

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING – July 20, 2015**

**Carl T. Secor Administration Center – Board Room**

**7:00 P.M.**

**ADDENDUM A**

**XVIII. FISCAL ITEMS**

**W. Use of Facilities**

1.

**RECOMMENDATION:** Motion to approve the request for use of facilities as listed for Class 1 school-related activities (no facility fees will be incurred as per Policy #707).

**CLASS 1 – SCHOOL-RELATED USE OF FACILITIES – (Sports Feeder Programs/Student Educational Enrichment Programs)**

| <b>BUILDING</b>     | <b>ORGANIZATION</b>                   | <b>EVENT</b>       | <b>DATE TO/FROM</b> | <b>FACILITY FEES</b> | <b>PERSONNEL FEES</b> |
|---------------------|---------------------------------------|--------------------|---------------------|----------------------|-----------------------|
| Bushkill Elementary | Scranton Lackawanna Human Development | Head Start Program | 7/1/15-6/30/16      | No                   | No                    |

(See page 2)

**Y. Head Start Contract Renewal**

**RECOMMENDATION:** Motion to approve the Letter of Agreement with the Scranton-Lackawanna Human Development Agency, Inc. Head Start Program effective July 1, 2015 to June 30, 2016.

(See pages 3-5)

**Z. Change Order**

**RECOMMENDATION:** Motion to approve Change Order #7 from Myco Mechanical to replace the dielectric unions on the hot water system as part of the JTL HVAC/Lighting project at a cost of \$19,616.74.

(See pages 6-8)

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Organization SLHQA, Inc. Head Start Today's Date 7-16-15

Non-Profit?  yes  no Will an admission fee be charged?  yes  no Are you requesting a waiver of facilities fees?  yes  no  
 If yes, amount \$ \_\_\_\_\_ If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use Head Start Classroom

Name of School Requested Bushkill Elementary

| DAY(S)<br>from -- DATE(S) -- to | from -- HOURS -- to            | DESCRIPTION<br>(meeting, practice, game, rehearsal, performance,...)  |
|---------------------------------|--------------------------------|---|
| <u>7-1-15</u> to <u>6-30-16</u> | <u>8:00am</u> to <u>4:00pm</u> | <u>Head start program - prepare classroom, classroom (AM &amp; PM sessions) Cleanup after children leave, teacher planning time</u> |

Facility Required:

|  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> All-Purpose Room                                      | <input type="checkbox"/> Auditorium                       | <input checked="" type="checkbox"/> Cafeteria                          | <input checked="" type="checkbox"/> Gymnasium       |
| <input type="checkbox"/> Swimming Pool (requires proof of certified lifeguard) | <input type="checkbox"/> Stadium                          | <input checked="" type="checkbox"/> Kitchen/Preparation                | <input checked="" type="checkbox"/> Kitchen/Serving |
| <input type="checkbox"/> Stage   | <input checked="" type="checkbox"/> Classrooms # <u>1</u> | <input checked="" type="checkbox"/> Fields (specify) <u>playground</u> | Other (specify) _____                               |

Equipment Required: (\*must be operated/attended by school personnel)

|   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Kitchen Equipment* | <input type="checkbox"/> Sound System             | <input type="checkbox"/> Record Player/Stereo Equip. | <input type="checkbox"/> Piano                |
| <input type="checkbox"/> Stage Lighting*    | <input type="checkbox"/> Motion Picture Projector | <input type="checkbox"/> Overhead Projector/Screen   | <input type="checkbox"/> Folding Stands       |
| <input type="checkbox"/> Scoreboard*        | <input type="checkbox"/> Athletic Equipment       | <input type="checkbox"/> Other (specify) _____       | <input type="checkbox"/> Tables and/or Chairs |

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ 1,000,000 Bodily Injury Liability (\$500,000 minimum) \$ 1,000,000 Property Damage Liability (each occurrence) (\$500,000 minimum) on file

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Mark Gramquist Address 417 Grove St. Honesdale PA 18431 Phone 570-309-9964  
 Name Stacia Celliera Address 110 Worlock Ct. Bushkill, PA 18322 Phone 570-309-7964

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants or employees and further will hold harmless and indemnify the said School Directors, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

Signature Meghan Douglas Phone (day) 570-963-6633  
 Signature — Responsible Organization Official (eve.) 570-983-7518

Billing Address 321 Spruce St. Scranton PA 18503

APPROVALS: Principal Shawn D. Lawrence Date 7-1-15  
 Business Administrator \_\_\_\_\_ Date 7-1-15  
 copy to:  stage manager  athletic director  cafeteria manager  head custodian  librarian  a/v coordinator  other Date 7-1-15

For office use only:

**FACILITIES USE INVOICE**

|                                 |                   |
|---------------------------------|-------------------|
| Facilities/Equipment used _____ | Charges: \$ _____ |
| _____                           | \$ _____          |
| _____                           | \$ _____          |
| Personnel Employed: _____       | Charges: \$ _____ |
| (attach time sheets)            | \$ _____          |
| _____                           | \$ _____          |
| Other (specify): <u>2</u>       | Charges: \$ _____ |
|                                 | \$ _____          |

**THE SCRANTON - LACKAWANNA  
HUMAN DEVELOPMENT AGENCY, INC.**  
321 SPRUCE STREET 1<sup>ST</sup> FLOOR, SCRANTON, PENNSYLVANIA 18503  
Phone: (570) 963-6836 Fax: (570) 496-7713



May 15, 2015

To: Ms. Sharon Laverdure  
East Stroudsburg Area School District  
50 Vine St.  
East Stroudsburg, PA 18301

From: Ann Lynady  
Project Director

RE: Head Start Supplemental Assistance Program Contract Renewal

Enclosed please find contract renewal for '15-'16 School Year beginning July 1, 2015 and ending June 30, 2016. This contract will be revised should a need arise for an additional session.

Please review the Terms and Conditions. If you and your Board of Education approve, please sign and send us back a copy for our records.

If changes need to be made, please pencil in the requested change and return to us. We will then revise and send a new Letter of Agreement for your approval.

As always, this contract is contingent on continued PA Department of Education Funding.

Thank you for your continued Partnership.

**THE SCRANTON-LACKAWANNA  
HUMAN DEVELOPMENT AGENCY, INC.**  
321 SPRUCE STREET 1ST FLOOR  
SCRANTON, PENNSYLVANIA 18503

**Phone: (570) 963-6836**

**Fax: (570) 496-7713**



**SAM CECCACCI**  
*Executive Director*

### Letter of Agreement

East Stroudsburg Area School District

Scranton-Lackawanna Human  
Development Agency, Inc.  
Head Start Program

Effective Date: July 1, 2015 to June 30, 2016

This Letter of Agreement is subject to the terms and conditions below and is contingent upon the receipt from the PA Department of Education of the full amount of funding requested in the Grant Application presented by the Scranton Lackawanna Human Development Agency, Inc. Head Start Program to that Department under the Head Start Supplemental Assistance Program.

**Grant funds are contingent upon the passage of the 2015-2016 State budget by the General Assembly.** Failure to receive total funding voids this Agreement.

A new Agreement will be negotiated upon receipt of partial funding. If no Agreement can be reached in such case, the Program will not be implemented.

This Agreement can also be voided at any time by either party by providing the other party with thirty (30) days written notification.

### **Terms and Conditions**

1. Staffing – Teacher , Teacher Aide, and Family Engagement Worker hired by Head Start and paid with PDE Funds. There will be an AM and a PM class with a maximum class size of 16 Head Start Students.
2. Curriculum – Creative Curriculum for Young Children
3. Assessments – Teaching Strategies GOLD. The cost of the online assessment will be paid by Head Start utilizing PDE funds.
4. Health – All required Head Start Health Services and Screenings will be provided by Head Start Health Coordinator.
5. Nutrition – Lunches provided by the School District and billed to the School Lunch Program. Snack will also be provided by the School District, paid for by Head Start and then billed to the Child & Adult Care Food Program (CACFP) for reimbursement. Head Start Nutrition Consultant and Nutrition Coordinator will provide additional oversight.

MISSION: TO ADVANCE ECONOMIC OPPORTUNITY FOR ELIGIBLE RESIDENTS IN NORTHEASTERN PA  
BY PROVIDING RESOURCES, EDUCATION AND TRAINING TO ENHANCE JOB AND LIFE SKILLS  
AND PROVIDE CAREER SEEKING OPPORTUNITES



# MYCO MECHANICAL, INC.

## Additional Authorized Work Recap Sheet

Project: JTL  
 Brief Description: Dielectrc Union Replacements

Date: 6/24/2015

**Labor**

|     |                                     |        |           |                    |
|-----|-------------------------------------|--------|-----------|--------------------|
|     | Total Hours/Project Manager         | 150.00 | /Hour     | \$0.00             |
|     | Total Hours/Superintendent          | 63.90  | /Hour     | \$0.00             |
|     | Total Hours/Foreman                 |        | /Hour     | \$0.00             |
|     | Total Hours/Plumber                 |        | /Hour     | \$0.00             |
| 135 | Total Hours/Pipefitter              | 58.90  | /Hour     | \$7,951.50         |
|     | Total Hours/Sheet Metal Mechanic    | 49.86  | /Hour     | \$0.00             |
|     | Total Hours/Apprentice              | 47.12  | /Hour     | \$0.00             |
|     | Total Hours/Laborer                 | 39.91  | /Hour     | \$0.00             |
|     | Total Hours/Equipment Operator      | 57.92  | /Hour     | \$0.00             |
|     | Total Hours/Truck Driver            | 50.00  | /Hour     | \$0.00             |
|     | Total Hours/Clerk                   |        | /Hour     | \$0.00             |
|     | 1 Total Cost of Base Rates          |        |           | \$7,951.50         |
|     | 2 Co. & Compulsory Benefits & Taxes | 39.06% |           | \$3,105.86         |
|     | 3 Labor Cost                        |        |           | \$11,057.36        |
|     | 4 Total Labor Cost * X% Overhead    |        |           | \$0.00             |
|     | 5 Total Labor Cost * X% Profit      | 15.00% |           | \$1,658.80         |
|     | 6 Total Labor Cost                  |        |           | <u>\$12,715.96</u> |
|     |                                     |        | Sub Total | <u>\$11,057.36</u> |

**Material**

|  |                               |        |  |                   |
|--|-------------------------------|--------|--|-------------------|
|  | 7 Material Costs              |        |  | \$5,508.00        |
|  | 8 Sales Tax                   | 6.00%  |  | \$330.48          |
|  | 9 Material Costs              |        |  | \$5,838.48        |
|  | 10 Material Costs * X% Markup | 10.00% |  | \$583.85          |
|  | 11 Total Material Cost        |        |  | <u>\$6,422.33</u> |

**Equipment and Tool Rental**

|  |   |  |  |               |
|--|---|--|--|---------------|
|  | 12 Equipment and Tool Rental (crane, lifts) |  |  | \$0.00        |
|  | 13 Direct Job Expenses                      |  |  | \$0.00        |
|  | 14 Total Equipment and Tool Rental          |  |  | <u>\$0.00</u> |

**Subcontractors**

|  |                                   |       |  |               |
|--|-----------------------------------|-------|--|---------------|
|  | 15 Subcontractors                 |       |  | \$0.00        |
|  | 16 Subcontractor Cost * X% Markup | 5.00% |  | \$0.00        |
|  | 17 Total Subcontractor Costs      |       |  | <u>\$0.00</u> |

**Summary**

|  |                                    |       |  |             |
|--|------------------------------------|-------|--|-------------|
|  | 18 Add Lines (6+11+14+17) Subtotal |       |  | \$19,138.29 |
|  | 19                                 |       |  | \$0.00      |
|  | 20 Bonds and Insurance Costs       | 2.50% |  | \$478.46    |

**Total Proposal Amount**

**\$19,616.74**

An additional \_\_\_\_\_ day(s) will be required on contract time for this proposal.  
 Prices are subject to change if not accepted within \_\_30\_\_ day(s).

|              |      |             |      |
|--------------|------|-------------|------|
| Submitted By | Date | Accepted By | Date |
|--------------|------|-------------|------|



Daniel Eppley &lt;daniel-eppley@esasd.net&gt;

## JTL Dielectric Union Replacement

1 message

Tim Moyer &lt;tmoyer@mycomechanical.com&gt;

Wed, Jun 24, 2015 at 9:19 AM

To: "jstevens@strunk-albert.com" &lt;jstevens@strunk-albert.com&gt;, Daniel Eppley &lt;daniel-eppley@esasd.net&gt;

Cc: Trevor Teman &lt;TTeman@mycomechanical.com&gt;, Anita Rose &lt;arose@mycomechanical.com&gt;

John/Dan,

Now that summer is here, we are going to be getting into the replacement of the dielectric unions throughout the building on the HW system. I wanted to give you an idea of a per union replacement cost so once agreed, you'll know what a pair of replacements costs, times how many we replace.

Here's the material cost by size, and per 2 unions replaced. Material needed is 2 – dielectrics; 2 – copper x female adaptors; 2 – copper couplings; & 2 – black iron unions.

### Material - + 6% tax and markup

¾" - \$48.00

1" - \$72.00

1 ¼" - \$96.00

1 ½" - \$129.00

2" - \$165.00

Here's the labor cost, which is an average for 2 unions replaced.

### Labor - + burden & markup

2.5 hrs/pair x \$58.90/hr = \$147.25

Trevor is seeing approximately 54 pairs of unions on the drawings. Since we're not

sure what the exact sizes are, see the attached for an average material cost and labor so you have some idea of the total cost for these replacements. Obviously we'll have to itemize them once we're done, but, this should give you some idea of the magnitude.

If you have any questions, please let me know.

Thx

*Tim Moyer*

**Project Manager**

**Myco Mechanical, Inc.**

1 N Washington Street

Telford, PA 18969

P 267.382.0267 C 215.783.3507 F 267.382.0177

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