the services provided by CSIU pursuant to this Agreement, SUBSCRIBER shall not afford access to them to any third person or entity.
13. **Assignment**. SUBSCRIBER shall not, without the written consent of CSIU, assign, sell, lease, loan, or share the software services with any third party.
 - 13.1. CSIU shall not unreasonably withhold its consent to assignment of this Agreement to any successor in interest to SUBSCRIBER.
14. **Assignment by CSIU**. The interest of CSIU under this Agreement may

be assigned or transferred by it without prior notice to SUBSCRIBER.

14.1. In the event of such assignment or transfer by CSIU, its transferee shall have the full benefit of this Agreement.

14.2. In the event of such an assignment, CSIU shall notify SUBSCRIBER in writing within 30 days. Upon notice, Subscriber may elect to terminate this Agreement.

15. **Default.** The following shall constitute acts of default by SUBSCRIBER under this Agreement.

15.1. Failure to make any payment required by the Agreement.

15.2. Failure to perform or adhere to any other covenant or provision of this Agreement

15.3. The failure of either party to insist upon strict performance of any of the provisions of this Agreement shall not affect the right of such party thereafter to enforce same nor shall the waiver of any breach of any of the provisions be construed as a waiver of any subsequent default of same or similar nature, nor shall it be construed as a waiver of strict performance of any other provisions.

16. **Cure of Default.** Any such failure or failure to adhere shall not constitute an event of default under this Agreement if

16.1. SUBSCRIBER cures any such breach or failure, as to a monetary default, within ten (10) days of receipt of written notice by CSIU, or

16.2. as to a non-monetary default, if such breach or default is cured within one (1) month after receipt of written notice from CSIU.

16.3. In the event of such non-monetary default, if such cure cannot be reasonably completed within such one-month period, such breach or default shall be deemed to be cured if SUBSCRIBER commences such cure within such one-month period and proceeds with diligence towards the conclusion of such cure.

17. **Remedies on Default.** In the event of a default by SUBSCRIBER, which is not cured, CSIU may, at its option do any of the following:

17.1. Terminate the contract.

17.2. Demand payment of all amounts and monies then due and owing.

18. **Exercise of Remedies.** All remedies of CSIU under this Agreement are cumulative and may, to the extent permitted by law, be exercised concurrently or separately.

18.1. The exercise of any one remedy shall not be deemed to be an election of that remedy or to preclude the exercise of any other remedy.

18.2. No failure on the part of CSIU to exercise and no delay in exercising any right or remedy under this Agreement shall operate as a waiver of that remedy.

19. **Entire Written Agreement.** CSIU HAS MADE NO WARRANTIES OR REPRESENTATIONS, EXPRESSED OR IMPLIED, CONCERNING THE SOFTWARE SERVICES OTHER THAN THOSE CONTAINED IN THIS AGREEMENT.

19.1. This document represents the entire Agreement between CSIU and SUBSCRIBER for the specific services covered by this Agreement and all prior conversations, agreements, or representations relating to this Agreement are deemed to have been integrated into it.

20. **Arbitration.** In the event that any dispute should arise between the parties regarding the meaning or effect of this Agreement, which dispute cannot be resolved by the parties, they each shall appoint an arbitrator and a third arbitrator shall be appointed by the first two.

20.1. Proceedings under this paragraph may be initiated by either party informing the other in writing of the necessity for arbitration and the subject matter of the arbitration.

20.2. The parties shall select the first two arbitrators within forty-five (45) days after such notice has been sent.

- 20.3. The panel of two arbitrators shall select the third arbitrator within thirty (30) days has been sent.
- 20.4. Proceedings under this paragraph shall be commenced and pursued as expeditiously as possible.
- 20.5. The parties shall compensate the arbitrators selected by them. All other costs of the arbitration, including the fee of the third arbitrator, shall be borne equally.
- 20.6. All proceedings or the enforceability of any award and all other matters pertaining to the arbitration shall be governed by the Uniform Arbitration Act in force in Pennsylvania or any applicable succeeding legislation.

21. **Amendments**. No amendment to this Agreement shall be binding on either party unless it be in a writing signed by both parties, which writing makes specific reference to this Agreement.

22. **Best Efforts**. CSIU will use its best efforts to assure reliability and security of its services.

22.1. However, CSIU will not be responsible for work delayed or invalidated because of computer problems, telecommunication problems, software problems, system failures, or similar problems beyond the control of CSIU.

23. **Notices**. All notices required by this Agreement shall be delivered by certified mail to the parties at the addresses referred to in the Background of this Agreement.

24. **Governing Law**. This Agreement shall be governed by and construed under the laws of the Commonwealth of Pennsylvania.

25. **Survival of Agreement**. This Agreement shall be binding on and inure to the benefit of the successors and assigns of both parties.

25.1. The obligations of SUBSCRIBER with respect to non-disclosure

set forth in this Agreement shall remain binding on
SUBSCRIBER even after termination of use of the license or
termination of this Agreement.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have caused
their hands and seals to be affixed this ____ day of _____, 20__.

Witness:

CENTRAL SUSQUEHANNA
INTERMEDIATE UNIT

Marly Artley

Dr. Kevin Singer

Print Name Above:

By

Print Name Above:

Date:

Title: Executive Director

Witness:

_____ School District

Print Name Above:

By

Print Name Above:

Date:

Title:

Exhibit 2 - CSIU

Application Service Provider Information Security Specifications

Provider Location: CSIU Main Office, 90 Lawton Lane, Milton, PA 17847

Client Representatives: CSIU Computer Services staff

1. Physical controls in place for security assurance

- a. Hosted systems are maintained in our data center.
- b. Access to the data center is monitored electronically. Personnel entering the room without electronic passes are admitted only by authorized personnel. Additionally, the data center is located behind secured doors in a passage designated for CSIU personnel only. Finally, all entrances to the building are monitored electronically, by camera, and by front desk personnel, thus presenting four levels of security.
- c. Staff access to the application servers and software is restricted to a separate domain than CSIU staff. Temporary access to client data is granted to staff on an 'as needed' basis for resolving client-initiated calls. This access to client data automatically "times-out" at the end of an established access period, and is unique to each request; hence, an audit trail is established. Also, these occurrences are documented regarding need, date, and time.
- d. The datacenter is equipped with smoke detectors and an automatic fire suppression system (HFC-125 Extinguishing System). The system is interconnected and monitored by a third-party alarm company which reports incidents to the Union County 911 Center as needed. There is also air conditioning with a second back-up unit.
- e. The entire main CSIU office is supported by a diesel generator that comes on-line, within seconds, in the event of a power outage. This generator can provide the full electrical capacity for the facility and can run for multiple days at a time if there is diesel fuel available. Weekly tests are completed to ensure this generator is in proper working order.

2. Security Safeguards based on auditor recommendations

a. Security Protocols for Windows Servers:

- User accounts are locked after three incorrect login attempts and must be unlocked manually by an authorized staff member.
- User passwords must be changed every 30 days.
- The minimum length of any password is eight characters and must include three of the four categories: uppercase letters (A-Z), lowercase letters (a-z), numeric (0-9), or special characters (for example, !\$,%,).
- The system logs the previous ten passwords for each user, requiring that none of the previous ten passwords can be repeated.
- Accounts that are inactive for more than 3 months are disabled and only re-enabled upon client request.
- Clients logged into a session that remains inactive (no keyboard or mouse activity) for more than 60 minutes will be logged off.

b. Web-Based Student Information System (SIS)

- Clients logged into a session that remains inactive (no page updates) for more than 60 minutes will be logged off automatically.
- User accounts are locked after three incorrect login attempts and must be unlocked manually by an authorized staff member.
- Agency system administrator can set the frequency of expiration; every 7 days, 30 days, 60 days, or 90 days, or choose not to enforce expiration.
- The minimum length of any password is eight characters and must include one number (0-9) or a special character (for example, !\$#,%).

c. Web-Based Financial Information System (FIS)

- Clients logged into a session that remains inactive (no page updates) for more than 30 minutes will be logged off automatically.
- User passwords must be changed every 30 days.
- User accounts are locked after three incorrect login attempts until unlocked or 10 minutes passes.
- The minimum length of any password is eight characters and must include three of the four categories: uppercase letters (A-Z), lowercase letters (a-z), numeric (0-9), or special characters allowed are (&!@#\$%^+=).
- The system logs the previous ten passwords for each user, requiring that none of the previous ten passwords is repeated.

3. Single-Sign-On (SSO) - available for FIS clients

- Authentication can be shifted from the FIS to an external provider of the agency's choice.
- Using this service requires the agency to assume additional responsibilities and oversight. It is *critical* that agencies are aware of their responsibility for controlling access to the FIS logins and password complexity/change requirements, which under this method is no longer within CSIU's purview for strict authentication control.
- All SSO FIS solutions require a secure internet connection using client/server certificates to connect to the client's authentication service.
- It that are external to the CSIU (e.g., problems with connectivity to or failure of the external authentication service) can mean users will not be able to log in to their respective FIS website at CSIU. CSIU will be glad to assist in troubleshooting to confirm the source of any disruption, failure, and disconnect.
- Any audit inquiries or questions regarding SSO rules administered by an agency not using the FIS out-of-the-box security (as described in 2c above) will be redirected to the agency's administration.

4. Data Confidentiality, Integrity and Availability

a. Confidentiality

- All eService websites require client web browsers to connect at a minimum using a 256-bit encryption certificate (SSL) in all connections.
- CSIU uses Microsoft Active Directory security protocols and deploys current security patches and service packs. Client data is segmented in a separate Active Directory domain.
- Users are logged out of web sessions after 20 minutes of inactivity, except for the SIS which allows up to 60 minutes of inactivity.
- Data is located on servers housing other client data. Client data is secured via Microsoft's NTFS and Microsoft SQL Server permissions; thus, prohibiting one client access to another client's data.
- CSIU staff are required to read and sign a job description which includes the following language: *"The person employed in this position shall maintain confidentiality with regard to the personal and private information about clients and coworkers, programs and services and any other proprietary information accrued as a result of CSIU employment or as required by state or federal laws and regulations."*
- In response to client requests to investigate software malfunctions and data corruption, employees, and agents of the CSIU may need to review client data. The CSIU acknowledges this data is confidential and is bound to maintain the confidentiality of the data to the extent that it can be maintained given the nature of the client's request for support.
- The CSIU will not disclose or re-disclose the personally identifiable information from student and confidential records that it receives to any other party without the prior consent of the staff, parent, or eligible student, and the CSIU will use the personally identifiable information that it receives only for the purpose for which the disclosure to the CSIU was made.
- A complete vulnerability assessment and penetration test has been performed by the PA National Guard. We have developed a good relationship with their team and continue to utilize their services ongoing.
- We are receiving weekly vulnerability scans via the NCATS program, offered by DHS through US-CERT. A thorough report is reviewed with our internal teams weekly.
- CSIU is a member of the Multi-State Information Sharing and Analysis Center® (MS-ISAC®), which is funded and sponsored by the US Department of Homeland Security. We continually adjust our security priorities as needs are presented by this organization.

b. Integrity

- Backups
 - i. All data (VM and file-level) is encrypted and backed up to local storage daily and database logs are backed-up hourly.

- ii. Daily all data and servers are backed-up with an industry leading enterprise backup software company off-site in an encrypted repository 80 miles away from CSIU's main data center.
 - iii. A full cycle of a minimum of 30-days of back-ups are retained for additional protection along with snapshots of the backup data.
- We institute change management procedures designed to ensure continued data integrity for client data.
 - i. Updates that are applied are completed in a test/QA environment before we move them to production.
 - ii. Application changes that go outside of our normal update sequences must have management authorization before being completed in a production environment.
 - iii. Our processes are limited to specific approved administrators to ensure rogue changes or updates do not happen
- CSIU staff are not permitted to change client data without signed authorization from an approved client contact.

c. Availability

- Disaster Recovery
 - i. No matter how much planning and proactivity is done, there is always a chance for disaster to strike. We have taken measures to be ready for situations involving lengthy outages in our disaster recovery strategy.
 - ii. We have a fully redundant data center which is replicated 80 miles away from CSIU's main data center. In the case of disaster or very extended outage, we can failover operations to the redundant location. We are continuing to enhance these capabilities ongoing.
 - iii. This plan is practiced regularly, and we strive to improve our recovery point objective (RPO) in findings during our practice scenarios.
 - iv. A copy of the full CSIU Computer Services Disaster Recovery Plan is available for review at our central office. Please contact our technical support staff if you have additional questions.
- Virtualization
 - i. We cluster our VM's which are highly available, and load balanced across multiple cluster hosts
 - ii. We use a storage area network (SAN) containing SSD hard drives which are RAID protected and use a 10G Base-T network backend to ensure high read/write speeds (IOPS) to our compute infrastructure.
 - iii. In the case of equipment malfunction or failure, our virtualization clusters are sized appropriately to ensure we have capacity to resume operations rapidly.
- CSIU pushes for continuous quality improvement by monitoring and anticipating problems **before** services are disrupted, whenever possible.
 - i. Automatic tests on hundreds of established metrics are running 24/7. When defined thresholds are met, notifications are sent via email and text alerts to

CSIU technical support staff for resolution; new metrics are added continuously to be proactive.

- ii. If there is a service disruption, CSIU keeps clients informed by using a public website (<https://csiu.statuspage.io>) to post service status information. Clients are encouraged to subscribe to emails and text messages posted by CSIU on this site to know about service issues or when upgrades are scheduled.
- We are striving to eliminate any potential single points of failure within our infrastructure. We have completely overhauled our infrastructure to add additional redundancy wherever it is possible. For example, we have instituted the following in our datacenter;
 - i. Redundant firewalls at our perimeter allowing for high availability failover
 - ii. Redundant switches in our core multi homed to lower level switches
 - iii. Each physical server is doubly connected to separate Uninterruptible Power Supply (UPS) systems to carry through the gap from the loss of power until our building wide generator comes online.
 - iv. Dual ISP networks together provide redundancy in the event of an internet interruption.
 - v. All network traffic passes through our ISP network protection, and then through a route with an access-list limiting port access to all devices within our private network. Only approved devices have ports we specifically designate opened to the outside.

5. Hardware used by the client

- Client hardware considerations are beyond CSIU control.
- Clients can access CSIU applications with a variety of operating systems and hardware through a standardized session
- Client web browsers must be able to support an SSL 256-bit encryption certificate to access CSIU web applications.
- We strongly suggest that client hardware accessing CSIU applications do not operate with administrator rights or without advanced endpoint protection installed.

V. ITEMS FOR DISCUSSION

c. Computer Lease vs. Buy Discussion

OPTION#1 Lease Transition to Purchase

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
Leases Expiring July 2024	\$ 127,524	\$ -	\$ -	\$ -	\$ -	\$ -
Leases Expiring July 2025	\$ 304,461	\$ 304,461	\$ -	\$ -	\$ -	\$ -
Leases Expiring July 2026	\$ 287,739	\$ 287,739	\$ 287,739	\$ -	\$ -	\$ -
Leases Expiring July 2027	\$ 169,246	\$ 169,246	\$ 169,246	\$ 169,246	\$ -	\$ -
Leases Expiring July 2028	\$ 548,993	\$ 548,993	\$ 548,993	\$ 548,993	\$ 548,993	\$ -
Sub-Total Leases	\$ 1,437,964	\$ 1,310,439	\$ 1,005,978	\$ 718,239	\$ 548,993	\$ -
Projected Purchases	\$ 1,450,000	\$ 1,450,000	\$ 1,500,000	\$ 1,500,000	\$ 1,550,000	\$ 1,550,000
Total Leases & Purchases	\$ 2,887,964	\$ 2,760,439	\$ 2,505,978	\$ 2,218,239	\$ 2,098,993	\$ 1,550,000

OPTION#2 Maintain Leasing

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
Leases Expiring July 2024	\$ 367,524	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
Leases Expiring July 2025	\$ 304,461	\$ 304,461	\$ 319,684	\$ 319,684	\$ 319,684	\$ 319,684
Leases Expiring July 2026	\$ 287,739	\$ 287,739	\$ 287,739	\$ 302,126	\$ 302,126	\$ 302,126
Leases Expiring July 2027	\$ 169,246	\$ 169,246	\$ 169,246	\$ 169,246	\$ 177,708	\$ 186,594
Leases Expiring July 2028	\$ 548,993	\$ 548,993	\$ 548,993	\$ 548,993	\$ 548,993	\$ 576,443
Sub-Total Leases	\$ 1,677,964	\$ 1,550,439	\$ 1,565,662	\$ 1,580,049	\$ 1,588,512	\$ 1,624,847

Difference in annual cost between Option 1 & 2: \$ 1,210,000 \$ 1,210,000 \$ 940,316 \$ 638,189 \$ 510,481 \$ (74,847)

Note:

The District's current lease rates are between 0.0% to 2.026%
 Anticipate new lease rates to be in excess of 5%

V. ITEMS FOR DISCUSSION

- d. 2023-24 Northampton, Monroe, & Pike County Joint Purchasing Board - Paper and Custodial Supplies Authorization

East Stroudsburg Area School District

Paper and Custodial Supply Bids – 2023-24

For the past several years, the East Stroudsburg Area School District has participated in the Joint Purchasing Bid for Paper and Custodial Supplies with the Colonial Intermediate Unit (CIU) 20. By adding our volume to the remainder of the CIU 20, the District can leverage the buying power with vendors who might provide aggressive pricing to achieve the guaranteed contract.

The Administration would like to once again participate in the Northampton/Monroe/Pike County Joint Purchasing Board bid and pricing analysis on February 23, 2023, at 9:30 a.m. The bid recommendation as awarded will be presented to the District's Finance Committee at the March 2023 Finance Committee meeting and the Board of School Directors for ratification at the March 2023 Regular Board meeting.

Motion to authorize the administration to participate in the 2023-24 Northampton/Monroe/Pike County Joint Purchasing Board bid and pricing analysis for Paper and Custodial Supplies on February 23, 2023 with ratification of the award occurring at the March 2023 Board of School Directors Regular Board meeting.

V. ITEMS FOR DISCUSSION

- e. Act 1 - Resolution to not exceed the 2023-24 adjusted index of 5.9%

**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 2023-2024 fiscal year is 5.9% 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 2023-2024 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 2023-24 fiscal year.

AND NOW, on this 19th day of December, 2022, 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 2023-2024 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 2023-2024 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 2023-2024 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

- f. 5 Year Capital Plan Presentation and Funding Discussion



Capital Improvement Plan Funding

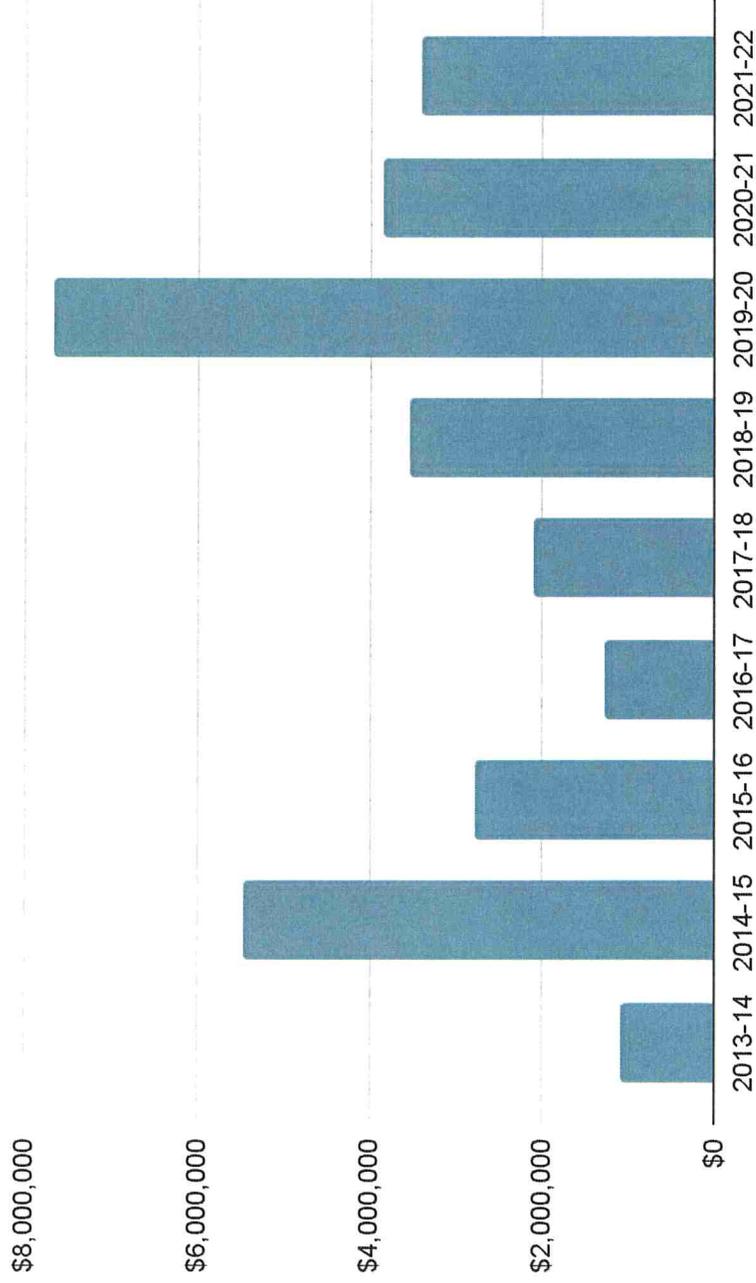
Finance Committee Meeting

December 12, 2022

Capital Improvement Plan

- District-wide plan to identify facility infrastructure and system repairs required for upkeep
- Vehicle replacement included
- Establishes priorities
- Reflects current economic conditions
- Working document
- High level needs by category rather than a project by project review
- Discussion - funding strategy

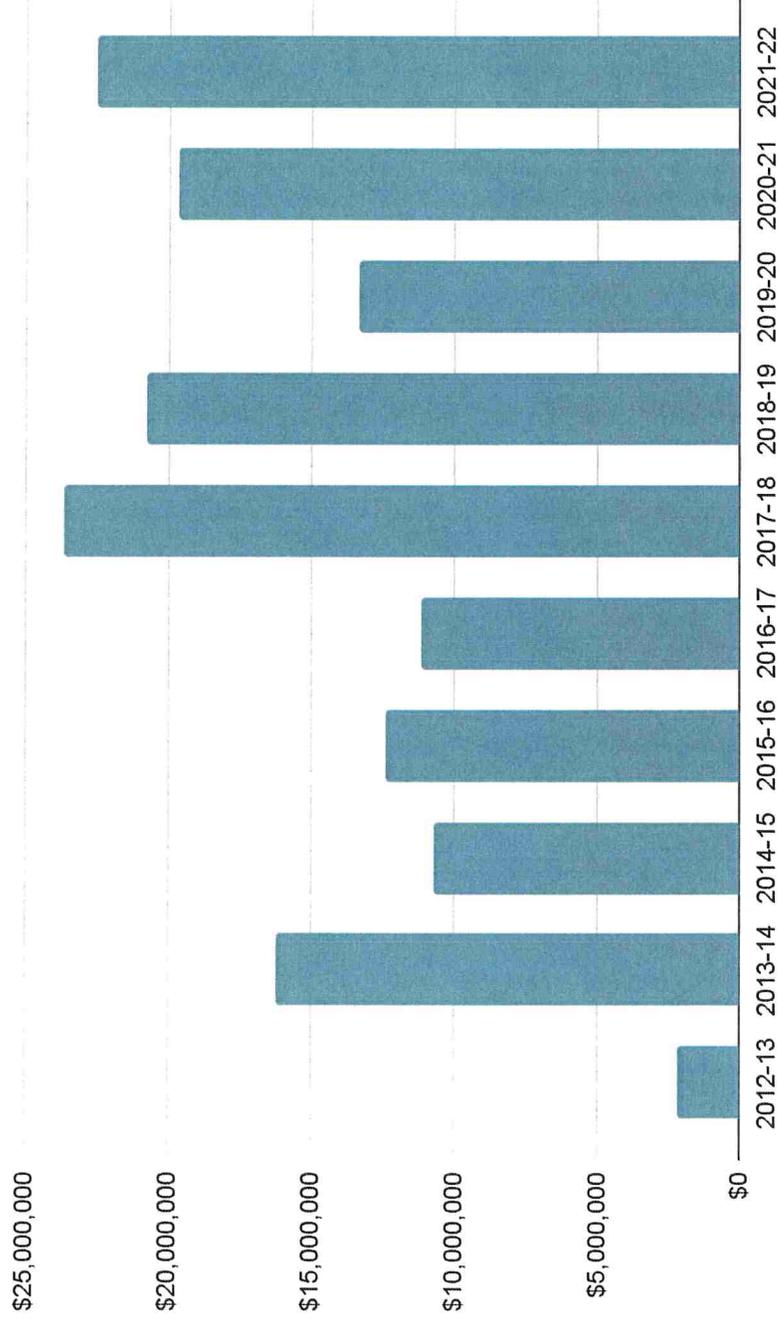
Infrastructure & Existing Systems Investments*



*Excludes ESSER Funded Projects

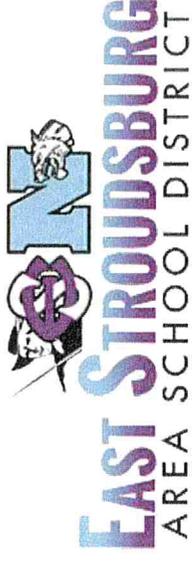
Average Annual Investment = \$3.7 million

Capital Reserve Balance - \$22 million



District has been "self-funding" capital improvements through a combination of Capital Reserve & General Fund 4

Capital Projects Completed over the last 4 years*

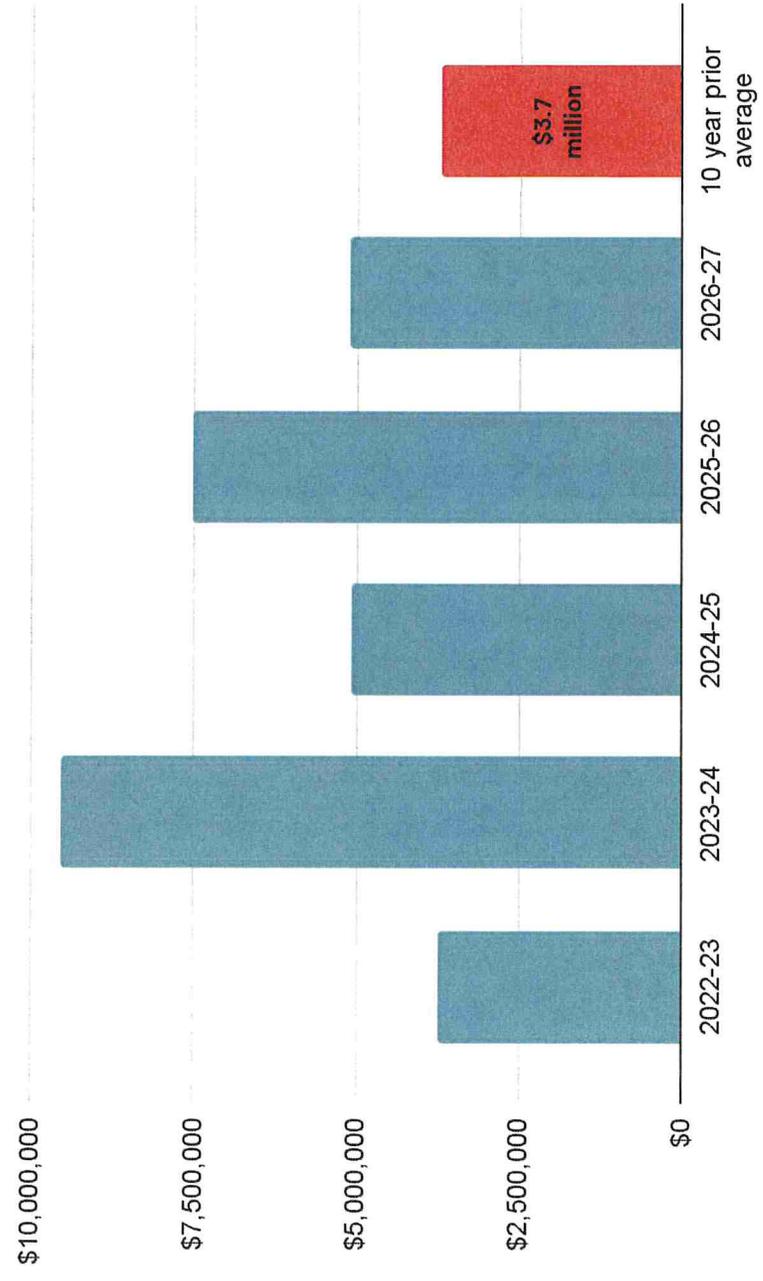


- HSS Stage Floor Replacement
- JTL Stage Floor Replacement
- HSS Batting Cages
- Camera System Upgrades (ESE)
- Camera System Upgrades (North Campus)
- SMI PA System Replacement
- Resica Exterior Door
- HSS Exterior Stadium Doors
- HSS Javelin Runway Resurfacing
- HSN Wrestling Room (Wall Pads, Mats & Install)
- Camera System Upgrades (South Campus)
- HSN/Lehman Curtain Wall
- HSN/Lehman Gym Floor Refurbishment
- Resica Gutter and Roof Replacement
- Resica Carpet Replacement
- JTL Carpet Replacement
- ATC Replacement HSN/LIS
- JM Hill Hand wash Sinks Cafeteria
- Smithfield Playground
- HSN Water Heater
- HSN/LIS Roof Replacement
- JTL Pod HVAC
- Bushkill Carpet Replacement
- Lehman Carpet Replacement
- HSS Pool Repair
- HSS Turf Field Replacement

Over \$18 million invested in upgrades over the last 4 years!

*Excludes ESSER Funded Projects

5 year Capital forecast = \$31 million*

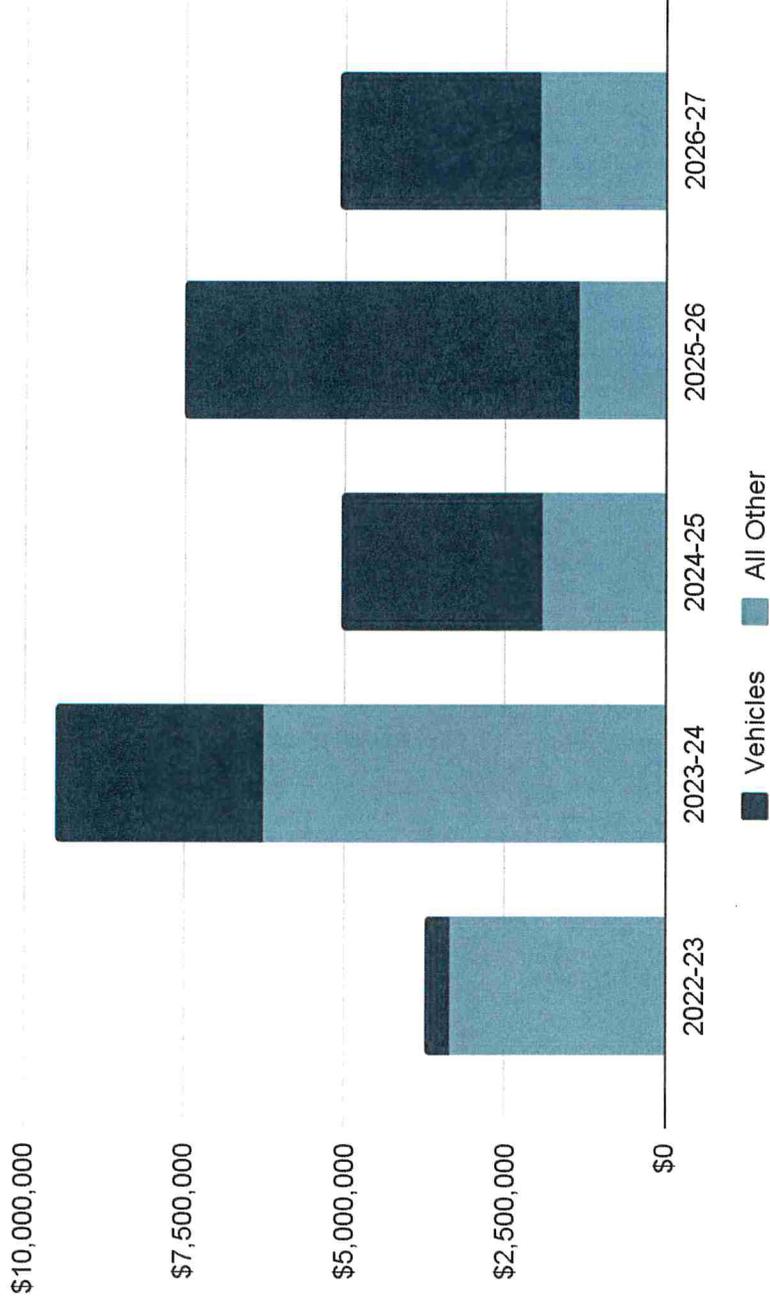


*Excludes ESSER Funded Projects

Average Annual Investment = \$6.2 million

5 year Capital forecast by category*

Vehicles = \$16 million of \$31 million



*Excludes ESSER Funded Projects

ESSER Funded Projects

- Due to the availability and allowable use of ESSER funds, the following projects are not included in the 5 year Capital forecast.
 - **Summer 2022**
 - Bushkill ES, HVAC Controls Upgrade - \$2,949,659
 - HS North, Flooring Replacement - \$886,515
 - Smithfield ES, Flooring Replacement - \$355,755
 - HS North, Natatorium Roof Replacement - \$884,400
 - HS North, Rooftop HVAC Unit Replacement - \$460,990
 - **Summer 2023**
 - Resica ES, Univents Replacement - \$1,500,000

Capital Financing Options

- Grant Support**

 - Apply for grant / ACCESS funds when available to supplement capital planning needs
- Pay as You Go**

 - Fund capital projects using annual budgetary surplus through a transfer to capital reserve
- Budgetary Commitment**

 - Include a specific budget priority to transfer to capital reserve annually
- Debt Borrowing**

 - Issue bond or bank debt to fund projects up front with payback over time
 - Annual budget increase for debt service

Project Funding Discussion

- Fiscal 2021-22 \$6 million transfer replenished the Capital Reserve Fund
- Capital Reserve Fund in good standing at the moment
- Need to determine long term funding strategy going forward
 - Capital Reserve balance of June 30, 2022 = \$22 million
 - 5 year Capital investment forecast = \$31 million
- Bus fleet replacement financing no longer in base General Fund Budget
 - **Recommend moving bus fleet/vehicle funding to Capital Reserve Fund**
 - Reduces fluctuations in General Fund Budgeting process
 - Eliminates fiscal year-end cut off / delivery timing issues
- **Recommend 2023-24 General Fund Budgetary commitment of \$1 million**
 - Similar to 2022-23 Budget, specific budget priority with the intention to transfer to the Capital Reserve at the conclusion of the Audit.

VI. RECOMMENDATIONS BY THE PROPERTY/FACILITIES
COMMITTEE

a. D'Huy Engineering Invoices - i-ix.



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE
 No. 56376
 10/28/2022

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Craig Nelman

<p>H.S. South Turf Field Replacement 287031 For Services Rendered From October 01, 2022 To October 28, 2022</p>
<p>DEI Fee: 7% of \$558,210 = \$39,074.70</p>

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$39,074.70	\$38,683.95	100.00	\$390.75

INVOICE TOTAL **\$390.75**

Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
56111	9/30/2022	\$781.49	\$0.00	\$0.00	\$0.00	\$781.49
Total Prior Billing		\$781.49	\$0.00	\$0.00	\$0.00	\$781.49



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE

No. 56377
 10/28/2022

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Craig Nelman

North Campus Storm Pipe Replacement
287034
 For Services Rendered From October 01, 2022 To October 28, 2022

DEI Fee: 7.5% of \$150,000 + \$2,500 = \$13,750

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$13,750.00	\$9,625.00	80.82	\$1,487.75

INVOICE TOTAL **\$1,487.75**



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE

No. 56378
 10/28/2022

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Craig Neiman

Resica ES HVAC Replacement
287036
 For Services Rendered From October 01, 2022 To October 28, 2022

DEI fee: \$206,500 (7% of \$2,950,000 estimated cost)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$206,500.00	\$2,065.00	4.71	\$7,661.15

INVOICE TOTAL **\$7,661.15**

Prior Billing Information

<u>Invoice</u>	<u></u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
56112	9/30/2022	\$2,065.00	\$0.00	\$0.00	\$0.00	\$2,065.00
Total Prior Billing		\$2,065.00	\$0.00	\$0.00	\$0.00	\$2,065.00



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE
 No. 56379
 10/28/2022

East Stroudsburg Area School District
 50 Vine Street
 East Stroudsburg, PA 18301
 Craig Neiman

High School North and Lehman I.S. Rooftop Equipment Replacement
287037
 For Services Rendered From October 01, 2022 To October 28, 2022

DEI fee: \$105,000 (7% of \$1,500,000 estimated cost)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$105,000.00	\$1,470.00	12.87	\$12,043.50

INVOICE TOTAL \$12,043.50

Prior Billing Information

<u>Invoice</u>	<u></u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
56113	9/30/2022	\$1,470.00	\$0.00	\$0.00	\$0.00	\$1,470.00
Total Prior Billing		\$1,470.00	\$0.00	\$0.00	\$0.00	\$1,470.00



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE

No. 56380
 10/28/2022

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Craig Neiman

<p>High School South and J.M. Hill Flooring Replacement 287038 For Services Rendered From October 01, 2022 To October 28, 2022</p>
<p>DEI fee: \$91,000 (7% of \$1,300,000 estimated cost)</p>

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$91,000.00	\$13,650.00	19.65	\$4,231.50

INVOICE TOTAL \$4,231.50

Prior Billing Information

<u>Invoice</u>	<u></u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
56114	9/30/2022	\$13,650.00	\$0.00	\$0.00	\$0.00	\$13,650.00
Total Prior Billing		\$13,650.00	\$0.00	\$0.00	\$0.00	\$13,650.00



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE

No. 56556
 11/25/2022

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Craig Nelman

East Stroudsburg ES Sprinkler Replacement
287035
 For Services Rendered From October 29, 2022 To November 25, 2022

00 - Basic Services

Professional Services

	Task	Hours	Rate	Amount
Principal Engineer	Project Administration	2.00	190.00	\$380.00
Senior Principal	Project Administration	1.00	210.00	\$210.00
Total Professional Services for 00				\$590.00

Reimbursables

	Unit Rate	Qty	Markup	Amount
In-house photocopies	0.00	139.00	.20	\$27.80
Total Reimbursables for 00				\$27.80
Total Charges for 00				\$617.80

INVOICE TOTAL \$617.80



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE

No. 56557
 11/25/2022

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Craig Neiman

Resica ES HVAC Replacement
287036

For Services Rendered From October 29, 2022 To November 25, 2022

DEI fee: \$206,500 (7% of \$2,950,000 estimated cost)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$206,500.00	\$9,726.15	10.24	\$11,419.45

INVOICE TOTAL \$11,419.45

Prior Billing Information

<u>Invoice</u>	<u></u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
56378	10/28/2022	\$7,661.15	\$0.00	\$0.00	\$0.00	\$7,661.15
Total Prior Billing		\$7,661.15	\$0.00	\$0.00	\$0.00	\$7,661.15



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE

No. 56558
 11/25/2022

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Craig Neiman

High School North and Lehman I.S. Rooftop Equipment Replacement
287037
 For Services Rendered From October 29, 2022 To November 25, 2022

DEI fee: \$105,000 (7% of \$1,500,000 estimated cost)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$105,000.00	\$13,513.50	20.90	\$8,431.50

INVOICE TOTAL \$8,431.50

Prior Billing Information

<u>Invoice</u>		<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
56379	10/28/2022	\$12,043.50	\$0.00	\$0.00	\$0.00	\$12,043.50
Total Prior Billing		\$12,043.50	\$0.00	\$0.00	\$0.00	\$12,043.50



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 www.dhuy.com

INVOICE

No. 56559
 11/25/2022

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Craig Neiman

High School South and J.M. Hill Flooring Replacement
287038
 For Services Rendered From October 29, 2022 To November 25, 2022

DEI fee: \$91,000 (7% of \$1,300,000 estimated cost)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$91,000.00	\$17,881.50	20.18	\$482.30

INVOICE TOTAL **\$482.30**

Prior Billing Information

<u>Invoice</u>	<u></u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>Over 90</u>	<u>Balance</u>
56380	10/28/2022	\$4,231.50	\$0.00	\$0.00	\$0.00	\$4,231.50
Total Prior Billing		\$4,231.50	\$0.00	\$0.00	\$0.00	\$4,231.50

VI. RECOMMENDATIONS BY THE PROPERTY/FACILITIES
COMMITTEE

b. Applications for Payment

- i. HSS Turf - Sprinturf- Application for Payment #3
\$15,480.18

INVOICE #: INV978

APPLICATION AND CERTIFICATE FOR PAYMENT

To: Accounts Payable
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg PA 18301

Project: ESASD South HS - 22-S-PA042

APPLICATION NO: Pay App #3
PERIOD TO: 10/31/2022
INVOICE DATE: 10/27/2022
PROJECT NO: 22-S-PA042

Distribution to:
___ OWNER
___ ARCHITECT
___ CONTRACTOR

From: Sprinturf, LLC
146 Fairchild Street
Suite 150
Daniel Island SC 29492

Architect:

Contract For: Synthetic Turf

CONTRACTOR APPLICATION FOR PAYMENT:

- 1. ORIGINAL CONTRACT SUM \$558,210.00
- 2. Net change by Change Orders (\$13,000.00)
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$545,210.00
- 4. TOTAL COMPLETED AND STORED TO DATE \$545,210.00
- 5. RETAINAGE

10% of Completed and Stored to Date: \$54,521.00
Total Retainage

- 6. TOTAL EARNED LESS RETAINAGE (Line 4 - 5) \$54,521.00
- 7. LESS PREVIOUS CERTIFICATE FOR PAYMENT (per prior Certificate line 6) ~~\$47,499.33~~ 475,208.82
- 8. CURRENT PAYMENT DUE ~~\$47,499.33~~ 15,480.18
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$54,521.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payments were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Sprinturf, LLC

By: Kyle Horan Date: 10/27/2022

State of South Carolina
County of Berkeley
TAMMY M. CURRY
Commissioner, Expires 12/31/2022
NOTARY PUBLIC
Notary Public: William J. Curry
My Commission Expires: March 9, 2023

ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on my personal observation and the data comprising the application, the Architect certifies to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of work is in accordance with the contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:\$ 15,480.18

(Attached explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Certification Sheet that are changed to conform with the amount certified.)
ARCHITECT: Joselyn Spivey Date: 12/6/22

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor name herein. Issuance, payment and acceptance or payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this month	0.00	13,000.00
TOTALS	0.00	13,000.00
NET CHANGES by Change Order	0.00	13,000.00

APPLICATION AND CERTIFICATE FOR PAYMENT CONTINUATION SHEET

APPLICATIONS AND CERTIFICATE FOR PAYMENT containing Contractor's signed Certification, is attached.

APPLICATION NO: Pay App #3
 PERIOD TO: 10/31/2022
 INVOICE DATE: 10/27/2022
 PROJECT NO: 22-S-PA042

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULE VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE 10%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)		
1	Submittals	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	100%	\$0.00	\$1,000.00
2	Turf Manufactured	\$277,526.00	\$277,526.00	\$0.00	\$0.00	\$0.00	\$277,526.00	100%	\$0.00	\$27,752.60
3	Existing Turf Removal	\$72,689.00	\$72,689.00	\$0.00	\$0.00	\$0.00	\$72,689.00	100%	\$0.00	\$7,268.90
4	Water Box Relocation	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	100%	\$0.00	\$400.00
5	Electrical Box Relocation	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	\$300.00
6	Goal Post Painting and Pads	\$6,500.00	\$4,999.80	\$1,500.20	\$0.00	\$0.00	\$6,500.00	100%	\$0.00	\$650.00
7	Sports Goals and Flags	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	100%	\$0.00	\$1,500.00
8	Infill & Turf Delivery	\$64,252.00	\$64,252.00	\$0.00	\$0.00	\$0.00	\$64,252.00	100%	\$0.00	\$6,425.20
9	Turf Install	\$64,543.00	\$64,543.00	\$0.00	\$0.00	\$0.00	\$64,543.00	100%	\$0.00	\$6,454.30
10	Maintenance Equipment	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	100%	\$0.00	\$1,200.00
11	GMAX & Closeouts Docs	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	\$500.00
12	CO#1	(\$13,000.00)	\$0.00	(\$13,000.00)	\$0.00	\$0.00	(\$13,000.00)	100%	\$0.00	(\$1,300.00)
13	Allowance	\$23,700.00	\$0.00	\$23,700.00	\$0.00	\$0.00	\$23,700.00	100%	\$0.00	\$2,370.00
TOTALS		\$545,210.00	\$528,009.80	\$17,200.20	\$0.00	\$0.00	\$545,210.00		\$0.00	\$54,521.00

VI. RECOMMENDATIONS BY THE PROPERTY/FACILITIES
COMMITTEE

b. Applications for Payment

- ii. HSS Turf - Sprinturf- Application for Payment #4
(retainage) \$54,521.00

APPLICATION AND CERTIFICATE FOR PAYMENT

INVOICE #: INV979

To: Accounts Payable
 East Stroudsburg Area School District
 50 Vine Street
 East Stroudsburg PA 18301

Project: ESASD South HS - 22-S-PA042
 APPLICATION NO: Pay App #4-Retainage
 PERIOD TO: 10/31/2022
 INVOICE DATE: 10/27/2022
 PROJECT NO: 22-S-PA042

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

From: Sprinturf, LLC
 146 Fairchild Street
 Suite 150
 Daniel Island SC 29492

Architect:

Contract For: Synthetic Turf

CONTRACTOR APPLICATION FOR PAYMENT:

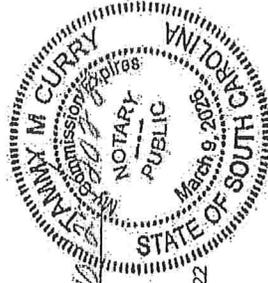
1. ORIGINAL CONTRACT SUM	\$558,210.00
2. Net change by Change Orders	(\$13,000.00)
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$545,210.00
4. TOTAL COMPLETED AND STORED TO DATE	\$545,210.00
5. RETAINAGE	\$0.00
0.0% of Completed and Stored to Date: \$0.00	
Total Retainage	\$0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 - 5)	\$545,210.00
7. LESS PREVIOUS CERTIFICATE FOR PAYMENT (per prior Certificate line 6)	\$490,689.00
8. CURRENT PAYMENT DUE	\$54,521.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payments were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Sprinturf, LLC

By: Kyle Horan

Date: 10/27/2022



State of: South Carolina
 County of: Berkeley
 Sworn and subscribed to before me this 27 day of October, 2022
 Notary Public: Tammy M. Curry
 My Commission expires: March 9, 2023

ARCHITECT'S CERTIFICATE FOR PAYMENT:

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of work is in accordance with the contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 54,521.00

(Attached explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are charged to conform with the amount certified.)

By: [Signature]

Date: 12/6/22

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor name herein. Issuance, payment and acceptance or payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this month	0.00	13,000.00
TOTALS	0.00	13,000.00
NET CHANGES by Change Order	0.00	13,000.00

APPLICATION AND CERTIFICATE FOR PAYMENT CONTINUATION SHEET

APPLICATIONS AND CERTIFICATE FOR PAYMENT containing Contractor's signed Certification, is attached.

APPLICATION NO: Pay App #4-Retainage

PERIOD TO: 10/31/2022

INVOICE DATE: 10/27/2022

PROJECT NO: 22-S-PA042

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULE VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE 10%
			FROM PREVIOUS APPLICATION (D + E)						
1	Submittals	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00
2	Turf Manufactured	\$277,526.00	\$277,526.00	\$0.00	\$0.00	\$0.00	\$277,526.00	\$0.00	\$0.00
3	Existing Turf Removal	\$72,689.00	\$72,689.00	\$0.00	\$0.00	\$0.00	\$72,689.00	\$0.00	\$0.00
4	Water Box Relocation	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00
5	Electrical Box Relocation	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00
6	Goal Post Painting and Pads	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$0.00
7	Sports Goals and Flags	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00
8	Infill & Turf Delivery	\$64,252.00	\$64,252.00	\$0.00	\$0.00	\$0.00	\$64,252.00	\$0.00	\$0.00
9	Turf Install	\$64,543.00	\$64,543.00	\$0.00	\$0.00	\$0.00	\$64,543.00	\$0.00	\$0.00
10	Maintenance Equipment	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00
11	GMAX & Closeouts Docs	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00
12	CO#1	(\$13,000.00)	(\$13,000.00)	\$0.00	\$0.00	\$0.00	(\$13,000.00)	\$0.00	\$0.00
13	Allowance	\$23,700.00	\$23,700.00	\$0.00	\$0.00	\$0.00	\$23,700.00	\$0.00	\$0.00
TOTALS		\$545,210.00	\$545,210.00	\$0.00	\$0.00	\$0.00	\$545,210.00	\$0.00	\$0.00

VI. RECOMMENDATIONS BY THE PROPERTY/FACILITIES
COMMITTEE

- b. Applications for Payment
- iii. HSN Natatorium HVAC - ASL Refrigeration –
Application for Payment #4 \$106,200.00

Progress Estimate - Lump Sum Work

Owner: East Stroudsburg Area School District
 Engineer: D'Key Eng.
 Contractor: ASL Refrigeration, Inc.
 Project: High School North Natatorium HVAC Replacement
 Contract: HVAC
 Owner's Project No.:
 Engineer's Project No.: 287033
 Contractor's Project No.:

Contractor's Application for Payment

Application No.: 4		Application Period: From 11/01/22 to 11/09/22		Application Date: 11/09/22				
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Original Contract								
1	Desert Aire Equipment-Base Bid	135,000.00		118,000.00		118,000.00	87%	17,000.00
2	Trane Controls-Base Bid	33,000.00	3,100.00			3,100.00	10%	28,900.00
3	Ductwork-Base Bid	5,000.00					0%	5,000.00
4	High Voltage Wiring-Base Bid	3,000.00					0%	3,000.00
5	Roofing-Base Bid	3,000.00					0%	3,000.00
6	Piping Materials-Base Bid	11,600.00					0%	11,600.00
7	ASL Labor-Total Project	97,165.00					0%	97,165.00
8	Crane-Base Bid	2,900.00					0%	2,900.00
9	Allowances	10,425.00					0%	10,425.00
10	Greenheck Equipment-Alt Bid	69,000.00		65,000.00		65,000.00	94%	4,000.00
11	Trane Controls-Alt Bid	37,000.00		3,100.00		3,100.00	8%	33,900.00
12	High Voltage Wiring-Alt Bid	2,000.00					0%	2,000.00
13	Piping Materials-Alt Bid	6,000.00					0%	6,000.00
14	Insulation-Total Project	12,000.00					0%	12,000.00
15	Balancing-Total Project	4,500.00					0%	4,500.00
16	Project Management-Total Project	8,000.00					0%	8,000.00
17	Bond & Ins	8,000.00		8,000.00		8,000.00	100%	-
18	Submittals & Closeout Paperwork	3,000.00		1,500.00		1,500.00	50%	1,500.00
19	Punchlist	4,000.00					0%	4,000.00
20	Trucking & Lifts	8,000.00					0%	8,000.00
Original Contract Totals		\$ 460,990.00	\$ 80,700.00	\$ 118,000.00	\$ -	\$ 198,700.00	43%	\$ 262,290.00

VI. RECOMMENDATIONS BY THE PROPERTY/FACILITIES
COMMITTEE

c. Current Project List

Lehman Replace Curtain Wall / Storefront Board Approved 4/19/21 LIS Window Project 20-518-3079	Date	EHS Pool Repair / Upgrade Board Approved 5/17/2021 30-820-3075	Date	EHS Turf Field Replacement Board Approved 1/24/2022 30-820-3089 PO#22003618	Date	BES HVAC Upgrade Board Approved 12/20/2021 10-4600-450-990-10-211-461-000-8744 ESSER III Grant YR1 PO#22002071 & PO#22004413 PO#	Date
D&M Construction Unlimited	7042	All State Technology, Inc. \$ 380,750.00 Chg Order 8/31/2021 \$ 29,850.00 BD 9/20/21		Sprinturf	3181	TRANE U.S. INC	6927
\$ 280,000.00		\$ 380,750.00		\$ 558,210.00		\$ 2,949,659.00	
\$ (1,987.20)	8/31/2021	\$ 29,850.00					BD 11/21/22
	11/15/2021	\$ 2,446.37					
\$ 278,012.80		\$ 413,046.37		\$ 558,210.00		\$ 2,949,659.00	
					1/26/2022	\$ 19,771.00	
\$ 6,075.00	9/22/2021	\$ 121,500.00	6/30/2022	\$ 78,919.92	4/26/2022	\$ 88,490.00	5/24/2022
\$ 1,125.00	10/26/2021	\$ 135,015.00	9/12/2022	\$ 396,288.90	4/26/2022	\$ 58,993.00	6/30/2022
\$ 47,864.87	11/22/2021	\$ 75,045.00		\$ -	4/26/2022	\$ 442,449.00	8/16/2022
\$ 20,992.05	5/17/2022	\$ 33,030.00			5/17/2022	\$ 442,449.00	9/22/2022
\$ 26,752.05	10/13/2022	\$ 30,382.50					11/21/2022
\$ 27,949.55							
\$ 17,114.85							
\$ 8,714.25							
\$ 18,102.15							
\$ 33,243.40							
\$ 3,699.00							
\$ 2,358.00							
\$ 26,349.75							
\$ 5,643.90							
\$ 4,228.40							
\$ 27,801.28							
\$ 278,013.50		\$ 394,972.50		\$ 475,208.82		\$ 1,052,152.00	
\$ (0.70)		\$ 18,073.87		\$ 83,001.18		\$ 1,897,507.00	
99%		96%		85%		36%	
						A/C# 32-4400-450-000-10 211-461-000-0000	
						Paid through Cap.Resv.	
\$ 190.00	9/22/2021	\$ 1,457.63	1/11/2022	\$ 19,600.00			1/19/2021
\$ 941.02	11/3/2021	\$ 1,457.62	1/11/2022	\$ 4,900.00	4/7/2022	\$ 2,000.00	1/19/2022
\$ 651.35	12/13/2021	\$ 1,457.63	3/10/2022	\$ 4,806.03	6/30/2022	\$ 2,950.00	2/14/2022
\$ 748.95	1/11/2022	\$ 291.53	4/21/2022	\$ 701.85	9/22/2022	\$ 990.02	3/10/2022
\$ 8,268.68	1/11/2022	\$ 874.57	5/17/2022	\$ 1,251.88	10/24/2022	\$ 3,434.98	4/21/2022
\$ 809.98	2/14/2022	\$ 291.52	6/8/2022	\$ 1,080.18			5/17/2022
\$ 1,350.02			6/30/2022	\$ 1,252.11			6/8/2022
\$ 1,080.00			6/30/2022	\$ 1,200.02			6/30/2022
\$ 2,160.00			9/22/2022	\$ 1,035.91			6/30/2022
\$ 1,165.71			10/24/2022	\$ 2,074.48			6/30/2022
\$ 1,044.98			11/8/2022	\$ 781.49			9/22/2022
\$ 558.44							10/24/2022
\$ 521.56							11/8/2022
\$ 648.00							
\$ 432.00							
\$ 20,570.69		\$ 5,830.50		\$ 38,683.95		\$ 9,375.00	

MSE Refinishing Gym Floors Board Approved 2/28/2022 10-214-3072 Complete July 2022	Date	SME Gym floor Repair & Refinish Board Approved 3/21/2022 10-216-3072 Complete July 2022	Date	JMH Gym Floor Repair & Refinish Board Approved 3/21/2022 10-213-3072 PO# 23000170	Date	SME Roof Project 2023 Proposal #5050562 Subcontractor: David Maines & Assoc. Board Approved 6/20/2022 10-216-3060 PO# 23000294
Wayfare Sports Floors \$ 27,800.00	7314	Wayfare Sports Flooring \$ 10,833.00	7314	Wayfare Sports Flooring \$ 11,154.00	3184	Tremco Commercial Sealants & Waterproof \$1,862,357.67
\$ 27,850.00		\$ 10,833.00		\$ 11,154.00		\$ 1,862,357.67
\$ 27,850.00		\$ 10,833.00		\$ 11,154.00		\$ 1,862,357.67
\$ 27,850.00	6/30/2022	\$ 10,833.00				
\$ 27,850.00		\$ 10,833.00		\$ -		\$ -
\$ -		\$ -		\$ 11,154.00		\$ 1,862,357.67
100%		100%		0%		0%
\$ -		\$ -		\$ -		\$ -

Date	EH South Otis Elevator #4 Cylinder Replacement 32-4600-431-000-30-820- 000-000-3093	Total of Current Projects	
	Otis Elevator \$83,646.00		
	\$ 83,646.00	\$ 9,884,220.88	
		\$ 20,040.00	
		\$ (5,601.51)	
		\$ 2,446.37	
	\$ 83,646.00	\$ 9,901,105.74	\$ 9,901,105.74
		\$ 19,771.00	
9/29/2022	\$ 39,756.00	\$ 845,988.61	
		\$ 1,241,832.52	
		\$ 980,095.38	
		\$ 725,082.92	
		\$ 292,503.18	
		\$ 107,042.05	
		\$ 34,229.70	
		\$ 17,428.50	
		\$ 36,204.30	
		\$ 66,486.80	
		\$ 7,398.00	
		\$ 4,716.00	
		\$ 52,699.50	
		\$ 11,287.80	
		\$ 8,456.80	
		\$ 55,602.56	
	\$ 39,756.00	\$ 4,506,825.62	\$ 9,901,105.74
	\$ 43,890.00	\$ 5,394,280.12	
	48%	46%	
		\$ 56,172.13	
		\$ 45,003.96	
		\$ 63,108.41	
		\$ 15,792.44	
		\$ 32,777.69	
		\$ 14,373.17	
		\$ 10,127.51	
		\$ 7,142.65	
		\$ 10,138.50	
		\$ 11,632.45	
		\$ 9,691.60	
		\$ 3,295.49	
		\$ 1,478.83	
		\$ 1,296.00	
		\$ 864.00	
		\$ -	
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		\$ -	
		\$ -	
	\$ -	\$ 280,329.83	

VI. RECOMMENDATIONS BY THE PROPERTY/FACILITIES
COMMITTEE

d. Change Order #1 HSS Turf – Sprinturf decrease \$13,000.00

VII. RECOMMENDATIONS BY THE EDUCATION PROGRAMS &
RESOURCES COMMITTEE

- a. QuaverEd - QuaverMusic Curriculum 6 year subscription, quote -
\$52,920

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 *

all elementary buildings

What service or item are requesting *

QuaverEd Music online program

Why are you requesting the service or item *

To use in conjunction with the current elementary music curriculum

Suggested replacement *

n/a

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

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

single user

What is the total cost of the purchase? *

\$52,920.00

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? *

10

What account will be charged? *

10-1110-650-990-10-000-920-000-8744

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.

This subscription will be funded for the first 2 years using a grant. The remaining 4 years beginning with the 24/25 SY will be funded from each schools budget.

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





Quote

East Stroudsburg School District

Date: 10/21/2022

License Length: July 1, 2022 to June 30, 2028 (6yr)

Item Description:	Grades	# of Schools	Unit	Total
QuaverMusic Curriculum	K-5	6	\$10,080.00	\$60,480.00
Multi-year discount 12.5%				-\$7,560.00
Quarterly Content Updates				INCLUDED
Student Access to Student Resources				INCLUDED
24/7 Access to 50+ Hours of Online Resources/PD				INCLUDED
Total				\$52,920.00

**Sales Tax will be included on final invoice unless Tax Exempt Certificate is included at time of purchase.*

Includes all of the following elements:

- Customizable Lesson Plans
- Lesson Plan Presenter
- Teacher GradeBook
- Auto-Graded Assessments
- ClassPlay
- Bach's Brain
- World Music
- Student Accounts
- Online Quaver Classrooms
- Quaver Unplugged Content
- Virtual Training Program

Proposal valid for 90 days.

QuaverEd.com
65 Music Square West
Nashville, TN 37203

Sean Smith
Director of Sales
Sean@QuaverEd.com
615.585.0337

Music Dept.

Quote for 6 years subscription	\$52,920.00					
Total paid by ESSERS III (22/23 and 23/24 SY)	-\$17,640.00					
Balance to divide between 6 elem. buildings beginning in 24/25 SY	\$35,280.00					
			3rd year	4th year	5th year	6th year
			<i>24/25 SY</i>	<i>25/26 SY</i>	<i>26/27 SY</i>	<i>27/28 SY</i>
East Stroudsburg Elem.	\$5,880.00		\$1,470.00	\$1,470.00	\$1,470.00	\$1,470.00
Bushkill	\$5,880.00		\$1,470.00	\$1,470.00	\$1,470.00	\$1,470.00
J.M. Hill	\$5,880.00		\$1,470.00	\$1,470.00	\$1,470.00	\$1,470.00
Middle Smithfield	\$5,880.00		\$1,470.00	\$1,470.00	\$1,470.00	\$1,470.00
Resica	\$5,880.00		\$1,470.00	\$1,470.00	\$1,470.00	\$1,470.00
Smithfield	\$5,880.00		\$1,470.00	\$1,470.00	\$1,470.00	\$1,470.00
	\$35,280.00		\$1,470.00	\$1,470.00	\$1,470.00	\$1,470.00