

## V. ITEMS FOR APPROVAL

- a. Approve the purchase of four (4) student transportation vans from Rohrer Bus totaling \$333,016 plus fees (\$83,254.00 each)(Brightbill could not deliver vehicles in the specified timeframe)



Peter Bard <peter-bard@esasd.net>

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## Van

1 message

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Rich Tarapchak <rtarapchak@rohrerbus.com>

Tue, Apr 30, 2024 at 3:03 PM

To: "peter-bard@esasd.net" <peter-bard@esasd.net>

Pete, we're actually picking two of the pro master vans up next week so that would be no problem. They would probably be available for delivery sometime late May. We could do two additional vans and deliver them sometime in July. The second two may not be July 1, but they would be sometime in July. I would need an award / P.O. as soon as possible to make this happen.

Sent from my iPhone

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

50 Vine Street  
East Stroudsburg PA 18301  
Phone: 570-424-8500  
Fax: 570-421-8968

**VAN BID  
SPECIFICATIONS**

## VAN BID SPECIFICATIONS

The East Stroudsburg Area School District Board of School Directors will accept sealed bids for a new 2025, 2024 or 2023, 10-passenger van until 2:00 PM on Friday April 26<sup>th</sup>, 2024.

Bids are to be submitted to: East Stroudsburg Area School District  
Attn: Peter T. Bard  
50 Vine Street  
East Stroudsburg PA 18301

Bid envelopes are to be marked: VAN BID

Bid award will be made at the regular meeting of the School Board to be held at 7:00 PM on May 20<sup>th</sup>, 2024.

## VEHICLE FOR DISTRICT USE

State and Federal regulations do not permit school districts to use vehicles greater than ten (10) passengers unless they meet school bus specifications. (Yellow paint, 4-way flashing light systems, etc.)

Districts are still permitted to use vehicles of ten (10) passengers or less providing district complies with certain regulations. Such vehicles must be titled as ten passenger or less.

Any bid for a vehicle over ten passenger cannot be considered.

## BID FORMAT

The district will accept bids on the purchase of one 10-passenger van as follows:

Delivery of the vehicle must be on or before July 1<sup>st</sup>, 2024, unless agreed upon in writing by the District.

*The board reserves the right to reject any or all bids or to accept an alternate bid if van specified is not available in the time allotted.*

**VAN SPECIFICATIONS - PAGE 2**

NAME & ADDRESS OF BIDDER: ROHRER ENTERPRISES, INC. D/B/A ROHRER BUS SALES

1515 STATE ROAD, PO BOX 100

DUNCANNON PA 17020

**THESE MINIMUM SPECIFICATIONS APPLY TO EACH VEHICLE BID. A VENDOR MUST NOTE ANY EXCEPTIONS. FAILURE TO MEET THESE SPECIFICATIONS MAY RESULT IN THE BOARD NOT ACCEPTING A BID OR, IF A VEHICLE IS DELIVERED THAT DOES NOT MEET THESE SPECIFICATIONS; THE BOARD MAY REFUSE TO ACCEPT THE VEHICLE**

Model - New 2025, 2024 or 2023 10 passenger van

5 ADDITIONAL IGNITION KEYS

ONE TON CHASSIS

**TITLED AS TEN-PASSENGER CAPACITY**

V-I ENGINE (5.9 LITER OR EQUIVALENT)

**HYBRID POWERTRAIN WITHOUT PLUG-IN ARE ACCEPTED**

AUTOMATIC TRANSMISSION, HEAVY DUTY WITH OVERDRIVE

POWER BRAKES (ABS)

POWER STEERING

INSTRUMENT GAUGES INSTEAD OF LIGHTS

HEAVY DUTY SHOCKS - (FRONT & REAR)

HEAVY DUTY BATTERY

HEAVY DUTY ALTERNATOR (100 AMP)

HEAVY DUTY SPRINGS

HEAVY DUTY HEATER & DEFROSTER

AUXILIARY REAR HEATER

COURTESY SIDE LIGHT PACKAGE

CHROME SIDE MIRRORS

RIM FOR SPARE TIRE

MINIMUM 33 GALLON GAS TANK

REMOVABLE BENCH SEATS

VINYL COVERED SEATS

FRONT STABILIZER BAR

RUBBER FLOOR MATS THROUGHOUT

TINTED GLASS

ELECTRONIC SPEED CONTROL

REAR LOCKING DIFFERENTIAL

POWER DOOR LOCK SYSTEM

INTERMITTENT WINDSHIELD WIPERS

SIDE DOOR - 60/40 SWING OUT

HEAVY DUTY ALUMINUM RUNNING BOARD INSTALLED

SEATING ARRANGEMENT SHOULD ALLOW ROOM FOR SPARE TIRE BEHIND BENCH

COLOR: WHITE

PRICE TO INCLUDE ALL PREPARATION FEES. DISTRICT DOES NOT PAY LICENSING/TRANSFER FEES OR STATE SALES TAX.

**TOTAL BID PRICE PER VEHICLE**

**\$83,254.00\***

\*AVAILABILITY SUBJECT TO PRIOR SALE

\*IMMEDIATE AWARD NEEDED TO MEET DELIVERY DEADLINE

## V. ITEMS FOR APPROVAL

- c. Approve the 2024-2025 Preliminary Final Budget (Presentation follows)

# FINAL GENERAL FUND BUDGET

Fiscal Year 2024-2025

## General Fund Budget Approval

Date of Adoption of the General Fund Budget:

<u>President of the Board - Original Signature Required</u>	_____	<u>Date</u>	_____
<u>Secretary of the Board - Original Signature Required</u>	_____	<u>Date</u>	_____
<u>Chief School Administrator - Original Signature Required</u>	_____	<u>Date</u>	_____
Peter T Bard		(570)424-8500	Extn : 10120
<u>Contact Person</u>	_____	<u>Telephone</u>	<u>Extension</u>
peter-bard@esasd.net	_____		
<u>Email Address</u>	_____		



**CERTIFICATION OF ESTIMATED ENDING FUND BALANCE  
FROM 2024-2025 GENERAL FUND BUDGET**

24 PS 6-688

(10/2010)

SCHOOL DISTRICT : East Stroudsburg Area SD	COUNTY : Monroe	AUN : 120452003
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No school district shall approve an increase in real property taxes unless it has adopted a budget that includes an estimated, ending unreserved undesignated fund balance (unassigned) less than the specified percentage of its total budgeted expenditures:

Total Budgeted Expenditures	Fund Balance % Limit (less than)
Less Than or Equal to \$11,999,999	12.0%
Between \$12,000,000 and \$12,999,999	11.5%
Between \$13,000,000 and \$13,999,999	11.0%
Between \$14,000,000 and \$14,999,999	10.5%
Between \$15,000,000 and \$15,999,999	10.0%
Between \$16,000,000 and \$16,999,999	9.5%
Between \$17,000,000 and \$17,999,999	9.0%
Between \$18,000,000 and \$18,999,999	8.5%
Greater Than or Equal to \$19,000,000	8.0%

Did you raise property taxes in SY 2024-2025 (compared to 2023-2024 )?

Yes   
No

If yes, see information below, taken from the 2024-2025 General Fund Budget.

Total Budgeted Expenditures	\$203584461
Ending Unassigned Fund Balance	\$5502739
Ending Unassigned Fund Balance as a percentage (%) of Total Budgeted Expenditures	2.70%

The Estimated Ending Unassigned Fund Balance is within the allowable limits.

Yes   
No

**I hereby certify that the above information is accurate and complete.**

SIGNATURE OF SUPERINTENDENT	DATE
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DUE DATE: AUGUST 15, 2024

**CERTIFICATION OF USE OF PDE-2028  
FOR PUBLIC INSPECTION OF 2024-2025 PROPOSED BUDGET**

24 PS 6-687(a)(1)

(03/2006)

<b>School District Name :</b> East Stroudsburg Area SD	<b>County :</b> Monroe	<b>AUN Number :</b> 120452003
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Section 687(a)(1) of the School Code requires the president of the board of school directors of each school district to certify to the Department of Education that the proposed budget was prepared, presented and will be made available for public inspection using the uniform form prepared and furnished by the Department of Education.

**I hereby certify that the above information is accurate and complete.**

<b>SIGNATURE OF SCHOOL BOARD PRESIDENT</b>	<b>DATE</b>
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**DUE DATE: IMMEDIATELY FOLLOWING  
ADOPTION OF PROPOSED  
FINAL GENERAL FUND BUDGET**

<u>Val Number</u>	<u>Description</u>	<u>Justification</u>
1010	Budget Approval Date is required before submission on Contact Screen and cannot be a future date.	
1550	Tax Data: The difference between (a) Assessed Value Exclusion per Homestead multiplied by (b) number of Approved Homesteads/Farmsteads multiplied by real estate tax rate and (c) Approximate Dollar Value of Homestead Exclusions should be within 2% of (c) Approximate Dollar Value of Homestead Exclusions.  (A x B x TR) - C: \$1,088,429.78 C x 2%: \$131,583.56	We are going to do the calculations before the June adoptions. Waiting for the information from the counties assessment office.
8060	Ending Fund Balance Entry and Budgetary Reserve: If 5900 Budgetary Reserve is not equal to 0, a justification must be entered below.	Budgetary reserve is set for potential expenditures that exist in particular for special education.
8080	Ending Fund Balance Entry and Budgetary Reserve: If 0850 Estimated Ending Unassigned Fund Balance is not equal to 0, a justification must be entered below.	Budgetary reserves are set for future expenses that may arise that the board may offset tax increases with their fund balance.
8150	Ending Fund Balance Entry and Budgetary Reserve: If 0630 Committed Fund Balance is not equal to 0, a justification must be entered below.	Budgetary reserves are set for future expenses that may arise that the board may offset tax increases with their fund balance.
8160	Ending Fund Balance Entry and Budgetary Reserve: If 0840 Assigned Fund Balance is not equal to 0, a justification must be entered below.	Budgetary reserves are set for future expenses that may arise that the board may offset tax increases with their fund balance.

**ITEM** **AMOUNTS**

**Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year**

0810 Nonspendable Fund Balance	783,115
0820 Restricted Fund Balance	
0830 Committed Fund Balance	24,000,000
0840 Assigned Fund Balance	23,498,602
0850 Unassigned Fund Balance	2,985,911

**Total Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year**

\$50,484,513

**Estimated Revenues And Other Financing Sources**

6000 Revenue from Local Sources	108,120,560
7000 Revenue from State Sources	69,153,442
8000 Revenue from Federal Sources	9,792,091
9000 Other Financing Sources	50,000

**Total Estimated Revenues And Other Financing Sources**

\$187,116,093

**Total Estimated Fund Balance, Revenues, and Other Financing Sources Available for Appropriation**

\$237,600,606

Amount

**REVENUE FROM LOCAL SOURCES**

6111 Current Real Estate Taxes	89,227,053
6112 Interim Real Estate Taxes	64,000
6113 Public Utility Realty Taxes	100,000
6114 Payments in Lieu of Current Taxes - State / Local	115,000
6140 Current Act 511 Taxes - Flat Rate Assessments	75,000
6150 Current Act 511 Taxes - Proportional Assessments	5,500,000
6400 Delinquencies on Taxes Levied / Assessed by the LEA	10,000,000
6500 Earnings on Investments	1,500,000
6700 Revenues from LEA Activities	27,000
6800 Revenues from Intermediary Sources / Pass-Through Funds	1,227,507
6910 Rentals	35,000
6940 Tuition from Patrons	15,000
6980 Revenue from Community Services Activities	130,000
6990 Refunds and Other Miscellaneous Revenue	105,000

**REVENUE FROM LOCAL SOURCES \$108,120,560**

**REVENUE FROM STATE SOURCES**

7111 Basic Education Funding-Formula	28,807,621
7112 Basic Education Funding-Social Security	3,256,740
7160 Tuition for Orphans Subsidy	800,000
7271 Special Education funds for School-Aged Pupils	6,249,090
7311 Pupil Transportation Subsidy	2,500,000
7312 Nonpublic and Charter School Pupil Transportation Subsidy	100,000
7320 Rental and Sinking Fund Payments / Building Reimbursement Subsidy	1,462,055
7330 Health Services (Medical, Dental, Nurse, Act 25)	150,000
7340 State Property Tax Reduction Allocation	6,579,178
7505 Ready to Learn Block Grant	1,248,758
7820 State Share of Retirement Contributions	18,000,000

**REVENUE FROM STATE SOURCES \$69,153,442**

**REVENUE FROM FEDERAL SOURCES**

8110 Payments for Federally Impacted Areas	625,000
8514 Title I - Improving the Academic Achievement of the Disadvantaged	2,158,362
8515 Title II - Preparing, Training, and Recruiting High Quality Teachers and Principals	246,917
8516 Title III - Language Instruction for English Learners and Immigrant Students	25,826

	<u>Amount</u>
<b>REVENUE FROM FEDERAL SOURCES</b>	
8517 Title IV - 21st Century Schools	143,486
8732 ARRA - Qualified School Construction Bonds (QSCB)	55,000
8733 ARRA - Qualified Zone Academy Bonds (QZAB)	12,500
8744 ARP ESSER - Elementary and Secondary School Emergency Relief Fund	5,000,000
8751 ARP ESSER Learning Loss	100,000
8753 ARP ESSER Afterschool Programs	50,000
8810 School-Based Access Medicaid Reimbursement Program (SBAP) Reimbursements (Access)	1,250,000
8820 Medical Assistance Reimbursement for Administrative Claiming (Quarterly) Program	125,000
<b>REVENUE FROM FEDERAL SOURCES</b>	<b>\$9,792,091</b>
<b>OTHER FINANCING SOURCES</b>	
9400 Sale of or Compensation for Loss of Fixed Assets	50,000
<b>OTHER FINANCING SOURCES</b>	<b>\$50,000</b>
<b>TOTAL ESTIMATED REVENUES AND OTHER SOURCES</b>	<b>187,116,093</b>

Act 1 Index (current): 7.6%  
 Calculation Method: Section 672.1 Method Choice: (a)(1)  
 Number of Decimals For Tax Rate Calculation: 2  
 Approx. Tax Revenue from RE Taxes: \$89,240,876  
 Amount of Tax Relief for Homestead Exclusions: \$6,579,178  
 Total Approx. Tax Revenue: \$95,820,054  
 Approx. Tax Levy for Tax Rate Calculation: \$104,963,879

	Monroe	Pike	Total
<b>2023-24 Data</b>			
a. Assessed Value	\$2,608,545,206	\$194,696,490	\$2,803,241,696
b. Real Estate Mills	30.7900	128.5200	
<b>I. 2024-25 Data</b>			
c. 2022 STEB Market Value	\$2,589,671,375	\$797,076,234	\$3,386,747,609
d. Assessed Value	\$2,564,605,970	\$194,489,560	\$2,759,095,530
e. Assessed Value of New Constr/ Renov	\$0	\$0	\$0

<b>2023-24 Calculations</b>			
f. 2023-24 Tax Levy (a * b)	\$80,317,107	\$25,022,393	\$105,339,500
<b>2024-25 Calculations</b>			
g. Percent of Total Market Value	76.46485%	23.53515%	100.00000%
h. Rebalanced 2023-24 Tax Levy (f Total * g)	\$80,547,691	\$24,791,809	\$105,339,500
i. Base Mills Subject to Index (h / a * 1000) if no reassessment	30.8783	128.5200	
(h / (d-e) * 1000) if reassessment			

<b>Calculation of Tax Rates and Levies Generated</b>			
j. Weighted Avg. Collection Percentage	90.00000%	93.00000%	90.70605%
k. Tax Levy Needed (Approx. Tax Levy * g)	\$80,260,473	\$24,703,406	\$104,963,879
<b>I. 2024-25 Real Estate Tax Rate</b>			
(k / d * 1000)	31.2900	127.0100	
<b>III.</b>			
m. Tax Levy Generated by Mills (l / 1000 * d)	\$80,246,521	\$24,702,119	\$104,948,640
n. Tax Levy minus Tax Relief for Homestead Exclusions (m - Amount of Tax Relief for Homestead Exclusions)			\$98,369,462
o. Net Tax Revenue Generated By Mills (n * Est. Pct. Collection)			\$89,227,053

Act 1 Index (current): 7.6%  
 Calculation Method:  
 Number of Decimals For Tax Rate Calculation: 2  
 Approx. Tax Revenue from RE Taxes:  
 Amount of Tax Relief for Homestead Exclusions  
 Total Approx. Tax Revenue:  
 Approx. Tax Levy for Tax Rate Calculation:

Section 672.1 Method Choice:	(a)(1)
Revenue	
Monroe	
Pike	
Total	

Act 1 Index (current): 7.6%  
 Calculation Method:  
 Number of Decimals For Tax Rate Calculation: 2  
 Approx. Tax Revenue from RE Taxes: \$89,240,876  
 Amount of Tax Relief for Homestead Exclusions: \$6,579,178  
 Total Approx. Tax Revenue: \$95,820,054  
 Approx. Tax Levy for Tax Rate Calculation: \$104,963,879

Index Maximums	Monroe	Pike	Total
p. Maximum Mills Based On Index (i * (1 + Index))	33.2250	138.2875	
q. Mills In Excess of Index (if (l > p), (l - p))	0.0000	0.0000	
r. Maximum Tax Levy Based On Index (p / 1000 * d)	\$85,209,033	\$26,895,475	\$112,104,508
IV. s. Millage Rate within Index? (if l > p Then No)	Yes	Yes	
t. Tax Levy In Excess of Index (if (m > r), (m - r))	\$0	\$0	\$0
u. Tax Revenue In Excess of Index (t * Est. Pct. Collection)	\$0	\$0	\$0

Information Related to Property Tax Relief	Monroe	Pike	Total
V. Assessed Value Exclusion per Homestead	\$18,327,000	\$4,388,000	
Number of Homestead/Farmstead Properties	6877	2776	9653
Median Assessed Value of Homestead Properties			\$138,110



Act 1 Index (current): 7.6%

Calculation Method:

Number of Decimals For Tax Rate Calculation: 2

Approx. Tax Revenue from RE Taxes: \$89,240,876

Amount of Tax Relief for Homestead Exclusions \$6,579,178

Total Approx. Tax Revenue: \$95,820,054

Approx. Tax Levy for Tax Rate Calculation: \$104,963,879

Section 672.1 Method Choice: (a)(1)

Revenue

2

\$89,240,876

\$6,579,178

\$95,820,054

\$104,963,879

Monroe

Pike

Total

State Property Tax Reduction Allocation used for: Homestead Exclusions

\$6,579,178

Prior Year State Property Tax Reduction Allocation used for: Homestead Exclusions

\$0

\$0

Amount of Tax Relief from State/Local Sources

\$6,579,178

CODE

6111	Current Real Estate Taxes	County Name	Taxable Assessed Value	Real Estate Mills	Tax Levy Generated by Mills	Amount of Tax Relief for Homestead Exclusions	Tax Levy Minus Homestead Exclusions	Percent Collected	Net Tax Revenue Generated By Mills
		Monroe	2,564,605,970	31.2900	80,246,521			90.000000%	
		Pike	194,489,560	127.0100	24,702,119			93.000000%	
<b>Totals:</b>			<b>2,759,095,530</b>		<b>104,948,640</b>	<b>6,579,178</b>	<b>98,369,462 X</b>	<b>90.70605%</b>	<b>89,227,053</b>

	Rate	Add'l Rate (if appl.)	Tax Levy	Estimated Revenue
6120	\$0.00			0
6140	Rate			Estimated Revenue
6141	\$0.00	\$0.00	0	0
6142	\$0.00	\$0.00	0	0
6143	\$10.00	\$0.00	75,000	75,000
6144	\$0.00	\$0.00	0	0
6145	\$0.00	\$0.00	0	0
6146	\$0.00	\$0.00	0	0
6149	\$0.00	\$0.00	0	0

**Total Current Act 511 Taxes – Flat Rate Assessments**

	Rate	Add'l Rate (if appl.)	Tax Levy	Estimated Revenue
6150			<b>75,000</b>	<b>75,000</b>
6151	0.500%	0.000%	4,300,000	4,300,000
6152	0.000	0.000	0	0
6153	0.500%	0.000%	1,200,000	1,200,000
6154	0.000%	0.000%	0	0
6155	0.000	0.000	0	0
6156	0.000%	0.000%	0	0
6157	0.000	0.000	0	0
6159	0	0	0	0

**Total Current Act 511 Taxes – Proportional Assessments**

<b>Total Act 511, Current Taxes</b>	<b>Act 511 Tax Limit --&gt;</b>	<b>3,386,747,609 X</b>	<b>12</b>	<b>5,500,000</b>
	<b>Market Value</b>	<b>Market Value</b>	<b>Mills</b>	<b>5,575,000</b>
				<b>40,640,971</b>
				<b>(511 Limit)</b>

Tax Function	Description	Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index	Index	Additional Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index
		2023-24 (Rebalanced)	2024-25				2023-24 (Rebalanced)	2024-25		
6111	<u>Current Real Estate Taxes</u>									
	Monroe	30.8783	31.2900	1.34%	Yes	7.6%				
	Pike	128.5200	127.0100	-1.16%	Yes	7.6%				
	<u>Current Act 511 Taxes – Flat Rate Assessments</u>									
6143	Current Act 511 Local Services Taxes	\$10.00	\$10.00	0.00%	Yes	7.6%				
	<u>Current Act 511 Taxes – Proportional Assessments</u>									
6151	Current Act 511 Earned Income Taxes	0.500%	0.500%	0.00%	Yes	7.6%				
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	0.500%	0.00%	Yes	7.6%				

<u>Description</u>	<u>Amount</u>
<b>1000 Instruction</b>	
1100 Regular Programs - Elementary / Secondary	73,063,770
1200 Special Programs - Elementary / Secondary	39,228,963
1300 Vocational Education	3,349,764
1400 Other Instructional Programs - Elementary / Secondary	1,650,370
1500 Nonpublic School Programs	31,478
1800 Pre-Kindergarten	30,067
<b>Total Instruction</b>	<b>\$117,354,412</b>
<b>2000 Support Services</b>	
2100 Support Services - Students	9,551,200
2200 Support Services - Instructional Staff	3,638,729
2300 Support Services - Administration	9,142,151
2400 Support Services - Pupil Health	2,306,590
2500 Support Services - Business	1,585,539
2600 Operation and Maintenance of Plant Services	19,305,373
2700 Student Transportation Services	11,453,529
2800 Support Services - Central	6,181,261
<b>Total Support Services</b>	<b>\$63,164,372</b>
<b>3000 Operation of Non-Instructional Services</b>	
3200 Student Activities	3,621,737
3300 Community Services	137,958
<b>Total Operation of Non-Instructional Services</b>	<b>\$3,759,695</b>
<b>5000 Other Expenditures and Financing Uses</b>	
5100 Debt Service / Other Expenditures and Financing Uses	18,305,982
5900 Budgetary Reserve	1,000,000
<b>Total Other Expenditures and Financing Uses</b>	<b>\$19,305,982</b>
<b>Total Estimated Expenditures and Other Financing Uses</b>	<b>\$203,584,461</b>

<u>Description</u>	<u>Amount</u>
<b>1000 Instruction</b>	
<b>1100 Regular Programs - Elementary / Secondary</b>	
100 Personnel Services - Salaries	39,886,861
200 Personnel Services - Employee Benefits	25,914,770
300 Purchased Professional and Technical Services	59,765
400 Purchased Property Services	163,374
500 Other Purchased Services	4,714,246
600 Supplies	2,305,856
700 Property	1,000
800 Other Objects	17,898
<b>Total Regular Programs - Elementary / Secondary</b>	<b>\$73,063,770</b>
<b>1200 Special Programs - Elementary / Secondary</b>	
100 Personnel Services - Salaries	15,830,979
200 Personnel Services - Employee Benefits	11,989,034
300 Purchased Professional and Technical Services	6,097,700
500 Other Purchased Services	4,451,700
600 Supplies	829,460
700 Property	20,000
800 Other Objects	10,090
<b>Total Special Programs - Elementary / Secondary</b>	<b>\$39,228,963</b>
<b>1300 Vocational Education</b>	
100 Personnel Services - Salaries	638,577
200 Personnel Services - Employee Benefits	403,487
500 Other Purchased Services	2,295,700
600 Supplies	11,000
800 Other Objects	1,000
<b>Total Vocational Education</b>	<b>\$3,349,764</b>
<b>1400 Other Instructional Programs - Elementary / Secondary</b>	
100 Personnel Services - Salaries	189,884
200 Personnel Services - Employee Benefits	124,586
300 Purchased Professional and Technical Services	954,000
400 Purchased Property Services	3,000
500 Other Purchased Services	375,000
600 Supplies	3,900
<b>Total Other Instructional Programs - Elementary / Secondary</b>	<b>\$1,650,370</b>
<b>1500 Nonpublic School Programs</b>	
300 Purchased Professional and Technical Services	30,678
600 Supplies	800
<b>Total Nonpublic School Programs</b>	<b>\$31,478</b>
<b>1800 Pre-Kindergarten</b>	
100 Personnel Services - Salaries	19,145
200 Personnel Services - Employee Benefits	8,182
600 Supplies	2,740

<u>Description</u>	<u>Amount</u>
<b>Total Pre-Kindergarten</b>	<b>\$30,067</b>
<b>Total Instruction</b>	<b>\$117,354,412</b>
<b>2000 Support Services</b>	

<b>2100 Support Services - Students</b>	
100 Personnel Services - Salaries	5,288,333
200 Personnel Services - Employee Benefits	3,428,138
300 Purchased Professional and Technical Services	743,500
400 Purchased Property Services	1,400
500 Other Purchased Services	8,150
600 Supplies	76,724
800 Other Objects	4,955
<b>Total Support Services - Students</b>	<b>\$9,551,200</b>

<b>2200 Support Services - Instructional Staff</b>	
100 Personnel Services - Salaries	1,920,112
200 Personnel Services - Employee Benefits	1,540,293
300 Purchased Professional and Technical Services	74,312
500 Other Purchased Services	43,475
600 Supplies	58,937
800 Other Objects	1,600
<b>Total Support Services - Instructional Staff</b>	<b>\$3,638,729</b>

<b>2300 Support Services - Administration</b>	
100 Personnel Services - Salaries	4,789,554
200 Personnel Services - Employee Benefits	3,097,454
300 Purchased Professional and Technical Services	907,000
400 Purchased Property Services	34,813
500 Other Purchased Services	175,591
600 Supplies	63,999
800 Other Objects	73,740
<b>Total Support Services - Administration</b>	<b>\$9,142,151</b>

<b>2400 Support Services - Pupil Health</b>	
100 Personnel Services - Salaries	1,333,631
200 Personnel Services - Employee Benefits	894,622
300 Purchased Professional and Technical Services	43,965
400 Purchased Property Services	1,750
500 Other Purchased Services	1,662
600 Supplies	29,200
800 Other Objects	1,760
<b>Total Support Services - Pupil Health</b>	<b>\$2,306,590</b>

<b>2500 Support Services - Business</b>	
100 Personnel Services - Salaries	798,300
200 Personnel Services - Employee Benefits	560,739
300 Purchased Professional and Technical Services	66,000
400 Purchased Property Services	5,000

<u>Description</u>	<u>Amount</u>
500 Other Purchased Services	19,500
600 Supplies	111,000
800 Other Objects	25,000
<b>Total Support Services - Business</b>	<b>\$1,585,539</b>
<b>2600 Operation and Maintenance of Plant Services</b>	
100 Personnel Services - Salaries	7,033,021
200 Personnel Services - Employee Benefits	5,805,259
300 Purchased Professional and Technical Services	299,200
400 Purchased Property Services	1,773,528
500 Other Purchased Services	628,250
600 Supplies	3,515,115
700 Property	248,000
800 Other Objects	3,000
<b>Total Operation and Maintenance of Plant Services</b>	<b>\$19,305,373</b>
<b>2700 Student Transportation Services</b>	
100 Personnel Services - Salaries	4,815,438
200 Personnel Services - Employee Benefits	4,082,491
300 Purchased Professional and Technical Services	20,500
400 Purchased Property Services	23,600
500 Other Purchased Services	1,463,500
600 Supplies	1,046,500
800 Other Objects	1,500
<b>Total Student Transportation Services</b>	<b>\$11,453,529</b>
<b>2800 Support Services - Central</b>	
100 Personnel Services - Salaries	1,537,875
200 Personnel Services - Employee Benefits	1,101,870
300 Purchased Professional and Technical Services	157,890
400 Purchased Property Services	102,492
500 Other Purchased Services	272,999
600 Supplies	821,280
700 Property	2,181,930
800 Other Objects	4,925
<b>Total Support Services - Central</b>	<b>\$6,181,261</b>
<b>Total Support Services</b>	<b>\$63,164,372</b>
<b>3000 Operation of Non-Instructional Services</b>	
<b>3200 Student Activities</b>	
100 Personnel Services - Salaries	1,825,105
200 Personnel Services - Employee Benefits	888,481
300 Purchased Professional and Technical Services	122,172
400 Purchased Property Services	113,380
500 Other Purchased Services	324,465
600 Supplies	239,330
700 Property	50,000
800 Other Objects	58,804
<b>Total Student Activities</b>	<b>\$3,621,737</b>

<u>Description</u>	<u>Amount</u>
<b>3300 Community Services</b>	
100 Personnel Services - Salaries	19,320
200 Personnel Services - Employee Benefits	8,258
300 Purchased Professional and Technical Services	49,655
500 Other Purchased Services	1,690
600 Supplies	59,035
<b>Total Community Services</b>	<b>\$137,958</b>
<b>Total Operation of Non-Instructional Services</b>	<b>\$3,759,695</b>
<b>5000 Other Expenditures and Financing Uses</b>	
<b>5100 Debt Service / Other Expenditures and Financing Uses</b>	
800 Other Objects	3,236,690
900 Other Uses of Funds	15,069,292
<b>Total Debt Service / Other Expenditures and Financing Uses</b>	<b>\$18,305,982</b>
<b>5900 Budgetary Reserve</b>	
800 Other Objects	1,000,000
<b>Total Budgetary Reserve</b>	<b>\$1,000,000</b>
<b>Total Other Expenditures and Financing Uses</b>	<b>\$19,305,982</b>
<b>TOTAL EXPENDITURES</b>	<b>\$203,584,461</b>



Cash and Short-Term Investments

	<u>06/30/2024 Estimate</u>	<u>06/30/2025 Projection</u>
General Fund	8,500,000	8,500,000
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - \$ 690, \$1850		
Capital Reserve Fund - \$ 1431		
Other Capital Projects Fund		
Debt Service Fund		
Food Service / Cafeteria Operations Fund		
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		
Permanent Fund		
<b>Total Cash and Short-Term Investments</b>	<b>\$8,500,000</b>	<b>\$8,500,000</b>

Long-Term Investments

	<u>06/30/2024 Estimate</u>	<u>06/30/2025 Projection</u>
General Fund	65,000,000	52,000,000
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - \$ 690, \$1850		
Capital Reserve Fund - \$ 1431		
Other Capital Projects Fund		
Debt Service Fund		
Food Service / Cafeteria Operations Fund		
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		
<b>Total Long-Term Investments</b>	<b>15,131,634</b>	<b>11,454,314</b>

2024-2025 Final General Fund Budget

LEA : 120452003 East Stroudsburg Area SD

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Schedule Of Cash And Investments (CAIN)

Page - 2 of 2

06/30/2024 Estimate                      06/30/2025 Projection

Long-Term Investments

Permanent Fund

Total Long-Term Investments

\$80,131,634                      \$63,454,314

TOTAL CASH AND INVESTMENTS

\$88,631,634                      \$71,954,314

Long-Term Indebtedness

**General Fund**

0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable	121,588,932	110,487,843
0530 Lease and Other Right-To-Use Obligations	1,941,741	3,216,474
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
<b>Total General Fund</b>	<b>\$123,530,673</b>	<b>\$113,704,317</b>

06/30/2024 Estimate

06/30/2025 Projection

**Public Purpose (Expendable) Trust Fund**

0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease and Other Right-To-Use Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		

**Total Public Purpose (Expendable) Trust Fund**

**Other Comptroller-Approved Special Revenue Funds**

0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease and Other Right-To-Use Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		

**Total Other Comptroller-Approved Special Revenue Funds**

**Athletic / School-Sponsored Extra Curricular Activities Fund**

0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease and Other Right-To-Use Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		

**Total Athletic / School-Sponsored Extra Curricular Activities Fund**

2024-2025 Final General Fund Budget

LEA : 120452003 East Stroudsburg Area SD

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Long-Term Indebtedness

06/30/2024 Estimate

06/30/2025 Projection

**Capital Reserve Fund - \$ 690, \$1850**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Capital Reserve Fund - \$ 690, \$1850**

**Capital Reserve Fund - \$ 1431**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Capital Reserve Fund - \$ 1431**

**Other Capital Projects Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Other Capital Projects Fund**

**Debt Service Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Debt Service Fund**

Long-Term Indebtedness

06/30/2024 Estimate

06/30/2025 Projection

**Food Service / Cafeteria Operations Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Food Service / Cafeteria Operations Fund**

**Child Care Operations Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

**Total Child Care Operations Fund**

**Other Enterprise Funds**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

**Total Other Enterprise Funds**

**Internal Service Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations

**Total Internal Service Fund**

- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Internal Service Fund**

Long-Term Indebtedness

06/30/2024 Estimate

06/30/2025 Projection

**Private Purpose Trust Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Private Purpose Trust Fund**

**Investment Trust Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Investment Trust Fund**

**Pension Trust Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Pension Trust Fund**

**Activity Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Activity Fund**

Long-Term Indebtedness     06/30/2024 Estimate     06/30/2025 Projection

**Other Agency Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
  
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Other Agency Fund**

**Permanent Fund**

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
  
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

**Total Permanent Fund**

**Total Long-Term Indebtedness**

\$123,530,673     \$113,704,317

	<u>06/30/2024 Estimate</u>	<u>06/30/2025 Projection</u>
<b>Short-Term Payables</b>		
General Fund	8,500,000	7,500,000
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - \$ 690, \$ 1850		
Capital Reserve Fund - \$ 1431	1,500,000	1,000,000
Other Capital Projects Fund		
Debt Service Fund		
Food Service / Cafeteria Operations Fund		
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		
Permanent Fund		
<b>Total Short-Term Payables</b>	<b>\$10,000,000</b>	<b>\$8,500,000</b>
<b>TOTAL INDEBTEDNESS</b>	<b>\$133,530,673</b>	<b>\$122,204,317</b>



Account Description	Amounts
0810 Nonspendable Fund Balance	783,115
0820 Restricted Fund Balance	
0830 Committed Fund Balance	13,513,406
0840 Assigned Fund Balance	15,000,000
0850 Unassigned Fund Balance	5,502,739
<b>Total Ending Fund Balance - Committed, Assigned, and Unassigned</b>	<b>\$34,016,145</b>
5900 Budgetary Reserve	1,000,000
<b>Total Estimated Ending Committed, Assigned, and Unassigned Fund Balance and Budgetary Reserve</b>	<b>\$35,799,260</b>

## V. ITEMS FOR APPROVAL

c. 2024-2025 Budget Presentation



# 2024-2025 Budget

2024-25 Preliminary Final Budget  
May 13<sup>th</sup>, 2024



## Market Values and Assessments

County	2023 Assessment	2024 Assessment	Change from Prior Year
Monroe	\$2,608,545,206 <b>93.06%</b>	\$2,591,104,602 <b>93.06%</b>	(\$17,440,604) <b>(-0.6%)</b>
Pike	\$194,696,490 <b>6.94%</b>	\$194,704,270 <b>6.94%</b>	\$7,780 <b>0.00%</b>



## Market Value Impact on Millage

County	2023-24 Rebalanced Millage	2024-2025 Rebalanced Millage (Proposed)	Change from Prior Year
Monroe	30.79	31.29	0.10%
Pike	128.52	127.01	-1.1%

The 2022-23 STEB rebalanced millage is the new base millage for 2024-2025 budget discussions and decisions. These may change slightly as we continue get assessment values in.



## 2024-2025 Revenue Summary

	2023-24 Budget	2024-2025 Budget	Variance \$	Variance %
Local	\$108,722,094	\$108,134,383	\$(587,711)	(0.5%)
State	\$60,526,274	\$68,052,827	\$7,526,553	11.0%
Federal	\$9,987,030	\$9,972,091	\$(14,939)	(0.01)%
Other	\$50,000	\$50,000	\$0	0.0%
<b>Total Revenue</b>	<b>\$179,285,398</b>	<b>\$186,029,301</b>	<b>\$6,743,903</b>	<b>3.63%</b>

## 2024-25 Revenue Highlights

- Local
  - Property Tax rates reflect rebalancing and a \$2 million decrease in collections due to \$25 million dollar loss of assessment value
  - Added \$1.50 million increase revenue offset due to investment income interest environment for at least ½ of the year.
  - RE transfer tax leveled off, as did Local Income tax.
- State
  - Includes July 2023 BEF and SEF Increases
  - Included an additional \$4 million from proposed 24-25 state budget.
- Federal
  - Phase out complete in September 2024. Has \$5 million for Trane projects (Expenses has \$5 million offset for HVAC projects)
- Other
  - Any sale of fixed assets not used for trade ins (For example – Chromebooks)



## 2024-25 Budget Comparison to Prior Year

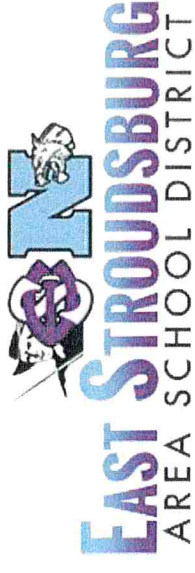
	<b>2023-24 Budget</b>	<b>2024-25 Budget</b>	<b>Variance \$</b>	<b>Variance %</b>
Revenue	\$179,285,398	\$187,116,093	\$7,830,695	4.0%
Expenditures	\$187,784,000	\$203,583,195	\$15,799,195	8.4%
Revenue over Expenditures	\$(8,498,602)	\$(16,467,102)		



# 2024-2025 Budget Cost Drivers



	2024-2025 Budget	Increase / (Decrease) over 2023-2024\$	Increase / (Decrease) over 2023-24%
Salaries	\$85,926,009	\$9,643,649	11.8%
Benefits	\$59,846,537	\$6,004,208	9.9%
Charter Schools	\$8,750,000	\$(250,000)	(2.9)%
Utilities	\$3,239,236	\$58,928	1.8%
Debt Service	\$18,305,977	\$1,602,306	10.2%
ESSER	\$5,150,000	\$(586,877)	(11.4)%
Everything Else	\$22,365,436	\$(673,019)	(5.4)%
<b>Total Expenditures</b>	<b>\$203,583,195</b>	<b>\$15,799,195</b>	<b>8.4%</b>



## General Fund balance as of June 30, 2023

● **Nonspendable:** \$783,115      **Total: \$51,267,628**

- Prepaid expenses

● **Committed:** \$24,000,000

- PSERS and Future Healthcare Expenses

● **Assigned:** \$23,498,602

- Future Educational Programs - \$6,000,000

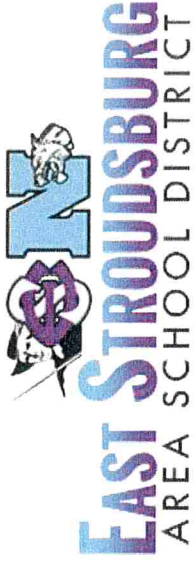
- Future Budget Expenditures: - \$9,000,000

- Balance the 2023-24 Budget - \$8,498,602

- **Unassigned:** \$2,985,911; 1.5% of expenditures

Proj GF balance as of June 30, 2024

- **Nonspendable:** \$783,115      **Total: \$51,267,628**
  - Prepaid expenses
- **Committed:** \$11,531,500
  - PSERS and Future Healthcare Expenses
- **Assigned:** \$33,967,102
  - Future Educational Programs - \$6,000,000
  - Future Budget Expenditures: - \$9,000,000
  - Balance the 2023-2024 Budget - \$2,500,000 (proj)
  - Balance the 2024-2025 Budget - \$16,467,102
  - **Unassigned:** \$4,985,911; 3% of expenditures



Proj. GF Fund Balance as of June 30<sup>th</sup>, 2025

● **Nonspendable:** \$783,115      **Total: \$32,300,526**

○ Prepaid expenses

● **Committed:** \$11,531,500

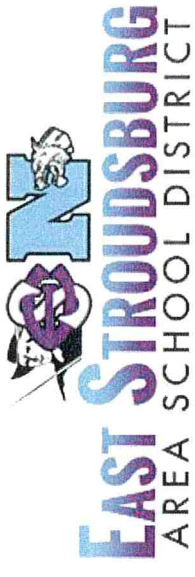
● PSERS and Future Healthcare Expenses

● **Assigned:** \$15,000,000

○ Future Educational Programs - \$6,000,000

○ Future Budget Expenditures: - \$9,000,000

○ **Unassigned:** \$4,985,911



Proj. GF Fund Balance as of June 30<sup>th</sup>, 2026

● **Nonspendable:** \$783,115      **Total: \$32,300,526**

○ Prepaid expenses

● **Committed:** \$2,000,000

● Future Healthcare Expenses

● **Assigned:** \$26,413,406

● Future Educational Programs - \$3,000,000

● Future Budget Expended - \$2,000,000

● 2025-2026 Projected Budget Deficit - \$21,413,406

○ **Unassigned:** \$1,881,996

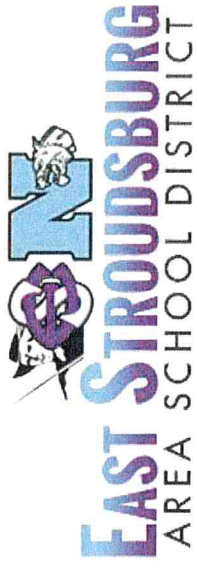
○ **TOTAL FUND BAL AFTER DEFICIT: \$9,800,328(proj.)**

○ (Caveats - State funding, cyber school reform, previous years deficits)



## Capital Projects and Planning

- **No Capital Reserve Transfer Planned in 2023-2024**
- Capital Reserve Projects totalling between \$4 and \$5 million dollars are expected out of the balance in 2024-2025
- In 2025-2026 – another \$2-3 million dollars are expected out of the capital reserve fund for expected projects and purchases.
- Forecast that the Capital Reserve will be exhausted by the end of 2026-2027 fiscal year.
- There is no money allocated for the Science Playground project in the Capital Reserve plan or the General Operating budget.
- There will be a need for 7 buildings to have their roofs replaced or re-coated in the next 5 years which will cost anywhere from \$500,000 to \$2.5 million each depending on the structure. We will need to plan for this.



## 2024-25 Budget Timeline

- May 20<sup>th</sup>, 2024 - Full School Board Preliminary Final Budget Presentation and Vote  
(*Preliminary Final Budget is then posted and advertised for public inspection for 20 calendar days*)
- June 10<sup>th</sup>, 2024 - Finance Committee - Final Budget Presentation
- June 17<sup>th</sup>, 2024 - Full Board - Final Budget Presentation and vote for passage.
- June 30<sup>th</sup>, 2024 - Deadline by the Commonwealth for All School Districts to pass a Budget.

## V. ITEMS FOR APPROVAL

- d. Approve the purchase of PBIS Manager at a cost of \$21,260.00



# Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email ([shahida-jones@esasd.net](mailto:shahida-jones@esasd.net)) was recorded on submission of this form.

Untitled Section

**FORM 611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**Procurement Form**

Name of Requestor \*

Shahida Jones

Department \*

Pupil Services

Building \*

Central Admin

**What service or item are requesting \***

PBIS Rewards through Navigate 360

**Why are you requesting the service or item \***

PBIS Rewards is a Software-as-a-Service solution that provides a digital schoolwide PBIS management system. Our system simplifies the implementation and tracking of the PBIS framework within a school. With PBIS Rewards, school administration can clearly see how teachers are utilizing PBIS and how PBIS is improving school culture.

PBIS Rewards is easy-to-use, fun for both students and staff, and provides accountability for everyone in the school. Our suite of PBIS Rewards Apps includes a Parent App that gives parents a view into how their child is doing with respect to the PBIS program.

Moreover, it collects and graphs the data from intervention such as Check in and Check out and Check and Connect programs.

**Suggested replacement \***

none

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

**What is the total cost of the purchase? \***

21,260.00

Select the Procurement Method utilized: \*

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* \*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

Provide justification of sole source (non-competitive) procurement (based on your choice above): \*

When looking for a program that aligned with SWPBIS, that you were able to give the student points, create a shopping catalog of items and collected data from tier two services such as Check-in and Check-out as well as, Check and Connect there were not any. Navigate 360 provided a Sole Source Justification letter to support that there is not any other program that provides this level of cohesiveness. The Coordinator of Social Services spoke to the IU-20 SWPBIS trainer who noted the only program that has something similar as far as a point system would be Class Dojo but that the data tracking for other tier 2 interventions were not available and the shopping catalogue was also not available.

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. \*

No, sole source

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? \*

10-1190-650-987-00-000-000-9176

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

Sole Source

Any additional information you would like to provide.

Attached information including the sole source letter will be provided to the CFO.

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



## NAVIGATE360 - ORDER FORM PREVIEW NOT FOR SIGNATURE

**Customer:** East Stroudsburg Area Sch Dist  
50 Vine St  
E Stroudsburg, PA 18301  
Shahida Jones  
shahida-jones@esasd.net

**Proposal No:** Q-126851  
**Proposal By:** David Tingley  
**Email:** dtingley@navigate360.com  
**Opp Number:** 217756  
**Proposal Expires:** 3/6/2024

**Total Investment:** \$21,260.00 - Net 30

**Term:** The 12 month term for subscription services begins on 7/1/2024 and ends on 6/30/2025. Subscription services will be billed according to the following invoice schedule: One-Time Payment

**Notes:**

### ■ SUBSCRIPTION SERVICES

Product	Description	Quantity	Annual Price
PBIS Rewards Per Student Fee	PBIS Rewards Per Student Fee	6400 QTY	\$13,760.00
PBIS Rewards Service Base Fee	PBIS Rewards Service Base Fee	10 Building(s)	\$7,500.00

**Subscription Total:** \$21,260.00

**Total:** \$21,260.00

Proposal No: Q-126851

Accurate Sales Tax will be added when applicable.

\* Multi-year contract pricing is subject to pricing terms defined in the Master Services Agreement of this Order Form.



**Terms and Conditions**

Please see the Master Services Agreement and Addenda thereto for the terms and conditions that govern this Order Form. Customer agrees that Customer's purchases hereunder are neither contingent on the delivery of any future functionality or features of the Services nor dependent on any oral or written public comments made by Company regarding future functionality or features.

x By signing below, Customer agrees to the Master Service Agreement Terms and following addenda:

Master Service Agreement: East Stroudsburg Area Sch Dist MSA

Software Services Addendum A

**DO NOT SIGN. PREVIEW DOCUMENT ONLY.**

**NAVIGATE360 SIGNATORY**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: ---DO NOT SIGN---

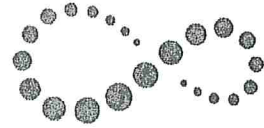
**CUSTOMER BILLING INFORMATION**

A/P Contact Name: \_\_\_\_\_  
A/P Phone: \_\_\_\_\_  
A/P Email: \_\_\_\_\_  
A/P Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State (2 Letter Abbreviation): \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Federal Tax ID: \_\_\_\_\_  
Purchase Order  
[ ] Attached PO #: \_\_\_\_\_  
[ ] PO in process to be sent separately  
Sales Tax Exempt No. \_\_\_\_\_

**CUSTOMER SIGNATORY**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: ---DO NOT SIGN---

**Sales Tax Exemption Certificate must be attached.**



# Navigate360

*Building safer tomorrows.*

## **Sole Source Justification**

This letter is to confirm that the service PBIS Rewards is a sole source product, developed, sold, and distributed exclusively by Navigate360, LLC. No other company has a service that is similar to this service. There are no agents or dealers authorized to represent the service. The service must be purchased directly by institutions from Navigate360, LLC at:

3900 Kinross Lakes Parkway  
Suite 200  
Richfield, OH 44286

Additionally, copyright in the PBIS Rewards service, including the coding, text and images displayed, is owned by Navigate360, LLC. Any use of the service or reproduction without the written permission of Navigate360, LLC is strictly prohibited under State and Federal law, which should preclude any other company from entering direct competition with the same service.

If you desire additional information, please visit our company website at [www.navigate360.com](http://www.navigate360.com) or [www.PBISRewards.com](http://www.PBISRewards.com).

Respectfully,

Brian Carter  
Chief Revenue Officer



## V. ITEMS FOR APPROVAL

- e. Approve the purchase of Navigate360 Behavioral Case Manager at a cost of \$39,005.50

# Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

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

Untitled Section

**FORM 611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**Procurement Form**

Name of Requestor \*

Shahida Jones

Department \*

Pupil Services

Building \*

Central Admin

**What service or item are requesting \***

Navigate360 Behavioral Case Manager

**Why are you requesting the service or item \***

The Behavioral Case Manager system would be used by all building for their Threat Assessments that are required to be completed as well as, suicide risk assessments. This would be ensure that each building is using a required paperwork when completing the the threat assessment. Chief Mill's noted that buildings are often using the incorrect forms. As for the suicide risk assessments, although the buildings are using the correct forms this program will provide case management of them. Over the past six years there are well over 100 risk assessments coming out of elementary and nearly 100 out of secondary. Having a case management system will allow for improving prevention through identifying trends, themes and even looking at specific environments that will allow for a more comprehensive program.

**Suggested replacement \***

None

**Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?**

**What is the total cost of the purchase? \***

39,005.50

Select the Procurement Method utilized: \*

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* \*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

Provide justification of sole source (non-competitive) procurement (based on your choice above): \*

There is inadequate competition

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. \*

N/A

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? \*

10-1190-650-987-00-000-000-9176

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

Sole Source

Any additional information you would like to provide.

Will provide attachments to CFO and will attend the finance committee

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



## NAVIGATE360 - ORDER FORM PREVIEW NOT FOR SIGNATURE

**Customer:** East Stroudsburg Area Sch Dist  
 50 Vine St  
 E Stroudsburg, PA 18301  
 Shahida Jones  
 shahida-jones@esasd.net

**Proposal No:** Q-124343  
**Proposal By:** Michelle Schramm  
**Email:** mschramm@navigate360.com  
**Opp Number:** 214464  
**Proposal Expires:** 4/30/2024

**Total Investment:** \$39,007.50 - Net 30

**Term:** The 36 month term for subscription services begins on **7/1/2024** and ends on **6/30/2027**. Subscription services will be billed according to the following invoice schedule: One-Time Payment

**Notes:**

### ■ SUBSCRIPTION SERVICES

Product	Description	Quantity	Annual Price
Behavioral Threat & Suicide Case Management Subscription- NTAC Per Student	Threat Assessment Platform using NTAC methodology with full unlimited access to all users.	7000 Students	\$12,302.50

### ■ ONE-TIME SERVICES AND FEES

Product	Description	Quantity	Price
Implementation Fee - Threat Assessment	Implementation Fee - Threat Assessment	7000 Students	\$2,100.00

<b>Subscription Total:</b>	\$36,907.50
<b>One-Time Services &amp; Fees Total:</b>	\$2,100.00
<b>Total:</b>	<b>\$39,007.50</b>

Proposal No: **Q-124343**

Accurate Sales Tax will be added when applicable.

\* Multi-year contract pricing is subject to pricing terms defined in the Master Services Agreement of this Order Form.



Terms and Conditions

Please see the Master Services Agreement and Addenda thereto for the terms and conditions that govern this Order Form. Customer agrees that Customer's purchases hereunder are neither contingent on the delivery of any future functionality or features of the Services nor dependent on any oral or written public comments made by Company regarding future functionality or features.

x By signing below, Customer agrees to the Master Service Agreement Terms and following addenda:

Master Service Agreement: East Stroudsburg Area Sch Dist MSA

Software Services Addendum A

DO NOT SIGN. PREVIEW DOCUMENT ONLY.

NAVIGATE360 SIGNATORY

Name: \_\_\_\_\_
Date: \_\_\_\_\_
Signature: ---DO NOT SIGN---

CUSTOMER BILLING INFORMATION

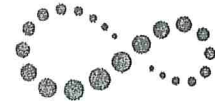
A/P Contact Name: \_\_\_\_\_
A/P Phone: \_\_\_\_\_
A/P Email: \_\_\_\_\_
A/P Address: \_\_\_\_\_
City: \_\_\_\_\_
State (2 Letter Abbreviation): \_\_\_\_\_
Zip Code: \_\_\_\_\_
Federal Tax ID: \_\_\_\_\_
Purchase Order
[ ] Attached PO #: \_\_\_\_\_
[ ] PO in process to be sent separately
Sales Tax Exempt No. \_\_\_\_\_

CUSTOMER SIGNATORY

Name: \_\_\_\_\_
Title: \_\_\_\_\_
Date: \_\_\_\_\_
Signature: ---DO NOT SIGN---

Sales Tax Exemption Certificate must be attached.





Navigate360

*Building safer tomorrows.*

## **Sole Source Justification**

This letter is in response to the requested sole source justification for **Navigate360 Behavioral Case Manager**. Behavior Case Manager is a sole source product, developed, sold, and distributed exclusively by Navigate360, LLC. To our knowledge, no other company provides the same depth of service and feature functionality. There are no agents or dealers authorized to represent these services, and these services must be purchased directly by institutions from Navigate360, LLC.

### **Behavioral Case Manager**

Navigate360 developed Behavioral Threat Assessment & Suicide Case Management with evidenced-based methodologies. It is the only behavioral threat assessment and suicide case management software that fully incorporates the National Threat Assessment Center (NTAC), the Columbia-Suicide Severity Rating Scale (C-SSRS) screening tool, and the Suicide Assessment Five Step Evaluation & Triage (SAFE-T). Navigate360 holds the copyright and license to the Behavioral Case Manager.

### **National Threat Assessment Center (NTAC)**

In 1998, the National Threat Assessment Center (NTAC) was established within the Secret Service to furnish research and guidance essential to the agency's protective endeavors and to aid other entities with public safety duties. NTAC delineates a threat assessment process comprising five core steps, supplemented by three further steps if warranted.

Our behavioral case manager NTAC assessment workflow, crafted in collaboration with Dr. Randazzo, a renowned social psychologist and former CEO and founder of SIGMA Threat Management Associates, adheres closely to NTAC's protocols. An exclusive attribute of Navigate360, the Behavioral Case Manager integrates Dr. Randazzo's expert guidance directly into its framework.

### **Suicide Prevention**

We developed our Suicide Prevention software in partnership with Dr. Scott Poland, a licensed psychologist and internationally recognized expert on youth suicide and school crisis. His suicide prevention model includes management strategies as well as safety planning. As a subset of Dr. Poland's suicide prevention model, our solution features the Columbia-Suicide Severity Rating Scale (C-SSRS) screening tool and the Suicide Assessment Five Step Evaluation & Triage (SAFE-T).

Our Suicide Prevention tool guides users through recommended tasks (including parent/guardian notification), safety plans, and monitoring, with built-in guidance from Dr. Poland embedded throughout the software. This tool aligns with training developed in exclusive partnership with Dr. Poland.



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*Building safer tomorrows.*

## **Integration with Pennsylvania Safe2Say Something**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. Powered by Navigate360's P3 Anonymous Tip Reporting solution—in partnership with Sandy Hook Promise—the program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late.

Behavioral Case Manager and P3 Anonymous Tip Reporting integrate, creating a holistic platform that streamlines communication, ensuring nothing slips through the cracks. Users can send tips and threats from our anonymous tip reporting platform directly to Behavioral Case Manager—enabling you to better identify at risk students, collaborate efficiently, and share knowledge.

Navigate360 holds the copyright and license to the Behavioral Case Manager software product in its entirety. We have created a portfolio of intellectual property rights that include US Trademarks and copyrights. Our team continues to lead the way with cutting-edge research, updated materials, and an ever-increasing body of knowledge and experience.

Navigate360 will provide as much support as we can to further your endeavors towards safety and security.

Respectfully,

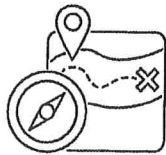
Brian Carter  
Chief Revenue Officer  
P: 919.817.6266  
E: [bcarter@navigate360.com](mailto:bcarter@navigate360.com)



Navigate360  
Building safer tomorrow

# Behavioral Threat & Suicide Case Management

Provide a safe environment for students and staff with an evidence-based case management platform to help your team identify, assess and manage potential behavioral issues before they escalate



Technology that guides school threat assessment teams to reduce student violence and prevent suicide and acts of self-harm



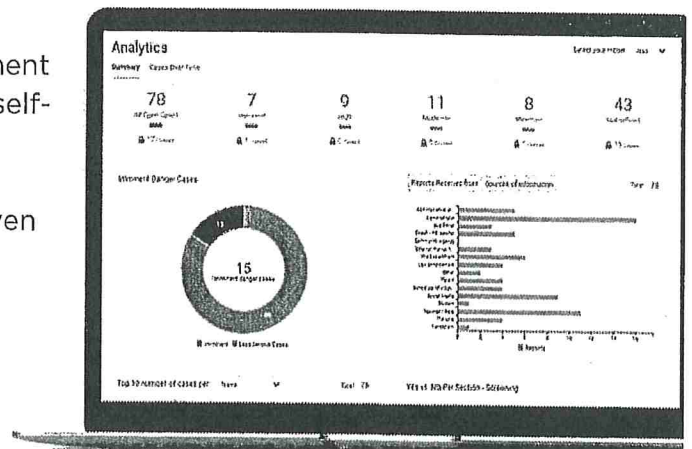
Leverage industry expertise and nationally recognized methodologies (CSTAG, NTAC, C-SSRS) to improve positive outcomes for students



Reduce liabilities with consistent and secure suicide screening and behavioral threat assessment and case management to support a positive culture

**Our evidence-based behavioral risk management software provides a consistent and unbiased process for evaluating incidents early, enhancing threat prevention, and improving positive outcomes for students with concerning behaviors.**

- Robust and easy-to-use platform for threat assessment teams that helps guide a reduction in violence and self-harm in schools
- Helps schools achieve compliance and provide proven support to students of concern
- Transparency and security for sensitive information shared across multidisciplinary teams



# 360° threat detection and harm prevention with the integration of our anonymous tip reporting and digital media scanning technology.



## Alignment

Alignment with evidence-based behavioral threat assessment and suicide risk screening models

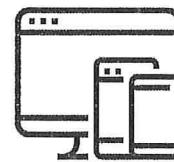
CSTAG, NTAC and C-SSRS methodologies and models accessible in the platform



## Collaboration

Streamlined collaboration and communication via a secure cloud-based environment

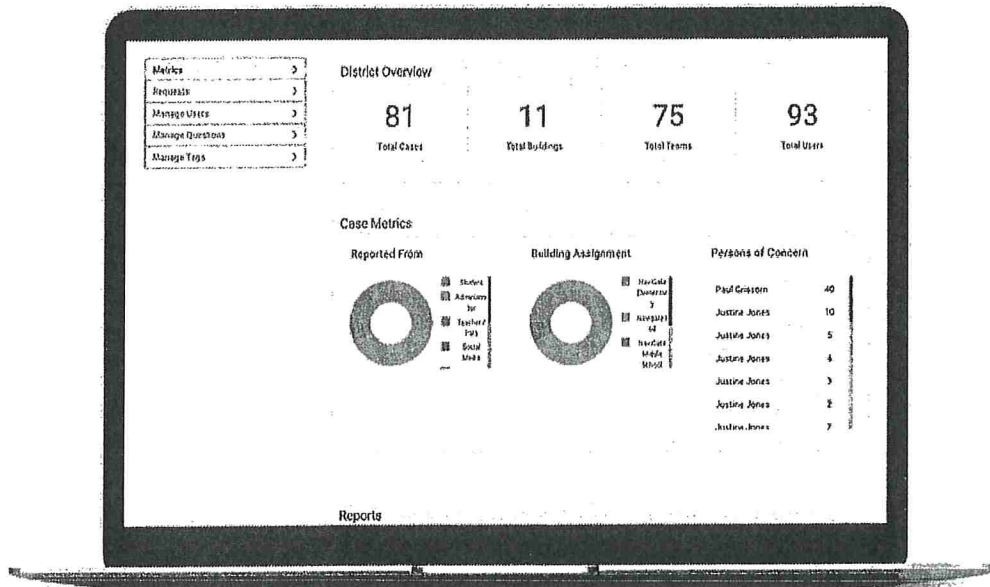
Transparency and security for sensitive information shared across multidisciplinary teams



## Integrations

Integration with multiple threat detection and prevention solutions for seamless case management and assessment

Supports a comprehensive school harm prevention program, helping to save more lives



Learn more about how we can help your school connect the dots while supporting a culture of safety and respect.



For more information, find us at:  
 3900 Kinross Lakes Parkway  
 Richfield, OH 44286  
[info@navigate360.com](mailto:info@navigate360.com) | 330-661-0106  
[navigate360.com](http://navigate360.com)

*Navigate360 believes that together we can build a safer tomorrow for communities – physically, socially and emotionally.*



## V. ITEMS FOR APPROVAL

- f. Approve Calm Classroom at a cost of \$22,769.00

# Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

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

Untitled Section

**FORM 611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**Procurement Form**

Name of Requestor \*

Shahida Jones

Department \*

Pupil Services

Building \*

Admin

**What service or item are requesting \***

Calm Classroom

**Why are you requesting the service or item \***

Mindfulness program that was piloted at three elementary buildings with positive results and positive feedback from teachers who used the program in their classroom.

**Suggested replacement \***

none

**Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?**

**What is the total cost of the purchase? \***

22,769

Select the Procurement Method utilized: \*

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* \*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)



Provide justification of sole source (non-competitive) procurement (based on your choice above): \*

Inadequate competition. Unable to locate another product that was similar and created for a classroom setting.

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. \*

No, due to inadequate competition

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? \*

10-1190-610-987-00-000-000-9176

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

N/A

Any additional information you would like to provide.

Calm classroom will only require a digital renewal each year at a price of \$13 per person which will be sustainable year after year.

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



Luster Learning Institute, nfp  
 1126 Hillcrest Ave.  
 Highland Park, IL 60035 US  
 847.748.7482  
 support@calmclassroom.com  
 www.calmclassroom.com



# Estimate

<b>ADDRESS</b>	<b>SHIP TO</b>	<b>ESTIMATE # 1794</b>
East Stroudsburg Area School District	East Stroudsburg Area School District	<b>DATE 01/29/2024</b>
50 Vine Street	50 Vine Street	
East Stroudsburg, PA 18301	East Stroudsburg, PA 18301	
United States	United States	

**SHIP VIA**  
 FedEx

ACTIVITY	QTY	RATE	AMOUNT	SKU
<b>PO Kit - Pre-K &amp; Kindergarten Printed Manual (English) + 1 Yr Access to Digital Portal</b>	26	105.00	2,730.00	P011-003
003 Pre-K & Kindergarten Printed Manual + 1 Yr Access to Digital Portal (English)				
006 Student Ambassador Poster Set				
007 Any Time, Any Place Poster Set				
009 Academy E-learning Course				
010 Focusing Chime				
<b>PO Kit - Elementary School Printed Manual (English) + 1 Yr Access to Digital Portal</b>	180	105.00	18,900.00	P011-001
001 Elementary (1-5 Grade) Printed Manual + 1 Yr Access to Digital Portal (English)				
006 Student Ambassador Poster Set				
007 Any Time, Any Place Poster Set				
009 Academy E-learning Course				
010 Focusing Chime				

Thank you for your interest in Calm Classroom!

SUBTOTAL	21,630.00
TAX	0.00
SHIPPING	1,139.00
<b>TOTAL</b>	<b>\$22,769.00</b>

## V. ITEMS FOR APPROVAL

g. Approve Budget Management Analytics Subscription from Frontline Education at an annual cost of \$7,000 (one-time implementation cost of \$1,100) (budgeted)

# Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

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

Untitled Section

**FORM 611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
**Procurement Form**

Name of Requestor \*

Peter Bard

Department \*

CFO

Building \*

Administration

**What service or item are requesting \***

Frontline Education - Budget Analytics

**Why are you requesting the service or item \***

For use for the 24-25 AFR - ESSA requirements for the Building to Building District spend

**Suggested replacement \***

First time Acquisition

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

**What is the total cost of the purchase? \***

\$8,100 (\$7,000 annually and \$1,100 set up)

Select the Procurement Method utilized: \*

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* \*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

Provide justification of sole source (non-competitive) procurement (based on your choice above): \*

N/A

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. \*

N/A

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? \*

10-2510-330

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 program is going to be used to help allocate district expenses to each building starting in the 2024-2025 year for the Annual Financial Report (or AFR) to meet the ESSA requirement that is becoming mandatory. This will make the process much easier for district personnel to allocate spend fair and equitability across all buildings per ADM and square footage.

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





1400 Atwater Drive Malvern, PA 19355

04/29/2024

Customer:	Order Form Details:
East Stroudsburg Area School District 50 Vine Street EAST STROUDSBURG, Pennsylvania, 18301-0298 United States <b>Contact:</b> Peter Bard <b>Title:</b> CFO <b>Phone:</b> 570-424-8500 x 10101 <b>Email:</b> peter-bard@esasd.net	<b>Pricing Expiration:</b> 5/26/2024 <b>Quote Currency:</b> USD <b>Account Manager:</b> Sara Barozzi  <b>Startup Cost Billing Terms:</b> One-Time, Invoiced after signing <b>Subscription Billing Frequency:</b> Annual <b>Sale Type:</b> New <b>Initial Term:</b> 7/01/2024 – 6/30/2025

Pricing Overview	Amount
<b>One-Time Fees</b>	<b>\$1,700.00</b>
<b>Annual Recurring Fees</b>	<b>\$7,000.00</b>

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
Frontline Implementation	1	\$1,700.00	\$1,700.00

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
Budget Management Analytics Subscription - powered by Forecast5, usage for up to 5 employees	7/01/2024	6/30/2025	\$7,000.00



1400 Atwater Drive Malvern, PA 19355

04/29/2024

**Additional Order Form Information**

**Tax Information**

Tax Exemption: We currently have a tax exemption certificate on file for you.

**PO Information**

PO Status: Purchase order not required by customer

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to [billing@frontlineed.com](mailto:billing@frontlineed.com), otherwise a PO shall not be required for payment



1400 Atwater Drive Malvern, PA 19355

04/29/2024

Invoicing Schedule	Due Date	Amount
<b>Invoice: One Time</b> Frontline Implementation	<b>Upon Signing</b>	<b>\$1,700.00 + applicable sales tax</b> \$1,700.00
<b>Invoice: Annual</b> Budget Management Analytics Subscription - powered by Forecast5, usage for up to 5 employees	<b>7/31/2024</b>	<b>\$7,000.00 + applicable sales tax</b> \$7,000.00



1400 Atwater Drive Malvern, PA 19355

04/29/2024

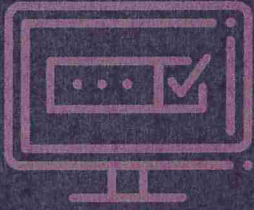
**MASTER SERVICES AGREEMENT**

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 1400 Atwater Drive, Malvern, PA 19355 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at <https://www.frontlineeducation.com/master-services-agreement/> and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

<p><b>Frontline Technologies Group LLC dba Frontline Education</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: 1400 Atwater Drive Malvern, PA 19355</p> <p>Email: <a href="mailto:billing@frontlineed.com">billing@frontlineed.com</a></p> <p>Effective Date: _____</p>	<p><b>East Stroudsburg Area School District</b></p> <p>Signature: _____</p> <p>Name: Peter Bard</p> <p>Title: CFO</p> <p>Address: 50 Vine Street EAST STROUDSBURG, Pennsylvania 18301-0298</p> <p>Email: <a href="mailto:peter-bard@esasd.net">peter-bard@esasd.net</a></p>
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STATEMENT OF WORK



# Budget Management Analytics

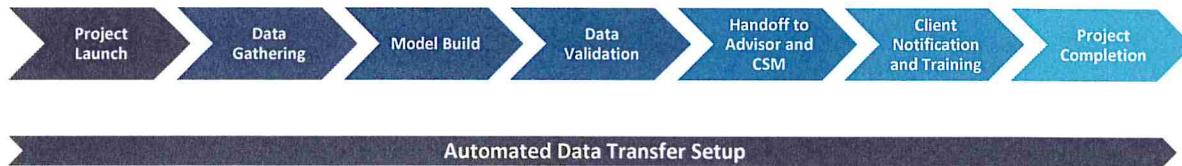
Standard Implementation Services



# Statement of Work: Budget Analytics

## Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation. Below represents a typical implementation process.



<ul style="list-style-type: none"> <li>Sales Handoff</li> <li>Kickoff Call</li> <li>Introduction Call with District Team</li> <li>Determine project timeline</li> </ul>	<ul style="list-style-type: none"> <li>Data Acquisition for initial setup</li> </ul>	<ul style="list-style-type: none"> <li>Data Mapping</li> <li>Building of Budget and Planning Models</li> </ul>	<ul style="list-style-type: none"> <li>Review and Validate Data (IS Team pre-handoff)</li> </ul>	<ul style="list-style-type: none"> <li>Model Handoff to Advisor and CSM</li> <li>Advisor review for reasonableness</li> </ul>	<ul style="list-style-type: none"> <li>Provide model access to client</li> <li>Provide access to Training</li> </ul>	<ul style="list-style-type: none"> <li>Project closeout process is completed by all parties</li> <li>Client enters Support Phase</li> </ul>
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**The Financial Planning Analytics project implementation time is dependent on the amount, type, and format of the data being included in the project as well as when Frontline acquires the data needed from the client. The project's estimated timeline will be determined during the planning call based on these and other assumptions, but it is assumed that implementation will be completed within 120 days after signing.**

### Key Terms

- Automated Data Transfer - This is the automated delivery of data files each month to maintain the Budget Analytics Model. It is set up on the client side to transfer files to a secure folder hosted by Frontline. This can occur at any point during the implementation phase. Examples of automated data transfer processes include SFTP and
- Budget Model - Client facing product to analyze the current year budget with year-to-date actuals plus remaining projected months. Provides instant visuals to analyze variances and produces automated month-end reports.
- Planning Model - Client facing product to simplify development of multi-year financial roadmap. Provides dashboard and other instant visuals and produces automated reports.
- CSM - Acronym for Customer Success Manager. The CSM is the account manager for your organization responsible for coordinating support and ensuring your success with Frontline products.
- Advisor - Provides domain expertise to assist in development and ongoing support of Budget and Planning models, in addition to ongoing professional development through webinars and training opportunities.





## Scope/Deliverables\*

### Budget Model

These deliverables are described broadly and may differ depending on the client state.

1. Budget Summary Dashboard
2. Variance Analysis Dashboard
3. Monthly Financial Report
4. Variance Analysis Report

\*There may be additional, state-specific reports and dashboards available.

### Financial Planning Model

These deliverables are described broadly and may differ based on the client state.

1. Finances at a Glance Dashboard
2. 5 Year Forecast Summary Report
3. Assumption Assist – Step by Step 5 Year Forecast Builder

\*There may be additional, state-specific reports and dashboards available.

## Data Acquisition

During implementation, the client will provide the initial datasets needed to create models that include up to five years of historical data. Additionally, an automated data transfer connection will be established to maintain the Budget Model with monthly activity updates and budget revisions.

For commonly used client systems such as Skyward, Frontline can provide queries for the different data sets required.

### Initial Datasets

<b>Budget Model</b>		
#	Dataset	Description
1	Descriptions	Description file for all GL dimensions: Fund, Object, Function, Location, etc.
2	Budget	Current Fiscal Year Budget
3	Historical Activity	Monthly revenue and expense activity up to five prior fiscal years
4	Current Year Activity	Monthly revenue and expense activity for the current fiscal year
5	Fund Balances	Prior year ending balances for all funds

### Initial Datasets

Please Note: Datasets for the Forecast Model are only required for a stand-alone implementation. If the implementation includes the Budget Model, no additional data is required for the Forecast Model.

<b>Financial Planning Model</b>		
#	Dataset	Description
1	Descriptions	Description file for all GL dimensions: Fund, Object, Function, Location, etc.
2	Budget	Current Fiscal Year Budget
3	Historical Activity	Revenue and Expense Activity for up to five prior fiscal years
4	Fund Balances	Prior year ending balances for all funds for each fiscal year of activity







## Systems Integration – Frontline ERP (CA, TX)

Integrations exist within Frontline Education solutions for the ERP system. If the client is a user of Frontline ERP in CA (Escape) or TX (Teams), then initial datasets and monthly files will be automated internally. Frontline will assist with any additional setup required on the client side to establish the initial connections.

## Client Project Team: Roles & Responsibilities

### Executive Sponsor

- A district office leader (e.g., Chief Financial Officer, Executive Director of Finance, etc.)
- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district users and responsibilities are established. Executive Sponsor involvement may decrease once responsibilities have been delegated.
- Organizes training opportunities.
- Signs off on completion of implementation project.

### IT Department

- Will work with Frontline Education Support teams to ensure:
  - Data Acquisition is successful and timely
  - Support setup of automated data transfer for maintenance of models.
  - Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters
  - Provide technical support in instances where local network/technology configurations impact usage of our solutions
  - Support solution integrations as needed

### Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

## Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education reserves the right to issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- Implementation will expire 365 days from contract signing if Services haven't been initiated and completed.



## V. ITEMS FOR APPROVAL

- h. Approve the contract with Government Software Services LLC for tax printing for Pike County (renewal)

**GOVERNMENT SOFTWARE SERVICES, Inc.**  
**Contract for School Billing**

**AGREEMENT FOR COMPUTER SERVICES**

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ for fiscal year(s) \_\_\_\_\_  
between Government Software Services, Inc., 220 8<sup>th</sup> Street, Honesdale, Pennsylvania,  
18431 (hereinafter referred to as "GSS")

**AND**

East Stroudsburg Area School District (Pike County), 50 Vine Street, East Stroudsburg,  
PA. 18301 (hereinafter referred to as "Client")

**WITNESSETH**

In consideration of the mutual covenants hereinafter set forth, it is agreed that Client  
desires certain Data Processing Services be performed and that GSS desires to perform  
these services which are as follows:

1. **REAL ESTATE TAX SYSTEM** – During the term stated, GSS will provide Real  
Estate Tax Services to the Client utilizing the Assessment files of the County or  
Counties in which the various taxing districts of the Client are located. Services to be  
performed are as follows:

A. Prepare one (1) copy of the Real Estate Tax Duplicate bound, based upon the data  
contained in the Real Estate Master File and the associated millage, discount, penalty  
rates and tax collector information provided to GSS by the Client. Said tax duplicates  
shall reflect the taxes based on the millage times the assessed valuation and shall show  
discount, face and penalty amounts. A summary report reflecting totals shall appear at  
the end of each duplicate.

B. Prepare one (1) copy of the Real Estate Tax Statement for each parcel of property  
consisting of a tax bill page, installment page and instruction insert, reflecting the  
information shown on the tax duplicates and tax collector data associated with each  
taxing district. Three (3) pages to be inserted into envelopes.

C. Provide a Summary Report reflecting all the totals necessary for certification and  
normal reporting.

D. Provide one (1) electronic duplicate for each municipality

2. **INTERIM REAL ESTATE TAX SYSTEM** – During the term stated, GSS will  
provide Interim Real Estate Tax Services to the client utilizing the Assessment files of the  
County or Counties in which the various taxing districts of the Client are located.  
Services to be performed are as follows:

**570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431**  
**Government Software Services, Inc.**  
**Contract for School Billing**

A. Prepare one (1) copy of the Real Estate Tax Duplicate bound, based upon the data contained on the Real Estate Master File and the associated millage, discount, penalty rates and tax collector information provided to GSS by the Client. Said tax duplicates shall reflect the taxes based on the millage times the assessed valuation and shall show discount, face and penalty amounts. A summary report reflecting totals shall appear at the end of each duplicate.

B. Prepare one (1) copy of the Real Estate Tax Statement for each parcel of property on a self-seal mailer, reflecting the information shown on the tax duplicates and tax collector data associated with each taxing district.

C. Provide a Summary Report reflecting all the totals necessary for certification and normal reporting.

D. Provide one (1) electronic duplicate for each municipality

3. **MATERIALS AND SUPPLIES** – During the term stated, GSS will provide the following:

A. All tax duplicate paper, tax statements and binding materials necessary to provide the services described herein.

4. **ITEMS TO BE SUPPLIED BY CLIENT** – In order for GSS to fulfill this contract the Client must supply the following:

A. Written authorization from the County Commissioners or Counties where the Client's taxing districts are located granting GSS permission to access the Real Estate Assessment files.

B. Written documentation of all Real Estate millage rates, discount, face, penalty rates, dates and all tax collector information as it is to be printed on the statements.

5. **TERMS AND CONDITIONS** – GSS will provide the services as defined in this contract for the term stated and will provide to the Client the tax statements and duplicates FOB Honesdale within thirty (30) days of receipt of the items supplied by Client.

570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431  
Government Software Services, Inc.  
Contract for School Billing

**6. Client agrees to pay GSS as follows:**

- A. The sum of nine cents (\$0.09) each, per name printed for the two copies of the Real Estate Duplicate and the sum of twenty dollars (\$20.00) each per duplicate bound.
- B. The sum of forty cents (\$0.40) for each tax statement, installment page and insert prepared during the school tax billing period.
- C. The sum of twenty cents (\$0.20) for each envelope with mailing permit provided.
- D. The sum of twenty-two and ninety-five one hundredths cents (\$0.2295) for each interim tax statement prepared on a self-seal mailer.
- E. The sum of one hundred dollars (\$100.00) per electronic data file provided for each municipality.
- F. GSS will invoice Client based on the above rates. Full payment will be due and payable within thirty (30) days of delivery of the tax statements and duplicates. Any amount invoiced and not paid within thirty (30) days shall become subject to a finance charge of 1½ % per month on the unpaid balance.

**7. In the event of a dispute the matter shall be settled in the following manner:**

- A. A three-member panel shall be created by the choosing of one member by the Client and one member by GSS.
- B. Each of these two members shall agree on a third member.
- C. The three-member panel, by majority vote, shall determine a settlement that must be accepted by GSS and Client.

In witness whereof, the parties have executed this agreement.

Dated \_\_\_\_\_

East Stroudsburg Area School District

By \_\_\_\_\_

\_\_\_\_\_  
WITNESS

Government Software Services, Inc.

By Thomas P. Theobald  
Thomas P. Theobald, President

Bethany J. Fowler  
WITNESS

**570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431**  
**Government Software Services, Inc.**  
**Contract for School Billing**

## V. ITEMS FOR APPROVAL

- i. Approve the purchase of PrimeroEdge for all schools not to exceed \$50,850.00  
(to be paid out of the Food Service Fund)

# Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email ([melissa-collevechio@esasd.net](mailto:melissa-collevechio@esasd.net)) was recorded on submission of this form.

Untitled Section

FORM **611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**Procurement Form**

Name of Requestor \*

Melissa Collevechio

Department \*

Food Services

Building \*

District Wide



**What service or item are requesting \***

New POS Software/Hardware

**Why are you requesting the service or item \***

Needs to be updated as per IT

**Suggested replacement \***

Primero Edge - Suported by PDE Div of Food and Nutrition

**Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?**

\$50,000.00

**What is the total cost of the purchase? \***

\$50,850.00 MAX

Select the Procurement Method utilized: \*

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* \*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

Provide justification of sole source (non-competitive) procurement (based on your choice above): \*

This POS Software is supported and recommended by PDE - Division of Food and Nutrition

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. \*

no

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? \*

Capital Equipment - 762

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

No, Not bid Item

Any additional information you would like to provide.

Supported and recommended by District IT; Brian B.and Operations; Eric F.

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





Organization Name	East Stroudsburg Area School District	Created Date	5/1/2024
Billing Address	50 Vine St East Stroudsburg, Pennsylvania 18301 United States	Expiration Date	6/30/2024
		Ship To	United States
Prepared By	Christina Gifford		
Contact Name	Melissa Collevechio		
Phone	(570) 424-8500 x10505		
Email	melissa-collevechio@esasd.net		

Category	Product	Product Description	Quantity	Sales Price	Total Price
Hardware	AlphaTech Pin Pad with Barcode scanner	With Barcode Reader in base: 15 keys - Easy Touch Flat Membrane- Embossed Keys with Braille-2x16 Blue LCD Display-Adjustable Beeper: Volume and Pitch- USB HID and Virtual Serial Com Port	45.00	\$265.00	\$11,925.00
Hardware	Dell OptiPlex 7410 - POS Terminal (all-in-one)	Intel® Core i5-10600T (6 Cores/12MB/12T/2.4GHz to 4.0GHz/35W) Windows 10 Pro 64bit English, French, Spanish 8GB, 1x8GB, DDR4 non-ECC Memory M.2 256GB PCIe NVMe Class 35 Solid State Drive OptiPlex All-in-One Touch Panel Intel Wi-Fi-6 2x2 AX201 Bluetooth 5.1 Wireless Card Basic Stand for OptiPlex 7410 All-in-One Includes Keyboard and Mouse	23.00	\$1,260.00	\$28,980.00
Subscription_Software	POS (Opt In States)	Per site, includes POS and Online Payments	10.00	\$795.00	\$7,950.00
Services	Single Module Implementation	Include configuration and online training for a single module implementation	1.00	\$1,995.00	\$1,995.00

Subtotal	\$50,850.00
Total Price	\$50,850.00

The annual software subscription amount of \$7950 will be invoiced on July 1, 2024.

The one time implementation fee of \$1995 and one time hardware purchase of \$40,905 will be invoiced at the time of contract.

Estimated Annual Price



\$7,950.00

*Annual Subscription includes the use of the PrimeroEdge software, toll-free phone support, remote assistance, updates, and hosting.*

Signature (Print)

---

Signature

---

Click [here](#) to view the items included in the Kickstart Training Package  
<https://primeroedge.com/kickstart/>

Click [here](#) to view all of the Terms & Conditions of Purchase  
<https://primeroedge.com/terms-and-conditions>

## V. ITEMS FOR APPROVAL

- j. Approve the renewal of SmartFutures at a cost of \$17,875.00

# Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

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

Untitled Section

**FORM 611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**Procurement Form**

Name of Requestor \*

Katrina Aiello

Department \*

Pupil Services

Building \*

Administration



**What service or item are requesting \***

Smart Futures - Career Planning Portfolio

**Why are you requesting the service or item \***

Online career planning and portfolio platform that helps all students be ready for post-secondary success. Smartfutures.org uses Pennsylvania's Academic Standards for Career Education and work as a blueprint for the software's development. Smartfutures.org is a proven framework to deliver career planning, skill credentialing and eMentoring within classrooms.

**Suggested replacement \***

Renewal

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

Renewal

**What is the total cost of the purchase? \***

17,875.00

Select the Procurement Method utilized: \*

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* \*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

Provide justification of sole source (non-competitive) procurement (based on your choice above):

\*

Renewal

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount.

\*

Renewal of current subscription for the 24-25 school year

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? \*

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

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

Renewal

Any additional information you would like to provide.

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



# SMARTFUTURES

## Smart Futures

Tax ID : 30-0263715  
6401 Penn Avenue, Suite 300  
Pittsburgh Pennsylvania 15206  
U.S.A

# Invoice

# SF004656

**Balance Due**  
**\$17,875.00**

Bill To  
**East Stroudsburg Area SD**  
50 Vine St  
East Stroudsburg  
18301 PA  
Monroe

Invoice Date : 04.15.24  
Terms : Custom  
Due Date : 07.31.24  
License Begin Date : 07.01.24  
License End Date : 06.30.25

#	Item & Description	Qty	Rate	Amount
1	24-25 SmartFutures.org District license Unlimited access to SmartFutures.org resources for all student K-12 in the district (approx. 6400 students)	1.00	17,875.00	17,875.00

Sub Total 17,875.00

**Total \$17,875.00**

**Balance Due \$17,875.00**

Payment Options



## Terms & Conditions

\*\*\*\*\* Annual licenses will be activated upon payment or PO receipt.  
---- All questions and purchase orders can be sent to [invoices@smartfutures.org](mailto:invoices@smartfutures.org).

## V. ITEMS FOR APPROVAL

k. Approve the purchase of 3- year contract renewal of Amira Software subscription for special education students at a cost of \$13,500.00 (per year).

# Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email ([marialena-casciotta@esasd.net](mailto:marialena-casciotta@esasd.net)) was recorded on submission of this form.

Untitled Section

**FORM 611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**Procurement Form**

Name of Requestor \*

Maria Casciotta

Department \*

Pupil Services/Special Education

Building \*

Administration

**What service or item are requesting \***

3- year Amira Software subscription

**Why are you requesting the service or item \***

Students with disabilities are in need of a remedial program to assist them with building literacy skills. This software meets each child where they are by adjusting programming to their unique needs. This program is being explored as our previous program of iReady is no longer available. It is noted that using Amira for 20 minutes per day, 3 days a week, doubles reading growth. Our curriculum department had this program available to all students during our reading pilot and many special education teachers, students and parents expressed satisfaction in the use and results.

**Suggested replacement \***

None

**Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?**

\$15,000 a year

**What is the total cost of the purchase? \***

\$13,500.00



Select the Procurement Method utilized: \*

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* \*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

Provide justification of sole source (non-competitive) procurement (based on your choice above): \*

N/A

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. \*

Amira Learning - \$13,500.00; Houghton Mifflin Harcourt - \$14,300.00; Capstone - \$26,125.00

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.

N/A

Which Fund will be charged? \*

10

What account will be charged? \*

10-1231-650-000-10-000-310-000-0000

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

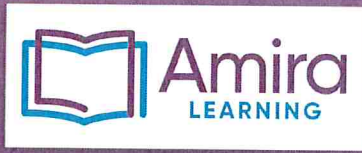
Yes - lowest price was selected.

Any additional information you would like to provide.

None

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





5214F Diamond Heights Blvd #3255  
 San Francisco, CA 94131  
 Remit Email: [orders@amiralearning.com](mailto:orders@amiralearning.com)  
 Quote Date : 03/14/2024  
 Proposal No.: 005758

Prepared by: Mack Moyer  
 Contract Term: 39 Months  
 Start Date: 04/01/2024  
 End Date: 06/30/2027  
 Proposal Expiration: 04/14/2024

Customer Contact: Maria Casciotta  
 Customer Name: East Stroudsburg Area School District  
 Address: 50 Vine Street  
 East Stroudsburg, PA 18301  
 Contact Email: [marialena-casciotta@esasd.net](mailto:marialena-casciotta@esasd.net)

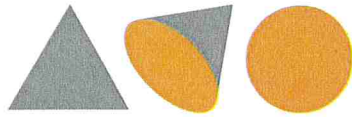
Product Description	Quantity	Annual Price	Months	Total
Amira Suite Student License	225	\$20.00	39	\$13,500.00
Amira Teacher License	15	\$0.00	39	\$0.00
Amira Getting Started Professional Services	1	\$0.00		\$0.00
License and Subscription Totals				\$13,500.00
<b>Amount Due (PO Amount):</b>				<b>\$13,500.00</b>

Please review and return this cost proposal with your signed Purchase Order to [orders@amiralearning.com](mailto:orders@amiralearning.com). Please include the Proposal Number above on your Purchase Order.

This cost proposal is for the purchase of the AMIRA software subscription and services set forth above, and is subject to and incorporates by reference the terms and conditions for the applicable products located at: <https://amiralearning.com/terms-conditions.html> (the "Agreement"). By signing the attached Purchase Order, Customer represents and warrants that: (a) it has read and understands the Agreement that is incorporated by reference to this cost proposal and agrees to be bound by the terms of the Agreement, (b) it has reviewed and agree to the enumeration of the services included with the subscription, and (c) it has full power and authority to accept the Agreement and this cost proposal. The use of all software and delivery of any services provided for herein will be subject to the terms and conditions between East Stroudsburg Area School District ("Customer") and Amira Learning, Inc (AMIRA). All capitalized terms used in this proposal have the meanings stated in the Agreement, unless stated otherwise.

Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that AMIRA receives your Purchase Order. No modification of the Agreement shall be affected by Customer's use of any order form, purchase order, acknowledgement or other form containing additional or different terms.

**IMPORTANT: Do not allow licensed product (as defined in said terms and conditions) to be installed or used without reading the terms and conditions of this agreement. If you are not willing to accept these terms and conditions, you must return the licensed product to Amira Learning within ten (10) days of receipt. By installing and using the licensed product as permitted by this license or ordering services (as defined below), you are agreeing to be bound by the terms of this agreement.**



# Houghton Mifflin Harcourt

Proposal #008924555

Prepared For

## East Stroudsburg Area Sch Dist

Attention:

Marialena Casciotta

marialena-casciotta@esasd.net

For the Purchase of:

### Amira Suite

3-Year Duration

Prepared By

Scott Hamilton

scott.hamilton@hnhco.com

**Please submit this proposal with your purchase order.**

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Marialena Casciotta  
marialena-casciotta@esasd.net

Send **Orders** to:  
orders@hnhco.com  
FAX: 800-269-5232

**HMH Confidential and Proprietary**

## Proposal for East Stroudsburg Area Sch Dist

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
<b><u>Amira</u></b>					
<b>Amira Student Licenses</b>					
1804228	9780358522027 Amira Suite Student License Digital 3 Year Includes: Amira Dyslexia Screener Digital Student Resources 3 Year Amira Oral Reading Fluency Assessment Digital Student Resources 3 Year Amira Practice Digital Student Resources 3 Year Implementation Success	\$60.00	225	\$13,500.00	
<b>Total for Amira Student Licenses</b>		<b>\$13,500.00</b>			
<b>Amira Teacher Licenses</b>					
1808255	9780358556640 Amira Suite Teacher License Digital 3 Year Includes: Amira Dyslexia Screener Digital Teacher Resources 3 Year Amira Oral Reading Fluency Assessment Digital Teacher Resources 3 Year Amira Practice Digital Teacher Resources 3 Year Teacher's Corner Elementary License 3 Year	\$174.00			5
<b>Total for Amira Teacher Licenses</b>		<b>\$0.00</b>			
<b><u>Total for Amira</u></b>		<b>\$13,500.00</b>			
<b><u>Professional Services- Amira Suite</u></b>					
<b>Getting Started with Amira Suite</b>					
1780620	9780358338857 Amira Suite Getting Started Live Online 2-Hour Grades K-6 This session walks teachers through how to use Amira in their classroom to provide reading fluency assessments and tutoring to strengthen reading skills and confidence.  This initial session is the first step on the way to a successful first 30 days. Additional training and support will be provided via Teacher's Corner on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of live sessions and on-demand interactive media and videos will help teachers plan, teach and assess learning using their new HMH program.  Note: To ensure a successful training, please schedule this session after teachers are rostered on Ed, HMH teaching and learning platform.	\$800.00	1	\$800.00	
<b>Total for Getting Started with Amira Suite</b>		<b>\$800.00</b>			
<b><u>Total for Professional Services- Amira Suite</u></b>		<b>\$800.00</b>			

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Marialena Casciotta  
marialena-casciotta@esasd.net

Send **Orders** to:  
orders@hmhco.com  
FAX: 800-269-5232

**HMH Confidential and Proprietary**

# Proposal for East Stroudsburg Area Sch Dist

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
------	-------	-------	----------	-----------------------	-------------------------

<i>Subtotal Purchase Amount:</i>		\$14,300.00
<i>Shipping &amp; Handling:</i>		\$0.00
<b><i>Total Cost of Proposal (PO Amount):</i></b>		<b>\$14,300.00</b>

\*\*Please add proper sales tax to your order\*\*

Send **Check Payments** to:  
 Houghton Mifflin Harcourt Publishing Company  
 14046 Collections Center Drive  
 Chicago, IL 60693

Attention:  
 Marialena Casciotta  
 marialena-casciotta@esasd.net

Send **Orders** to:  
 orders@hnhco.com  
 FAX: 800-269-5232

**HMH Confidential and Proprietary**

# Proposal for East Stroudsburg Area Sch Dist

**Total Cost of Proposal (PO Amount): \$14,300.00**

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

**Ship to:**

East Stroudsburg Area Schl Dist  
50 Vine St  
East Stroudsburg, PA 18301-2150

**Sold to:**

East Stroudsburg Area Schl Dist  
50 Vine St  
East Stroudsburg, PA 18301-2150

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

**Date of Proposal: 12/20/2023**

**Proposal Expiration Date: 2/3/2024**



## Houghton Mifflin Harcourt

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Marialena Casciotta  
marialena-casciotta@esasd.net

Send **Orders** to:  
orders@hnhco.com  
FAX: 800-269-5232

**HMH Confidential and Proprietary**





### Investment Summary

East Stroudsburg Area School District  
50 Vine Street, East Stroudsburg, PA 18301  
Attention: Maria Casciotta  
[Marialena-casciotta@esasd.net](mailto:Marialena-casciotta@esasd.net)

March 28, 2024

Capstone Executive:  
Terre Bommarito  
812.987.5385  
[tbommarito@capstonepub.com](mailto:tbommarito@capstonepub.com)

### Contract Dates: July 1, 2024- June 30, 2027 (36 Months)

Product	Number of Licenses	Annual Cost Per License	Extended Cost
Capstone +Amira	225	\$35	\$23,625
Teacher Licenses	15	\$0	\$0
Implementation Fidelity			\$2500
<b>Total</b>			<b>\$26,125</b>

Notes: The above investment summary includes licenses for 15 teachers and 225 students for the Amira Suite with Capstone StoryPack content, and support throughout the contact to help ensure implementation fidelity.

### About Capstone StoryPacks:

## Capstone StoryPacks

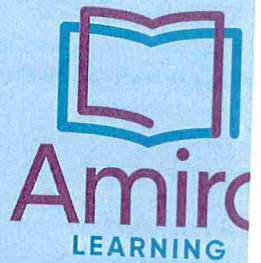
- Capstone StoryPacks serve up content in chunks that kids use for learning to read
- Content selected for readability, engagement, platform 'fit', kid appeal

 <b>Community Building</b> <small>ISBN: 9780756596736</small> <small>This pack highlights realistic characters and real-life leaders from history who navigate what it means to be a responsible community member.</small>	 <b>Emotional Intelligence</b> <small>ISBN: 9780756596729</small> <small>This collection combines informational texts and relatable stories to help readers build emotional intelligence skills such as managing feelings and building friendships.</small>	 <b>Building Resilience</b> <small>ISBN: 9780756596743</small> <small>These engaging stories feature real and fictional role models who demonstrate perseverance in the face of challenges.</small>
 <b>Sports</b> <small>ISBN: 9780756596705</small> <small>This engaging, high-interest pack contains a variety of sports content from biographies of notable athletes to relatable sports fiction stories.</small>	 <b>Biographies</b> <small>ISBN: 9780756596712</small> <small>Historical figures like Nikola Tesla, Anne Frank, and Wilma Rudolph come to life in this pack that highlights famous scientists, leaders, changemakers, and more.</small>	 <b>Leadership</b> <small>ISBN: 9798875202940</small> <small>This pack includes engaging stories of real people and fictional characters who exemplify leadership qualities in the face of challenges big and small.</small>

Capstone's EIN is 82-4045107. Access new W-9 for your records [HERE](#). If you need additional information, please email [bids@capstonepub.com](mailto:bids@capstonepub.com).

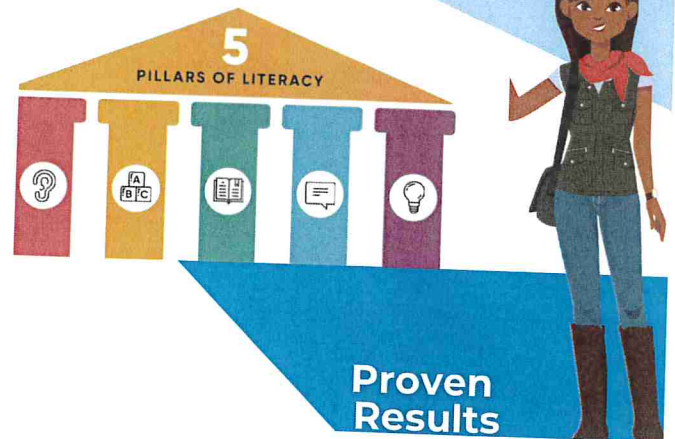


Approved Provider & Content Partner



## A Reading Assistant for Every Teacher A Reading Tutor for Every Student

Amira listens to students read out loud, assesses mastery, and delivers personalized tutoring.



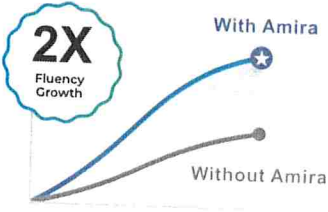
Amira is the first AI-powered reading assistant for teachers. Aligned to Science of Reading research, she listens to students read out loud, assesses their mastery, screens for dyslexia, and delivers 1:1 personalized micro-interventions. Amira was developed based on decades of research at Carnegie Mellon University.

Amira assists teachers in accelerating students' reading mastery through a process of assessment and coached practice. When students make an error during practice activities, Amira delivers interactive interventions proven to grow vocabulary, fluency, and comprehension. This scaffolded, productive, and personalized practice provides students with the individual attention they need

Amira is now at work with over 10 million students across all 50 states serving 3,000+ diverse schools in the U.S. and 15 other countries. Impact data show that students who use Amira frequently experience 2-3x improvements in reading fluency. In addition, student learning English as a second language show greater acceleration in reading and speaking mastery than English primary students

### Data & Reports

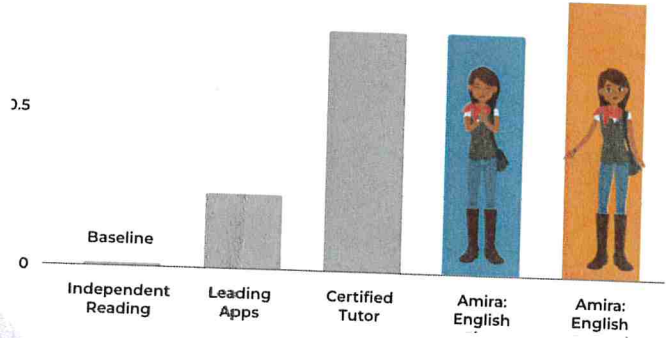
Each reading session with Amira generates real-time actionable data for teachers and administrators, including automated running records, progress reports, instructional recommendations, and diagnostic data to the phoneme level to help guide direct instruction. Amira acts as a teacher's aid and force multiplier for teachers to support early readers.



Students have read over 2 billion words and more than 2 million minutes per month.

### Backed by leaders in education:

alexa fu    Hey Goog    Winner Best Online Tutor EdTech Breakthrough    Finalist Best Use of Emerging Tech SIA CODE    Best of Show #1 For Teachers Tech & Learning    Finalist Launch of the Year SXSW EDU



## Amira, the world's first AI reading tutor, now recommends the best Capstone content for every student.

For more than 30 years, Capstone has been a trusted partner to school districts across the country. Capstone's K-5 reading content is now integrated into the Amira AI tutoring system with **Capstone StoryPacks** — curated collections of engaging stories focused on themes and specific instructional support personalized for each student.



**Sports** — This engaging, high-interest pack contains a variety of sports content from biographies of notable athletes to relatable sports fiction stories.



**Biographies** — Historical figures like Nikola Tesla, Anne Frank, and Wilma Rudolph come to life in this pack that highlights famous scientists, leaders, changemakers, and more.



**Emotional Intelligence** — This collection combines informational texts and relatable stories to help readers build emotional intelligence skills such as managing feelings and building friendships.



**Community Building** — This pack highlights realistic characters and real-life leaders from history who navigate what it means to be a responsible community member.



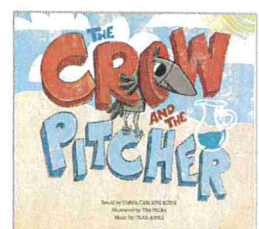
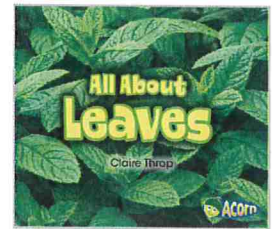
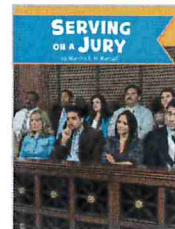
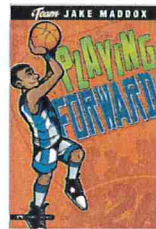
**Building Resilience** — These engaging stories feature real and fictional role models who demonstrate perseverance in the face of challenges.



**Leadership** — This pack includes engaging stories of real people and fictional characters who exemplify leadership qualities in the face of challenges big and small.



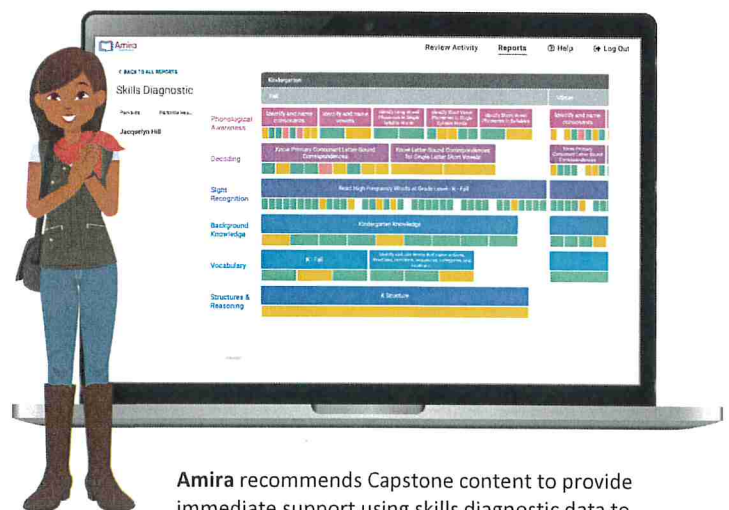
**Science** — Nonfiction texts in this pack cover engaging topics from extreme weather to baby animals, across the strands of earth, life, and physical science.



\*StoryPacks include passages from Capstone Titles

### Capstone StoryPacks Engage Learners

- High-interest and engaging content
- Standards aligned content
- Wellness, social skills and character development
- Multilingual supports with vocabulary and background knowledge
- K-5 engaging informational text, realistic fiction and diverse characters



Amira recommends Capstone content to provide immediate support using skills diagnostic data to address individual student learning gaps.

### Contact Information:

Learn more about Capstone and how we can support your Amira implementation.

## V. ITEMS FOR APPROVAL

1. Approve the three (3) year renewal contract of PandaDoc for special education, gifted and 504 legally binding contracts/documents to sign and store them at a cost of \$\$41,202.00 (\$13,734 per year).

# Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email ([marialena-casciotta@esasd.net](mailto:marialena-casciotta@esasd.net)) was recorded on submission of this form.

Untitled Section

**FORM 611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**Procurement Form**

Name of Requestor \*

Maria Casciotta

Department \*

Pupil Services

Building \*

Administration

**What service or item are requesting \***

The renewal of our PandaDoc platform used to secure signatures on special education, gifted and 504 records.

**Why are you requesting the service or item \***

During COVID it became evident that we needed a tool to obtain parent signatures on our special education, gifted and 504 legally binding contracts/documents. ESASD utilized PandaDocs during this time. We then researched other companies (DocuSign; Adobe), as well as PandaDocs and determined PandaDoc to be the best for our needs. We have been using this platform since the pandemic and rather than an annual contract, we are seeking to lock in a three (3) year renewal contract.

**Suggested replacement \***

PandaDoc

Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?

\$54,000.00 (\$18,000.00 a year)

What is the total cost of the purchase? \*

\$41,202.00 (\$13,734 per year)

Select the Procurement Method utilized: \*

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* \*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)

Provide justification of sole source (non-competitive) procurement (based on your choice above): \*

PandaDoc services and supports are only offered through the company. Our renewal ensures we continue to have access to our stored documents on their server.

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. \*

No.

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.

N/A

Which Fund will be charged? \*

10



What account will be charged? \*

10-1290-650-000-00-000-310-000-0000

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

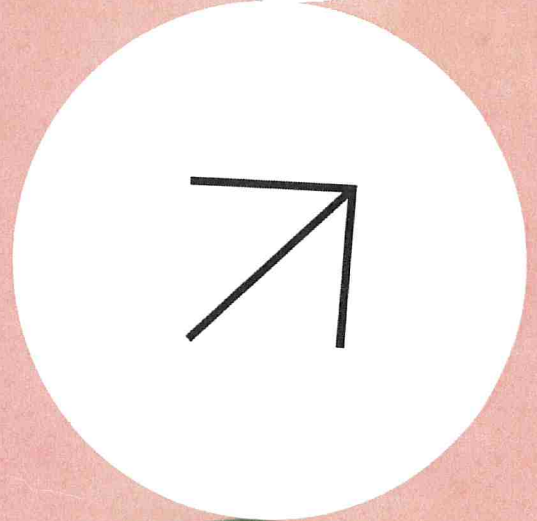
N/A

Any additional information you would like to provide.

None

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





# Renewal Agreement

for East Stroudsburg Area School District

**Prepared for**  
Marialena Casciotta  
East Stroudsburg Area School District

**Prepared by**  
Stephen Kovarik  
PandaDoc

# Pricing overview

---

**Subscription start date**      **06 / 30 / 2024**  
**Subscription end date**      **06 / 30 / 2027**  
**Proposal Expires**            **05 / 30 / 2024**

Name	Price/Year/User	Users	Years	Discount	Total
<b>Enterprise Plan - Annual Billing</b>	\$1,068.00	1	3	50.00%	\$1,602.00
<b>Application Volume Plan</b>	\$3.00	11000	3	60.00%	\$39,600.00
					<b>\$41,202.00</b>
				Discount Total	<b>-\$61,002.00</b>
				<b>3 Year Total (USD)</b>	<b>\$41,202.00</b>

**Annual Investment:    \$13,734**

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



## Application Volume Plan

### Key Functionalities Include:

- Bulk Send, Manual Send, API & Forms
- Integrations with CRMs (Excluding Salesforce) & Other Tools
- Document Analytics
- Custom Branding
- Content Library
- Approval Workflow
- Document Expiration Settings
- Multiple Teams & Workspaces
- Custom Roles & Granular Permissions
- Content Locking
- Email Whitelabeling
- Access to PandaDoc API, SDK & Webhooks
- Document & Signature Forwarding
- 24/7 Customer Email Support

**Soft Caps:** Doc/year caps are "soft" (account continuity will continue)

**Overage:** Any overage will be charged at \$1.20/doc  
Purchased documents do not roll over into the next contract period

*\*\*\*Not included: Salesforce CRM Module Billed Separately at \$240/Yr/License*

# Sign Here to Renew

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](#), [DPA](#), and [Privacy Policy](#).

\_\_\_\_\_  
PandaDoc account owner name

\_\_\_\_\_  
PandaDoc account owner email

\_\_\_\_\_  
Billing address

\_\_\_\_\_  
Billing contact email

\_\_\_\_\_  
Accepted by (customer)      \_\_\_\_\_  
Date of acceptance

## Payment terms & instructions

Payment due 14 days after  
Subscription Start Date. Discounts will  
apply only this contract term. Please  
send all billing Inquiries to  
[invoices@pandadoc.com](mailto:invoices@pandadoc.com).

**Annual plans automatically renew every  
year.** If you cancel thirty (30) days prior  
to an upcoming renewal date, you will  
not be charged on the following renewal  
date and henceforth.

***Additionally, any reductions in your  
subscription should also be made 30  
days prior to renewal.***

**This agreement is subject to**  
our [Master Services Agreement](#), [DPA](#), as  
amended from time to time, and [Privacy  
Policy](#).

## 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 91185-492, USA

## 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      3739 Balboa St. #1083, San Francisco, CA 94121  
Credit account #      3300825108  
SWIFT ID      SVBKUS6S

## V. ITEMS FOR APPROVAL

- m. Approve the renewal of Pearson Digital Assessment Library at a cost of \$25,311.00.

# Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email ([mary-olszewski@esasd.net](mailto:mary-olszewski@esasd.net)) was recorded on submission of this form.

Untitled Section



**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
Procurement Form

Name of Requestor \*

Mary Olszewski

Department \*

Pupil Services

Building \*

Administration

**What service or item are requesting \***

Pearson Digital Assessment Library (Testing Materials)

**Why are you requesting the service or item \***

Tests given by School Psychologists and SLPs to determine special education eligibility.

**Suggested replacement \***

N/A Sole Source Provider

**Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?**

Quote provided in fall when budget was developed. This is an annual cost.

**What is the total cost of the purchase? \***

25,311.00

Select the Procurement Method utilized: \*

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* \*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)



Provide justification of sole source (non-competitive) procurement (based on your choice above): \*

The tests have copyrights and are only available through Pearson

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. \*

N/A- Sole Source Provider

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? \*

10-2140-650-000-00-000-603-000-0000

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- This is a renewal is is purchased each year.

Any additional information you would like to provide.

Psychologists must have this in order to perform their job duties.

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





Pearson

# QUOTE / PROFORMA

**Customer Bill-to:**

EAST STROUDSBURG AREA SD  
BUSINESS OFFICE  
50 VINE STREET  
PO BOX 298  
EAST STROUDSBURG PA, 18301-0298

**Customer Ship-to:**

EAST STROUDSBURG AREA SD  
BUSINESS OFFICE  
50 VINE STREET  
PO BOX 298  
EAST STROUDSBURG PA, 18301-0298

**Attention:****NCS Pearson, Inc.**

P.O Box 599700,  
San Antonio, TX 78259  
Tel: 800-627-7271  
Tax ID No:  
41-0850527

Quote/Proforma Number : 261930

Date : 06-MAY-2024

Customer Account# : 571538

Sales Order Number : 261930

Customer PO# :

Currency : USD

Shipment Terms : Paid

Customer Tax Number :

Number of Pages : Page 1 of 2

Prices will be honored for 60 days from price quote date.

This price quote does not guarantee stock availability and shipping amount is estimated, standard shipping charges apply.

<b>Total Ordered Quantity (No. Of Items)</b>	:	12272
<b>Other Charges</b>	:	USD \$0.00
<b>Net Amount</b>	:	USD \$25,311.00
<b>Tax Total</b>	:	USD \$0.00
<b>Quote/Proforma Total</b>	:	USD \$25,311.00
<b>Amount Due</b>	:	USD \$25,311.00

**REMITTANCE INFORMATION****Make Checks Payable to:**

13036 COLLECTION CENTER DRIVE  
CHICAGO  
60693  
NCS Pearson, Inc.

**Bank Wire to:**

Bank of America N A  
071000039  
A/C No: 8188105388  
SWIFT : 071000039



Pearson

Quote/Proforma Number: 261930

Item Number	Item Description	Quantity	Unit Price	Discount	Tax	Line Total
A103000244405	DALSCOMPLETE RENEWAL (DIGITAL)	1534	16.50	NET	0.00	\$25,311.00
A103000278938	QG-DAL-SCHOOLS PSYCH PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00
A103000278933	QG-DAL-SCHOOLS SLP-OT-PT PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00
A103000278934	QG-DAL-SCHOOLS SCREENER PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00
A103000278935	QG-DAL-SCHOOLS-ABILITY PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00
A103000252569	DALS QGLOBAL DEVELOPMENTAL PORTFOLIO (DIGITAL)	1534	0.00	PROMO	0.00	\$0.00
A103000278937	QG-DAL-SCHOOLS MENTAL HEALTH PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00
A103000278936	QG-DAL-SCHOOLS ACADEMIC PORTFOLIO	1534	0.00	PROMO	0.00	\$0.00

\*\*\* IMPORTANT CUSTOMER MESSAGES \*\*\*

DIGITAL ASSESSMENT LIBRARY FOR SCHOOLS RENEWAL 1534 IEPS

QUOTE/PROFORMA TOTALS		Subtotal	Total Other Charges	Total Tax	Total Due
		USD	USD	USD	USD
		\$25,311.00	\$0.00	\$0.00	\$25,311.00

By placing your order, you hereby agree to the Terms and Conditions which govern your purchase:

<https://www.pearsonassessments.com/footer/terms-of-sale---use.html>

For questions, please visit our support site at

<https://www.pearsonassessments.com/contact-us.html>

## V. ITEMS FOR APPROVAL

- n. Approve the purchases of new bus cameras and GPS systems for all of District owned transportation vehicles at a total cost not to exceed \$1.2 million dollars over 3 years with an initial 24-25 cost of \$914,432.00(Paid out of Capital Reserve).

# Form 611

MUST BE COMPLETED FOR ANY PROCUREMENT OF A SERVICE OR ITEM OVER \$10,000.00 - OR ANY PURCHASE THAT WAS NOT BUDGETED

Note: When referring to a purchase, you must consider the aggregate amount, not individual items.

The respondent's email ([rebecca-lopez@esasd.net](mailto:rebecca-lopez@esasd.net)) was recorded on submission of this form.

Untitled Section

FORM **611**

**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
Procurement Form

Name of Requestor \*

Damaris Robins

Department \*

Transportation

Building \*

Administration

**What service or item are requesting \***

School Vehicle Technologies: GPS, Ridership, Pre-trip Inspections, & Video Surveillance

**Why are you requesting the service or item \***

Upgrade/replacement of existing equipment

**Suggested replacement \***

Transfinder, Zonar and 24/7 Integration

**Independent Cost Analysis (Pre-determine costs prior to contacting a vendor.) What did you estimate the costs would be?**

1.2 Million TCO over three years

**What is the total cost of the purchase? \***

\$914,432.00

Select the Procurement Method utilized: \*

- Aggregate purchase is less than \$10,000 - no action needed
- Small Purchase procedures (minimum of 3 quotes) - required for any purchase \$10,000-\$23,199
- Sealed Bids (Formal Advertising) – required for goods/supplies exceeding \$23,200
- Competitive Proposals – Formal Request for Proposal (Advertised RFP) – required for services with cost of \$250,000 or more
- Non-competitive proposals (i.e. sole source) – MUST justify below

If you chose the **non-competitive** method above, please select the appropriate circumstance and include your justification in the space below. *Note: These are the **only** permissible circumstances under which you can use non-competitive procurement.* \*

- N/A (not applicable) - Competitive Procurement was utilized
- N/A (not applicable) The acquisition of property or services, the aggregate dollar amount of which does not exceed the thresholds outlined above for quotes, bids, or RFPs (purchase is less than \$10,000)
- The item is available only from a single source; (must demonstrate in justification below that only one company can provide the type of product or perform the services)
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (explain below how a declared disaster or public emergency doesn't allow time for competitive procurement.) Administrative delays or lack of adequate advanced planning do not justify an emergency.)
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; (must have written pre-approval to use sole-source procurement)
- After solicitation of a number of sources, competition is determined inadequate (explain below the steps you took to attempt to go through a competitive process, but no vendors or only one vendor responded, and why you think there is inadequate competition)



Provide justification of sole source (non-competitive) procurement (based on your choice above): \*

Products include proprietary software not subject to bid and upgrades to integrate with existing infrastructure.

If aggregate purchase is \$10,000 or more, were three (3) quotes obtained (required)? If yes, please list the vendor's information and quoted amount. \*

24/7, Gatekeeper, Provision, Samsara, Zonar and Transfinder.

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.

Tips

Which Fund will be charged? \*

10 ▼

What account will be charged? \*

TBD

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

Selected the lowest price from two of the most qualified vendors.

Any additional information you would like to provide.

N/A

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





# Price Quote

Date: May 6, 2024

440 State Street  
Schenectady NY 12305

**ATTN:** Eric Forsyth  
East Stroudsburg Area SD  
50 Vine St  
East Stroudsburg, PA 18301  
**Phone:** 570-424-8500

**Prepared By:** Laurie Green  
**Title:** Account Executive  
**Email:** lgreen@transfinder.com  
**Phone:** 518-723-8114

<b>Annual Support Fee (ASF) for Transfinder Products and Services</b>			
<b>Product</b>	<b>Status</b>	<b>Due Date</b>	<b>Annual Fee</b>
GPS Connect - Initial	Active	7/1/2024	\$3,630.00
Redistricting	Active	7/1/2024	\$250.00
Hosting Services	Active	7/1/2024	\$10,320.00
Infofinder i	Active	7/1/2024	\$2,600.00
Tripfinder	Active	7/1/2024	\$1,500.00
Routefinder Plus - Initial	Active	7/1/2024	\$5,750.00
Servicefinder - 5.0+	Active		\$9,000.00

**Total Amount Due: \$33,050.00**

**ACCEPTED:**

\_\_\_\_\_  
**Client Name & Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Purchase Order Number**

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



East Stroudsburg Area School District (Wireless Cloud Solution w/Camera Systems & Live GPS/Live Look In)

PRODUCT NAME	DESCRIPTION	PRICE	QTY	TOTAL	ANNUAL RECURRING FEE	TCO YEAR 1	TCO YEAR 2	TCO YEAR 3	TCO (3 YEAR CUMULATIVE)
WIRD-ZEUSPT	ZEUS-5G WIRELESS BRIDGE-PTMP FOR AP	\$400.00	133	\$53,200.00	\$0.00	\$611,492.00	\$29,132.00	\$29,132.00	\$669,756.00
AP-BLD-I-NANO	Ubiquiti NanoBeam ac Gen2 High-Performance airMAX Access Point	\$495.00	6	\$2,970.00	\$0.00				
WIFI-5G-ANT-KIT	WIRELESS ACCESS POINT ANTENNA KIT - ZEUS-PT SERIES	\$0.00	133	\$0.00	\$0.00				
TD Setup-Per bus	TD-SET-UP-PER BUS ADMIN CHARGE	\$30.00	133	\$3,990.00	\$0.00				
TD Annual fee	TD-ANNUAL-CLOUD ADMIN FEE	\$800.00	1	\$800.00	\$800.00				
TD Annual Bus Fee-200	TD-ANNUAL-BUS-200-Per bus annual fee up to 200	\$60.00	133	\$7,980.00	\$7,980.00				
LIVE-TRACK-TD	LIVE TRACK & Live Look In per vehicle per year	\$144.00	133	\$19,152.00	\$19,152.00				
LIVE-LOOK-IN-TD	LIVE LOOK IN MINUTE BANK-Per 1000 minutes	\$1,200.00	1	\$1,200.00	\$1,200.00				
BIG BUS	SIX INTERIOR CAMERAS, TWO EXTERIOR CAMERAS TO MONITOR STOP ARM DEPLOYMENT (*INSTALLATION INCLUDED)	\$4,000.00	94	\$376,000.00	\$0.00				
SMALL BUS	FIVE INTERIOR CAMERAS, TWO EXTERIOR CAMERAS TO MONITOR STOP ARM DEPLOYMENT (*INSTALLATION INCLUDED)	\$3,800.00	37	\$140,600.00	\$0.00				
TRANSIT VEHICLES	THREE INTERIOR CAMERAS, NO EXTERIOR CAMERA CAMERAS (*INSTALLATION INCLUDED)	\$2,800.00	2	\$5,600.00	\$0.00				
<b>TOTAL</b>				<b>\$611,492.00</b>	<b>\$29,132.00</b>				



# Proposal

Date: May 6, 2024

440 State Street  
Schenectady NY 12305

**ATTN:** Damaris Robins  
East Stroudsburg Area SD  
50 Vine St  
East Stroudsburg, PA 18301  
**Phone:** 570-424-8500

**Prepared By:** Laurie Green  
**Title:** Account Executive  
**Email:** lgreen@transfinder.com  
**Phone:** 518-723-8114

*This quotation is valid for 30 days from issue date.*

Transfinder Products and Services	Qty.	Initial Cost	Annual Fees
<p><b>Wayfinder</b> Resource Substitution</p> <ul style="list-style-type: none"> <li>o Driver can identify which vehicle will be utilized for a trip</li> </ul> <p>Navigation</p> <ul style="list-style-type: none"> <li>o Turn by Turn voice guidance</li> <li>o Speedometer and smart map zoom</li> <li>o Accurate electronic route sheets for trips created in Routefinder</li> <li>o On demand navigation</li> </ul> <p>Attendance</p> <ul style="list-style-type: none"> <li>o Calendar-based schedules</li> <li>o Driver interaction</li> <li>o Skip stops before or during navigation</li> <li>o Manually take attendance</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Up to six (6) hours of online training which must be used within 8 weeks after first completed session.</li> </ul> <p>*Wayfinder requires an approved Hardware Device.</p>	<p><b>126 Users</b></p>	<p><b>\$10,072</b></p>	<p><b>\$9,072</b></p>

<p><b>Stopfinder GeoAlerts</b></p> <ul style="list-style-type: none"> <li>• Send electronic invitations to parents and guardians for easy onboarding process</li> <li>• Reliable and secure stop information</li> <li>• Two-way communication with registered parents and guardians (subscribers)</li> <li>• Send messages to subscribers based on grade, school, route, selected map region or any criteria</li> <li>• Receive messages including attachments (photos and documents), from subscribers</li> <li>• Listen and respond to your community to eliminate misinformation</li> <li>• Define Geo Alerts for buses</li> </ul> <ul style="list-style-type: none"> <li>o Notification based on Enter or Exit Geo Alert Zone</li> <li>o Pickup, Drop-off, School or any locations defined by user</li> <li>o Parents/Subscribers can choose when to be alerted:</li> </ul> <p>Bus Enters, Bus Exists Alert Zone</p> <ul style="list-style-type: none"> <li>o View historical events for today, yesterday, this week, last week</li> <li>o Track only student's bus in real-time</li> <li>o See Trip path and stop information (based on settings)</li> </ul> <ul style="list-style-type: none"> <li>• Attendance Tracking – Requires Wayfinder Attendance</li> <li>o Receive alert when student boarded or disembarked</li> <li>o View history of student board and disembark bus</li> <li>o Calendar based scheduled based on Routefinder Schedule</li> </ul> <p>Your purchase of Stopfinder includes:</p> <ul style="list-style-type: none"> <li>• Up to eight (8) hours of online training which must be used within 10 weeks after first completed session.</li> </ul> <p>*Stopfinder Attendance features require the use of Wayfinder with a Transfinder approved RFID card reader.</p>	<b>126 Vehicles</b>	<b>\$12,096</b>	<b>\$12,096</b>
<b>Pricing for Transfinder Software, Services and Hosting Fees</b>		<b>\$22,168</b>	<b>\$21,168</b>
<b>Initial Cost</b>		<b>\$22,168</b>	
<b>Increase to existing Technical Support and Upgrade Fees</b>		<i>Included</i>	<b>\$21,168</b>
<b>Increase to existing Annual Hosting Service Fees</b>		<i>Included</i>	<b>\$0</b>

This proposal has been prepared at your request. All invoices are due and payable upon receipt. The total system cost for any of the options, is due and payable upon installation. Any Federal and/or State Sales or local taxes are the responsibility of the Licensee.

**APPROVED BY:**

\_\_\_\_\_

**Client Name & Title**

\_\_\_\_\_

**Signature / Date**



NOT AN INVOICE

# SALES QUOTE

Quote#: SQ-201075 - 2  
Customer ID: EAS3376  
Document Date: 5/7/2024

**Zonar**  
821 2nd Ave., Ste 1100  
Seattle, WA 98104  
www.zonarsystems.com  
**Voice:** (206) 878-2459  
**Fax:** (206) 878-3082

**Ship To Address**  
East Stroudsburg Area SD  
Damaris Robins  
50 VINE ST  
East Stroudsburg, PA 18301  
United States

**Bill-to Address**  
EAS3376  
East Stroudsburg Area SD  
50 VINE ST  
East Stroudsburg, PA 18301  
United States

**Quote Good Thru**  
06/07/24

**Payment Terms**  
Net 30 Days

**Salesperson**  
Alex J Kapcar

No.	Description	Frequency	Quantity	Prorated Unit Price	Unit Price	Extended Amount
	Upgrade from 2010 to TA3					
V4214-H	V4E-NBT GPS Kit	Billed OneTime	7		257.00	1,799.00
10129	V4E - NBT		7			
80209	#6 x1/2" Pan Head Phill Tec (Bag of 4)		7			
80932	Mntg Bracket - Assembly Lexan		7			
ZPASS001-H	ZPASS Kit	Billed OneTime	7		100.00	700.00
30025	ZPASS SRT		7			
30024	ZPASS RAM Mount Bulk Kit		7			
30037	ZPASS Cable Accessory Kit		7			
CAM003-H	Zonar DashCam DF22 Kit	Billed OneTime	133		292.00	38,836.00
20161	Dashcam DF22		133			
E-MOB014-H	Samsung Tab Active3 Certified Kit - RAM	Billed OneTime	133		576.00	76,608.00
81714	RAM Mount w/Backing Plate		133			
81713	Ram Tablet Dock Kit		133			
20157	TA3 Samsung Tablet - 64GB		133			
81611	ZLogs Inside Window Cling		133			
81612	ZLogs Outside Vinyl Sticker		133			
81646	AT&T Nano SIM		133			
81656	Cable Assembly, Tab Active2 Power/Serial Dock Adap		133			
81677	Sticker, Top Arrow Red with Glow.		133			
W-TA3	3 Year Warranty - Samsung TA3	Billed OneTime	133			
81523	9-Pin GPS Diagnostic Cable	Billed OneTime	7			
81658	9-Pin J1939 500k Y-Splitter Cable	Billed OneTime	7		45.00	315.00
E-MOB015-H	Samsung EVIR Tag Kit	Billed OneTime	133			
20101	Round Black Asset NFC Tag		133			
81617	Zones 1-11 MGLD NFC Tag Kit		133			
ZPASS001-S	ZPASS Service	Billed Annually	7		120.00	840.00
PAX005	Parkway	Billed Annually	7		276.00	1,932.00
CAM001-S	Zonar Coach Dual Facing DashCam	Billed Annually	133		360.00	47,880.00
GTC003-S	Increased GPS Logging Service	Billed Annually	133			
3PA128	Wayfinder Certified - 3PA	Billed Annually	133		42.00	5,586.00
MDM003-S	Samsung Tab Active3 Zonar Mobile Shield	Billed Annually	133		48.00	6,384.00
ACT001-S	GSM Activation	Billed OneTime	7		25.00	175.00
ACT001-S	GSM Activation	Billed OneTime	133			
W-TA3T	Samsung Tab Active3 Traditional - 3yr Warranty	Billed Annually 3Y	133		99.00	13,167.00
INST001-S	Installation Tech Week(s)	Billed OneTime	8		6,500.00	52,000.00



NOT AN INVOICE

# SALES QUOTE

Quote#: SQ-201075 - 2  
Customer ID: EAS3376  
Document Date: 5/7/2024

**Zonar**  
821 2nd Ave., Ste 1100  
Seattle, WA 98104  
www.zonarsystems.com  
**Voice:** (206) 878-2459  
**Fax:** (206) 878-3082

**Ship To Address**  
East Stroudsburg Area SD  
Damaris Robins  
50 VINE ST  
East Stroudsburg, PA 18301  
United States

**Bill-to Address**  
EAS3376  
East Stroudsburg Area SD  
50 VINE ST  
East Stroudsburg, PA 18301  
United States

**Quote Good Thru**  
06/07/24

**Payment Terms**  
Net 30 Days

**Salesperson**  
Alex J Kapcar

No.	Description	Frequency	Quantity	Prorated Unit Price	Unit Price	Extended Amount
	*Installation Pricing is All Inclusive And Covers All Ground Travel and Overnight Stays*					
TRAINING	Training	Billed OneTime	1			
TRAVEL	Travel-Training Estimate, Will be Billed at Cost	Billed OneTime	1		1,500.00	1,500.00

Installation to be Performed by a Zonar Certified Installer

Shipping and Handling is not included on this document and will be included on final invoice.

Subtotal:		247,722.00
Total Sales Tax:		0.00
Total:	USD	247,722.00

**Terms and Conditions:**

- The above pricing is a good faith estimate issued in USD. Prices may be adjusted once a complete Asset List is provided to Zonar.
- Prices for Services are based on a three-year Service Agreement unless otherwise negotiated.
- No Hardware or Services will be provided by Zonar until Parties have executed a Service Agreement.
- Any shipment dates identified are estimates only, and are subject to change. Actual shipment dates are subject to inventory and supply availability, and will be separately confirmed by Zonar.
- Installation, Taxes, Travel and expenses and shipping costs will be additional charges.
- All Leased/Bundled Hardware must be returned to Zonar after termination of Service Agreement.
- Early termination of Service Agreement will result in early termination fees.
- Zonar's 4G converter device, to be used with Zonar V3 GPS unit, has a 2 year warranty.



VI. RECOMMENDATIONS BY THE PROPERTY/FACILITIES  
COMMITTEE

g. Current Project List

	Date North HS Gym Floor 30-819-3072 Board Approved 4/20/2020		Date LIS Gym Floor Board Approved 6/22/2020 20-518-3072		Date	BES HVAC Upgrade Board Approved 12/20/2021 10-4600-450-990-10-211- 461-000-8744 ESSER III Grant YR1 PO#2400000849
Vendor	2322	Miller Sports Construction	2322	Miller Sports Construction	3181	TRANE U.S. INC
Original Bid		\$ 328,400.00		\$ 225,910.00		\$ 2,949,659.00
	Alt Power Vent	\$ 10,800.00	Alt Power Vent	\$ 9,240.00		
Change Order	Chg Order	\$ 4,500.00	Disc.	\$ (7,210.00)		
Change Order						
Total of Project		\$ 343,700.00		\$ 227,940.00		\$ 2,949,659.00
Letter of Commitment Prepaid Account					1/26/2022	\$ 19,771.00
Application 1	PD to Miller	\$ 318,400.00	Ins paid	\$ (74,450.00)	4/26/2022	\$ 88,490.00
Application 2	Deductible	\$ (10,000.00)	Deductible	\$ (5,000.00)	4/26/2022	\$ 58,993.00
Application 3		\$ -	9/18/2020	\$ 159,558.00	4/26/2022	\$ 442,449.00
Application 4	11/24/2020	\$ 10,000.00	2/18/2021	\$ 68,382.00	5/17/2022	\$ 442,449.00
Application 5	1/12/2021	\$ 10,800.00	5/31/2021	\$ 58,382.00	11/30/2022	\$ 715,035.24
Application 5						
Application 6	1/12/2021	\$ 4,500.00		\$ 11,068.00	2/27/2023	\$ 264,800.00
Application 7					8/31/2023	\$ 300,021.12
Application 8					8/31/2023	\$ 294,966.00
Application 9					9/22/2023	\$ 194,966.00
Application 10					10/25/2023	\$ 117,986.00
Application 11					12/1/2023	\$ 29,503.64
Application 12						
Application 13						
Application 14						
Application 15						
Application 16						
Total Payments to Date		\$ 333,700.00		\$ 217,940.00		\$ 2,969,430.00
Left on Contract		\$ 10,000.00		\$ 10,000.00		\$ (19,771.00)
Payment Completion Percentage		97%		96%		101%
						A/C# 32-4400-450-000-10 211-461-000-0000
D'Huy Engineering						Paid through Cap.Resv.
1446					4/7/2022	\$ 2,000.00
					6/30/2022	\$ 2,950.00
					9/22/2022	\$ 990.02
					10/24/2022	\$ 3,434.98
					6/26/2023	\$ 666.70
					9/29/2023	\$ 4,425.00
					11/3/2023	\$ 666.70
					12/4/2023	\$ 380.55
					1/8/2024	\$ 427.75
					2/1/2024	\$ 8,850.00
		\$ -		\$ -		\$ 24,791.70







Date	J.M. Hill Flooring and Administration Building Replacement Board Approved 3/20/2023 32-4600-450-000-10-213-000-000-3080		Administration Building Replacement Board Approved 3/20/2023 32-4600-450-000-00-021-000-000-3080	Date	Vestibule Project Board Approved 4/17/2023 32-4600-762-000-00-000-000-000-3082	
6555	Lehigh Valley Floor Covering		Lehigh Valley Floor Covering	4195	A.G. Mauro	
	\$ 194,418.00		\$ 177,682.00		\$ 55,550.00	
	\$ 194,418.00		\$ 177,682.00		\$ 55,550.00	
8/31/2023	\$ 135,525.60	5/24/2023	\$ 85,483.80		\$ 55,550.00	
9/22/2023	\$ 58,892.40	8/29/2023	\$ 53,447.40			
		9/22/2023	\$ 5,610.60			
		9/22/2024	\$ 18,831.10			
	\$ 194,418.00		\$ 163,372.90		\$ 55,550.00	
	\$ -		\$ 14,309.10		\$ -	
	100%		92%		100%	
11/14/2022	\$ 6,828.00					
12/31/2022	\$ 241.15					
12/31/2022	\$ 2,115.75					
2/27/2023	\$ 9,018.10					
4/4/2022	\$ 6,825.00					
4/21/2023	\$ 6,986.35					
4/21/2023	\$ 1,515.15					
6/26/2023	\$ 2,793.87					
6/26/2023	\$ 8,381.62					
9/22/2023	\$ 4,604.31					
9/29/2023	\$ 2,793.87					
11/3/2023	\$ 2,793.87					
2/23/2024	\$ 2,475.00					
	\$ 57,372.04		\$ -			\$ -

Date	Vestibule Project Board Approved 4/17/2023 32-4600-762-000-00-000- 000-000-3082 District wide	Date	JTL Auditorium Ceiling Repaint Board Approved 4/17/2023 32-4600-431-000-20-517- 000-000-3095 Completed 6-27-23	Date	EHN R-Newals (Chiller) A/C# 32-4600-450-000-30- 819-008-000-3096 Board Approved 8/21/2023
4407	Keystone Fire & Security \$ 72,535.00	5285	Pocono Painting \$ 17,590.00	3181	Trane \$ 194,977.50
	\$ 72,535.00		\$ 17,590.00		\$ 194,977.50
4/2/2024	\$ 72,535.00	7/20/2023	\$ 17,590.00		
	\$ 72,535.00		\$ 17,590.00		\$ -
	\$ -		\$ -		\$ 194,977.50
	100%		100%		0%
	\$ -		\$ -		\$ -

EHN R-Newals (Chiller) A/C# 32-4600-450-000-20- 518-008-000-3096 Board Approved 8/21/2023	Date	EHN Generator Replacement A/C# 32-4600-762-000-30- 819-000-000-3021 D'Huy Board Approved 8/21/2023 Albarell Electric Inc Board Approved 2/26/24	Date	JTL Auditorium Flooring Board Approved 5/14/2023 Job# 335585 32-4600-450-000-20-517- 000-000-3080	Date
Trane		Albarell electric Inc.	6554	Cope Commercial Flooring	2459
\$ 194,977.50		\$ 114,255.00		\$ 16,200.00	
			BA 10/23/23	\$ 6,644.00	
			Retainage	\$ 2,284.40	
\$ 194,977.50		\$ 114,255.00		\$ 25,128.40	
			1/3/2023	\$ 16,200.00	11/3/2023
			11/3/2023	\$ 6,644.00	
\$ -		\$ -		\$ 22,844.00	
\$ 194,977.50		\$ 114,255.00		\$ 2,284.40	
0%		0%		91%	
	10/13/2023	\$ 309.35			
	10/13/2023	\$ 2,305.75			
	11/3/2023	\$ 2,589.80			
	12/4/2023	\$ 2,239.05			
	1/8/2023	\$ 1,558.25			
	2/1/2024	\$ 865.95			
	3/14/2024	\$ 474.95			
	4/4/2024	\$ 869.40			
\$ -		\$ 11,212.50			



Smithfield Sink Hole A/C#32-4100-710-000-10- 216-013-000-0000 Board Approved 9/18/2023	Date	RES / SME / MSE Main Door intercome System Board Approve 9/18/2023 32-2220-766-000-10-216- 000-000-3046 10-215-766 10-214-766	Date	MSE Flooring Replacement 32-4600-450-000-10-214- 000-000-3080 Board Approved 2/26/24	Date
Northeast Site Contractors		Keystone fire and Ssecurity		Cope Commercial Flooring	
\$ 8,713.00		\$ 14,429.00		\$ 444,826.00	
\$ 8,713.00		\$ 14,429.00		\$ 444,826.00	
\$ 8,713.01	1/17/2024 1/18/2024 1/18/2024	\$ 4,809.67 \$ 4,809.67 \$ 4,809.66			
\$ 8,713.01		\$ 14,429.00		\$ -	
\$ (0.01)		\$ -		\$ 444,826.00	
100%		100%		0%	
			2/12/2024	\$ 6,300.00	2/12/2024
			3/14/2024	\$ 9,450.00	3/14/2024
			4/11/2024	\$ 4,605.60	4/11/2024
			4/25/2024	\$ 1,095.81	4/25/2024
\$ -		\$ -		\$ 21,451.41	

ESE Flooring Replacement 32-4600-450-000-10-212- 000-000-3080 Board Approved 2/26/2024	Date	District Bottle Filling Stations 32-4600-752-000-00-000- 000-000-3099 Board Approved 2/26/2024	Date	EHS Stadium Stall Wall Replaement 32-4200-450-000-30-820- 000-000-3012 Board Approved 2/26/2024	Date	JMH Flooring Sanding of Floors 32-4600-450-000-10-213- 000-000-3080 Board Approved 3/18/2024
Cope Commercial Flooring		Eastern Penn Supplies ( EPSCO) 32 Units 2Feb.2024 \$47,600.00 44 Units in July 2024 \$51,750.00		Robert Brooke & Assoc.		Wayfare Sports
\$ 524,495.00		\$ 99,350.00		\$ 11,880.00		\$ 229,788.00
\$ 524,495.00		\$ 99,350.00		\$ 11,880.00		\$ 229,788.00
				\$ 11,880.00		
\$ -		\$ -		\$ 11,880.00		\$ -
\$ 524,495.00		\$ 99,350.00		\$ -		\$ 229,788.00
0%		0%		100%		0%
\$ 6,300.00					4/11/2024	\$ 2,475.00
\$ 9,450.00					4/22/2024	\$ 573.38
\$ 4,605.60						
\$ 1,095.81						
\$ 21,451.41		\$ -		\$ -		\$ 3,048.38

Current Construction in Progress

Total of Current Projects	
\$ 15,621,287.67	
\$ 20,040.00	
\$ (60,154.35)	
\$ -	
\$ -	\$ 15,581,173.32
\$ 4,049,906.00	
\$ 1,315,519.64	
\$ 1,279,109.92	
\$ 1,631,511.58	
\$ 1,510,915.38	
\$ 1,192,508.47	
\$ 145,446.46	
\$ 440,080.50	
\$ 341,061.12	
\$ 322,416.00	
\$ 194,966.00	
\$ 117,986.00	
\$ 29,503.64	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ 12,568,966.71	
	\$ 15,581,173.32
\$ 3,012,206.61	
80%	
\$ 105,799.85	
\$ 49,696.45	
\$ 38,389.16	
\$ 28,541.37	
\$ 25,741.81	
\$ 23,609.49	
\$ 13,912.30	
\$ 15,586.50	
\$ 11,318.83	
\$ 12,121.84	
\$ 15,919.28	
\$ 6,689.95	
\$ 2,926.93	
\$ 631.46	
\$ 1,566.27	
\$ -	
\$ -	
\$ 349,268.69	

## VIII. ITEMS FOR DISCUSSION

- a. Resolutions needed for PA PDE and DCED Grants for Building renovations

## Appendix II – Authorized Official Resolution

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Be it RESOLVED, that the \_\_\_\_\_ (Name of Applicant) of \_\_\_\_\_ (Name of County) hereby request a Public School Facility Improvement grant of \$ \_\_\_\_\_ from the Commonwealth Financing Authority to be used for \_\_\_\_\_.

Be it FURTHER RESOLVED, that the Applicant does hereby designate \_\_\_\_\_ (Name and Title) and \_\_\_\_\_ (Name and Title) as the official(s) to execute all documents and agreements between the \_\_\_\_\_ (Name of Applicant) and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, \_\_\_\_\_, duly qualified Secretary of the \_\_\_\_\_ (Name of Applicant), \_\_\_\_\_ (Name of County), PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the \_\_\_\_\_ (Governing Body) at a regular meeting held \_\_\_\_\_ (Date) and said Resolution has been recorded in the Minutes of the \_\_\_\_\_ (Applicant) and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the \_\_\_\_\_ (Applicant), this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
County

\_\_\_\_\_  
Secretary